DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI
(PH: 23811388)

No.30-3(17)(2)/Cir./Coord/2013/ 24H3-2512

Dated: 16/4/13

CIRCULAR


Please find enclosed herewith a copy of letter No.F.15/03/2013/AR/4195-4364/C dated 10.04.2013 received from Administrative Reforms Department, Govt. of NCT of Delhi, 7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 vide which applications from LDC, UDC, Assistants and Superintendents (and their equivalent) are called for “Manual Office Procedure Test – 2013” likely to be held in the month of August, 2013. The date, time and venue of the test will be intimated by A.R. Deptt. in due course.

Therefore, all willing officers/officials are requested to forward their applications to this branch in the enclosed proforma by 21st June, 2013 for further sending to Administrative Reforms Department, GNCT of Delhi.

Encl: As above.

(Shashi Kaushal)
Spl. Director of Education (Coord.)

No.30-3(17)(2)/Cir./Coord/2013/ 24H3-2512

Dated: 16/4/13

Copy for information and necessary action to:-

1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi-54.
2. PS to Director (Education), Dte. of Edn., Delhi-54.
3. PA to Spl. Director of Education (Finance.), Dte. of Edn., Delhi-54.
4. PA to Addl. Director of Education (Admin.), Dte. of Edn., Delhi-54.
5. PA to Addl. Director of Education (School), Dte. of Edn., Delhi-54.
6. All R Ds E/ Ds E of Districts/ HOS, Dte. of Edn., Delhi (through website).
7. All Branches of Head Quarter through website of the department.
8. OS (IT) with the request to upload the circular on the website (Pop-up).

(Shashi Kaushal)
Spl. Director of Education (Coord.)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.15/03/2013/AR/ 1195-4364/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/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.


Sir/Madam,

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
Officers/Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

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:

<table>
<thead>
<tr>
<th>Slab of Marks</th>
<th>Existing amount of Prize</th>
</tr>
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<tbody>
<tr>
<td>80% and above</td>
<td>Rs. 1,500</td>
</tr>
<tr>
<td>70% to 79%</td>
<td>Rs. 1,000</td>
</tr>
<tr>
<td>60% to 69%</td>
<td>Rs. 800</td>
</tr>
<tr>
<td>50% to 59%</td>
<td>Rs. 600</td>
</tr>
<tr>
<td>40% to 49%</td>
<td>Rs. 400</td>
</tr>
</tbody>
</table>

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 28th 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. Kuttty)
Pr. Secretary (AR)
Tel.: 23392005

No.F.15/03/2013/AR/ 4364
Dated: 10/04/13

Copy forwarded for necessary action to:-

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.

(Seema Bawa)
Deputy Director (AR)
Tel.: 23392422
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
   (Please tick mark category) LDC / UDC / ASSTT. / SUPDT. & above.

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 ____________________________