GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION. COORDINATION BRANCH
LUCKNOW ROAD: DELHI-54
(PH: 011-23811388)

No.30-3(17)/(09)/MOP Test/Coord./2016/0632-10636

Dated: 4/8/16

CIRCULAR


Please find enclosed herewith a copy of letter No.ARD-M012/2/2016-Misc.O/o Secy.AR/3792-3951 dated 13.07.2016 received from Administrative Reforms Department, Govt. of NCT of Delhi, 7th Level, c-Wing, Delhi Secretariat, L.P. Estate, New Delhi-110002 vide which applications from LDC, UDC, Assistants and Superintendents (and their equivalent) working in the Govt. of NCT of Delhi, are called for "Manual Office Procedure Test - 2016" likely to be held in the month of October, 2016. The date, time and venue of the test will be intimated by A.R. Deptt. in due course.

It is, therefore all willing officers/officials are requested to forward their applications (through proper channel) to this branch in the enclosed proforma by 19th Sep. 2016 for further sending to Administrative Reforms Department, GNCT of Delhi.

Encls: As above.

(Daya Nand Singh)
ADE (Coord.)

Copy for information and necessary action to:-

1. PS to Secretary (Education), GNCT of Delhi, Delhi.
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Coordination), Directorate of Education, Delhi.
4. PA to Spl. Director of Education (Admin), Directorate of Education Delhi.
5. PA to Addl. Director of Education (School), Directorate of Education Delhi.
7. All RDsE/DDsE of Districts Directorate of Education, Delhi (through website).
8. All Branches of HQ. Directorate of Education, Delhi (through website).
9. All HOS, Directorate of Education, Delhi (through website).
10. OS (IT) with the request to upload the Circular on the website of Department.

(Daya Nand Singh)
ADE (Coord.)
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 Chairperson (CEO NDMC/DJB, Delhi/New Delhi.
5. The Commissioner of Police, Delhi Police, Delhi/New Delhi.
6. The Chairperson /CEO NDMC/ DJB, Delhi/New Delhi.

Sub: Manual of Officer Procedure Test-2016, to be held in October, 2016.

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. one for LDC and Group D and their equivalent; second for UDCs, Assistants and their equivalent and the third for Superintendents and their equivalent 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:

<table>
<thead>
<tr>
<th>Slab of Marks</th>
<th>Amount of Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% and above</td>
<td>1,500/-</td>
</tr>
<tr>
<td>70% to 79%</td>
<td>1,000/-</td>
</tr>
<tr>
<td>60% to 69%</td>
<td>800/-</td>
</tr>
<tr>
<td>50% to 59%</td>
<td>600/-</td>
</tr>
</tbody>
</table>

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. LDC & Group D and their equivalent, UDC/ Assistants and their equivalent and Superintendent and their equivalent & 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 may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department) **latest by 30th September, 2016**. The test is likely to be held in the month of October 2016. The exact 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-September, concerned candidate may obtain the same from A.R. Department, in person.

Yours faithfully,

Encl: As above.

Dated: 11-07-2016

No. ARD-m-012/21/2016-Misc.Office/AR/3-192-395

Copy forwarded for necessary action to:-

2. OSD to Lt. Governor, Raj Nivas, 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.

(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
PH: 23392422
APPLICATION FORM
MANUAL OF OFFICE PROCEDURE TEST-2016
(Note: Incomplete application forms would be rejected)

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 Band & Grade Pay (Don't mention basic pay)
   - Rs.

7. Category for which eligible
   - LDC/Group-D and equivalent
   - UDC/Assistant and equivalent
   - Superintendent and equivalent and 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 ..........................................................
To,

1. All Principal Secretaries/Secretaries/HoDs of Govt of NCT of Delhi
2. All HoDs of Local Bodies/Autonomous Bodies Organizations/Undertakings of GNCTD

Sir/Madam,

Your kind attention is drawn towards esteemed directions of Hon’ble Delhi High Court (Please see attachment) whereby it was desired to communicate the petitioner in the case WP(C) 4732 of 2016 about implementation of mandatory provisions under sections 4, 6 and 5 of RTI Act 2005 apart from taking necessary steps for online filing of RTI petitions and appeals.

Department of Administrative Reforms GNCTD has been repeatedly writing to all Departments of GNCTD for ensuring compliance of section 4 of RTI Act. Letters F.13/1/2013/AR/4928-6088/C dated 13.05.2013 and F.13/1/2013/AR/869-1029/C dated 17.01.2014 and dated 01.01.2016 issued by Deputy Director (AR) of Department of Administrative Reform (Government of NCT Delhi) were sent to your Department for taking cognizance and subsequent action on Office-Memorandum No.1/6/2011-IR dated 15.04.2013 from Department of Personnel & Training (Government of India) regarding implementation of sui-moto disclosure under section 4 of RTI Act 2005. But it is observed that many departments of Government of NCT Delhi have not yet taken steps for compliance of the said DoPT Office-Memorandum No.1/6/2011-IR dated 15.04.2013.

Now in view of directions by Hon’ble Delhi High Court, it is necessary that urgent steps may be taken for compliance of sui-moto disclosure under Section 4 of RTI Act, 2005. Compliance report on sections 4, 6 and 26 of RTI Act, 2005 may be urgently communicated to Department of Administrative Reforms, GNCTD latest by 05.08.2016 so that directions of Hon’ble Delhi High Court may be complied in time.

This may be given top priority.

Yours faithfully,

AMITABH JOSHI
Deputy Director (AR)
Ph.23392422

Encl: As above
Dear Sir,

Kindly note the following:

<table>
<thead>
<tr>
<th>Case Details</th>
<th>W.P.(C) 4732/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listed on</td>
<td>23.05.2016</td>
</tr>
<tr>
<td>Listed as</td>
<td>Item 7 in Court No. 1</td>
</tr>
<tr>
<td>Coram</td>
<td>Chief Justice and Hon'ble Mr. Justice Jayanth Nath</td>
</tr>
</tbody>
</table>

**Subject Matter**

Petitioner is seeking mandamus / directions/any other order to the Respondents to implement the mandatory provisions of the Right to Information Act, 2005 namely Section 4, 6 and 26 and Direct Respondents to take urgent steps to ensure filing of RTI Applications, Appeals and Complaints through electronic mode including through websites and through call centres as voice facilitation centres for filing RTI Applications, Appeals and Complaints.

**Appearing**

Respondent No.1 (Chief Secretary, Government of NCT of Delhi) and Respondent No. 2 (Secretary, Department of Administrative Reforms)

**Next Date of Hearing**

N/A

**Action to be taken**

The Hon'ble Court was pleased to dispose off the Petitioner's representation within 3 months and communicate the order to the Petitioner.

**Department Representative Contacted**

Mr. Joshi (Deputy Director, Administrative Reforms) (9810156146)
Mr. Digamber Bisht (9968307573)

**Contact Persons**

Mr. Gautam Narayan (9811411735; 011-29834981)
Mr. Shabqad Banerji (8527862988)

You are hereby requested to urgently take necessary steps for the issuance of BTF in the name of Mr. Gautam Narayan, Additional Standing Counsel expeditiously.

Please feel free to contact us for any further information/clarification.

Thanking You,

Shabqad Banerji
Chambers of Gautam Narayan