

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
(ADMINISTRATION BRANCH)  
5- SHAM NATH MARG, DELHI-54.

F.1/31/796/LC/ESTT/ 12 11010

Dated: 27/5/2013

To,

1. The Addl. LC-I & II,  
Labour Department,  
5, Sham Nath Marg,  
Delhi-110054.
2. All JLCs/DLCs,  
Labour Department,  
Govt. of NCT of Delhi.
3. All Branch Incharges,  
Labour Department,  
Delhi/New Delhi.

Sub: - Manual of Office Procedure Test-2013, to be held in August, 2013.

Sir,

I am directed to forward herewith a copy of the letter No.F.15/03/2013/AR/4195-4364/C dated 10.04.13 on the subject noted above received from Pr. Secretary (AR), Govt. of NCT of Delhi, and to request that the contents of the letter may kindly be brought to the notice of all the officers/officials working under your kind control and the filled up application in the enclosed proforma in r/o of the interested officers/officials, may be sent to this office by 15.06.2013 for further forwarding to AR Department.

Encls: - As above.

Yours faithfully,

(D.P. ARORA)

Dy. Labour Commissioner (Admn.)/H.O.O  
Ph.No.-011-23963334

F.1/31/796/LC/ESTT/ 12

Dated:

Copy forwarded for information and necessary action to the following:-

1. PA to Secy-Cum-LC, Labour Deptt., 5, Sham Nath Marg, Delhi-110054
2. System Analyst, Labour Deptt., 5, Sham Nath Marg, Delhi-110054 with the request to upload the information on the website of this Department.

Dy. Labour Commissioner (Admn.)/H.O.O

28-5-13  
V. S. Singh

SA/EDP/2013/101  
27/5/2013

417/2  
12/4/13

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

No.F.15/03/2013/AR/ 4195-4364/C

Dated: 10/04/13

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/Patalia 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

*W. Anand*  
*P. Prasad*  
*L-C*  
*D. C. B.*

**Sub: Manual of Office Procedure Test - 2013, to be held in August, 2013.**

Sir/Madam,

*A*  
*16/4*  
*ALC(A)*

With a view to encourage the officers and staff to get acquainted with the provisions of "Manual of Office Procedure" and use the knowledge so gained in their day-to-day official working, a scheme of "Self Learning" was launched in the year 1991.

Under this scheme, all the desirous officers can participate in this test apart from LDC, UDC, Assistants, Superintendents and their equivalent, working in the Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/Council & Subordinate Offices/Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

*M*  
*16/4*  
*Satyajit*

The test would be confined to the provisions of "Manual of Office Procedure" (MOP) and the Right to Information (RTI) Act, 2005. The paper would contain objective type questions. The duration of the test would be 1 ½ hour and separate papers would be set out for each category.

Each incumbent who secures 40% 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	Existing amount of Prize
80% and above	Rs.1,500
70% to 79%	Rs.1000
60% to 69%	Rs.800
50% to 59%	Rs.600
40% to 49%	Rs.400

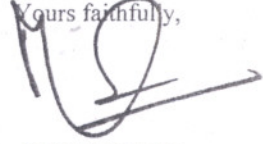
In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. LDC, UDC, Assistants and Superintendents & above, would also be given an additional cash award of Rs.1000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.

The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in the Manual of Office Procedure Test, would not be allowed to participate in the next year's test.

Applications from desirous candidates may please be sent to Administrative Reforms Department on the enclosed proforma by 28<sup>th</sup> June, 2013. The test is likely to be held in the month of August, 2013. The date, time and venue of the test will be intimated in due course. In case, the roll numbers for the test are not received by mid-August, concerned candidate may obtain the same from A.R.Department, in person.

It is requested that wide publicity may be given to this test so that more and more employees could be able to participate in the test.

Yours faithfully,



(Dr. M.M.KUTTY)  
Pr. SECRETARY (AR)  
Tel.: 23392005

No.F.15/03/2013/AR/

495-4364/C

Dated: 10/04/13

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. P.S. to Lt. Governors, Raj Niwas, Delhi.
3. P.S. 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.

Bawa  
10/4/13

(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)  
Tel.: 23392422

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



**APPLICATION FORM**

**MANUAL OF OFFICE PROCEDURE TEST – 2013**

(Note: Incomplete forms would be rejected)

1. Name in Capital letter both in (English) \_\_\_\_\_  
(Hindi) \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Sex (Tick Mark) Male / Female
5. (a) Designation \_\_\_\_\_  
(b) Date since when holding the post \_\_\_\_\_
6. Pay Band & Grade Pay  
(Don't mention basic pay) \_\_\_\_\_
7. Category for which eligible LDC / UDC / ASSTT. / SUPDT. & above.  
(Please tick mark category)
8. Department \_\_\_\_\_
9. Section/Branch/Unit \_\_\_\_\_
10. Complete Office Address  
(with Pin Code) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Complete Residential Address  
(with Pin Code) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Contact Numbers Office \_\_\_\_\_  
Residence \_\_\_\_\_  
Mobile \_\_\_\_\_

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 \_\_\_\_\_

