

ADMINISTRATIVE REFORMS DEPARTMENT
 7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
<http://ar.delhigovt.nic.in>

No.F.13/04/2014-AR/ 5680-5879 / C

Dated: 21/04/14

To

1. All Principal Secretaries/ Secretaries/ Head of Departments, Govt. of NCT of Delhi, Delhi/New Delhi.
2. All M.Ds/Chairman of Local Bodies /Autonomous Bodies Undertakings/ Corporations etc. under Govt. of NCT of Delhi, Delhi/New Delhi.
3. The District & Session Judge
O/o District & Session Judge, Tis Hazari, Delhi.
4. The Commissioner
East, South & North Delhi Municipal Corporation/Delhi Police, Delhi/New Delhi
5. The Chairman/CEO
DJB/NDMC, Delhi/New Delhi

Sub: - Comprehension Test on Right to Information Act, 2005, to be held in September, 2014.

Sir /Madam,

With a view to encourage the officers and staff including Group D 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 including Group D, 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 marks 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 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: -

<u>Slab of Marks</u>	<u>Amount of Prize</u>
80% and above	Rs.1,500/-
70% to 79%	Rs. 1,000/-
60% to 69%	Rs. 800/-
50% to 59%	Rs. 600/-
40% to 49%	Rs. 400/-

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.1,500/- for standing first, Rs.1,000/- 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 officers / employees could be able to participate in the test.

8. It is further observed that complaints are being received regularly from the users of RTI 2005 that PIOs in various departments/organizations etc. of GNCT of Delhi are not following provisions of RTI Act, 2005 while dealing with applications seeking information under the Act as well as other provisions and instructions issued under RTI Act, 2005 regarding updating websites and posting information online. Therefore, a need has been felt to enhance awareness regarding various provisions of the RTI Act, 2005 amongst PIOs working in the offices under the GNCT of Delhi. It is accordingly requested to encourage and nominate PIOs working in the departments/offices under your control to participate in this test which is essentially to enable participants for updating their knowledge about the existing provisions of RTI Act, 2005.

9. Applications from desirous candidates may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department i.e. ar.delhigovt.nic.in) latest by 31st July, 2014. The test is likely to be held in the last week of September, 2014. 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.

Encl: As above.

Yours faithfully,



(ARUN BAROKA)
SECRETARY (AR)
Phone:23392065

No.F.13/04/2014-AR/ 5680-5879 / C

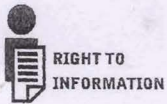
Dated: 21/04/14

Copy forwarded for information and necessary action to: -

1. All Special Secretaries/ Addl. Secretaries / Joint Secretaries / Deputy Secretaries / Under Secretaries, Govt. of NCT of Delhi.
2. P.S. to Lt. Governor, Raj Niwas, Delhi
3. P.S. to Chief Minister/ Ministers, Delhi Govt., Delhi Secretariat.
4. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.



(ARUN BAROKA)
SECRETARY (AR)

**APPLICATION FORM**

**COMPREHENSION TEST
ON RIGHT TO INFORMATION ACT, 2005
YEAR-2014**

(Note: Incomplete application forms would be rejected)

Roll Number

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(To be allotted by A.R. Department)

Photograph

1. Name in capital letters
(in English)

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(हिन्दी में)

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2. Father's/Husband's
Name

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3. Sex

☐ Male ☐ Female

4. Designation

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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
(Please tick mark the
category)
☐ LDC/Group-D and equivalent

☐ UDC/Assistant and equivalent

☐ Superintendent and equivalent and above

8. Department

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9. Section/Branch/Unit

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10. Complete Office
address with Pin code

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11. Complete Residential
Address with Pin code

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12. Contact Numbers

Office

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Residence

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Mobile

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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