


GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

4th Level, C-Wing
Delhi Sectt.
New Delhi

Sub: - **Comprehension Test on (i) Right to Information Act 2005 & (ii) Manual of Office Procedure for the year 2019.**

Please find enclosed herewith copy of AR Department's letter No. F.13/06/RTI/2019/AR.10895-11132 dated 09/09/2019 & letter No. F.15/02/2019/AR/11133-11370 dated 09/09/2019 on the above cited subjects with request to bring the contents to the notice of all the concerned officers/officials for information and taking necessary action accordingly.

Encl : as above


(V. NAYYAR)
D.C.A. (AUDIT)/H.O.O.

✓ All the Branch Incharges

Dte. of Audit.

U.O. No. F. 9(1)/DOA/ Estt./Misc/2017/ 6610-6011

Dated: 30-09-19

Copy to :

1. Accounts Officer (Audit), Internal Audit Branch, Directorate of Audit, with request to bring the contents of aforesaid circular to the notice of all the officers deputed for field duty.
2. Nodal Officer (Website), Directorate of Audit, GNCT of Delhi.

AAO(A)


30/9/19

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

Fin/2019/14782
~~21~~ 23/9/19
2000

No.F.13/06/RTI/2019/AR 10895 -- 11132

Dated: 09/09/19

To,

- 1 All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
- 2 District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patiala House Courts,
Delhi/New Delhi.
- 3 All M.D's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
- 4 The Commissioners of Municipal Corporations of Delhi,
East/North/South Districts,
Delhi/New Delhi.
- 5 The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
- 6 The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

For wide
circulation in all
Sections/Units

~~DCA~~

6
29/9/2019

Sub: Comprehension Test on Right to Information Act, 2005 for 2019.

Sir /Madam.

With a view to encourage the officers and staff to get acquainted with the provisions of Right to Information Act, 2005 and use the knowledge so gained in their day-to-day working, a scheme of "Self Learning of RTI Act, 2005" was introduced in the year 2010.

2. Under this scheme, all officers and staff members, working in the Departments of Government of Delhi, its subordinate Offices/ Undertakings & Local Bodies can participate in the test.

3. The test would be confined to the provisions of "Right to Information Act, 2005" and contain 100 objective/subjective type questions. The duration of the test would be 1½ hour and separate papers would be set out for each category, i.e. C for LDC/Jr. Asstt/Group-D, B for Assistant/Gr.II(DASS)/ASO/UDC/Sr. Asstt/ or equivalent and A for Gr.I/S.O. and their equivalents and above.

4. Each incumbent who secures 50% and above marks would be given a Certificate and cash award on the basis of his/her performance in the test at the following rates: -

| Slab of Marks | Amount of Prize |
|---------------|-----------------|
| 80% and above | 1,500/- |
| 70% to 79% | 1,000/- |
| 60% to 69% | 800/- |
| 50% to 59% | 600/- |

Mo(A) on 23/9/19
23/9/19
Mo(A) on 23/9/19

28810

No.F.15/02/2019/AR/ 1133-11370

Dated: 09/09/19

To,

- 1 All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
- 2 District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patiala House Courts,
Delhi/New Delhi.
- 3 All M.D's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
- 4 The Commissioners of Municipal Corporations of Delhi,
East/North/South Districts,
Delhi/New Delhi.
- 5 The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
- 6 The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

For wide
circulation in all
Sections/Units

Sub: Comprehensive test on Manual of Office Procedure (MOP) for 2019.

Sir /Madam,

With a view to encourage the officials /officers including Group D staff to get acquainted with the provisions of "Manual of Office Procedure" and use the knowledge so gained in their day-to-day working, a scheme of "Self Learning" of MOP - Test was introduced in the year 1991.

2. Under this scheme, all the desirous officials/ officers including Group-D can participate in the said test working in the Departments of Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/council and subordinate Offices/ Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

3. The Test would be confined to the provisions of "Manual of Office Procedure Test" (MOP) and contain 100 objective/subjective type questions. The duration of the test would be 1½ hour and separate papers would be set out for each category, i.e. C for LDC/Jr. Assit/Group-D, B for Assistant/Gr.II(DASS)/ASO/UDC/Sr. Assit/ or equivalent and A for Gr.I/S.O. and their equivalents and above.

4. Each incumbent who secures 50% and above marks would be given a Certificate and cash award on the basis of his/her performance in the test at the following rates: -

| Slab of Marks | Amount of Prize |
|---------------|-----------------|
| 80% and above | 1,500/- |
| 70% to 79% | 1,000/- |
| 60% to 69% | 800/- |
| 50% to 59% | 600/- |

Contd...2/

5. In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. C for LDC/Jr. Asst/Group-D, B for Assistant/Gr.II(DASS)/ASO/UDC/Sr. Asst/ or equivalent and A for Gr.I/S.O. and their equivalents and above, would also be given an additional cash award of Rs.1,000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.
6. The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in this test, would not be allowed to participate in the next year's test.
7. It is requested that wide publicity may be given to this test, so that maximum number of employees could be able to participate in the test.
8. Applications from desirous candidates (except officers/officials of AR Deptt.) may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department) latest by 31st, October, 2019. The exact date, time and venue of the test will be intimated in due course.

Yours faithfully,

Encl: As above.

(L.R. SINGH)
DEPUTY DIRECTOR (AR)
PH.23392726

No.F.15/02/2019/AR/ 1133 --- 11370

Dated: 09/07/19

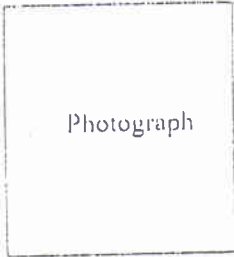
Copy forwarded for necessary action to:-

1. All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
2. OSD to Lt. Governor, Raj Niwas, Delhi.
3. OSD to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.
4. PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.

(L.R. SINGH)
DEPUTY DIRECTOR (AR)
PH.23392726

APPLICATION FORM
MANUAL OF OFFICE PROCEDURE TEST- 2019
 (Note: Incomplete application forms would be rejected)

29719



Roll Number
 (To be allotted by A.R. Department)

1. Name in capital letters (in English)

2. Father's/Husband's Name

3. Sex Male Female

4. Designation

5. Date since when holding the post - - (dd-mm-yyyy)

6. Pay Level in pay matrix (Don't mention basic pay)

7. Category for which eligible (Please tick mark the category)

| | | |
|--|--|--|
| Gr.I/SO/Supdt. or equivalent and above (A) | Assistant/Gr.II(DASS)/ASO/UDC/Sr.Ass tt/ / or equivalent (B) | I.DC/Jr. Asstt/Group-D or equivalent (C) |
|--|--|--|

8. Department

9. Section/Branch/Unit

10. Complete Office address with Pin code

11. Complete Residential Address with Pin code

12. Contact Numbers

| | |
|------------|--|
| Office | <input style="width: 95%; height: 20px;" type="text"/> |
| Mobile | <input style="width: 95%; height: 20px;" type="text"/> |
| e-mail Id: | <input style="width: 95%; height: 20px;" type="text"/> |

13. Bank Details (Please enclose copy of cancelled cheque):

Name of Bank

Branch Address

| | |
|-------------|--|
| Account No. | <input style="width: 95%; height: 20px;" type="text"/> |
| IFSC Code | <input style="width: 95%; height: 20px;" type="text"/> |
| MIGR Code | <input style="width: 95%; height: 20px;" type="text"/> |

(Without bank details, application may not be considered)

Certified that the above information is correct to the best of my knowledge and belief. I understand that the information furnished above, if found suppressed / incorrect at any stage, will attract disciplinary proceedings against me. I also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant