## GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DIRECTORATE OF TRAINING & TECHNICAL EDUCATION MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034. (CO-ORDINATION BRANCH)

No.F.5(17)/2011/MOP/CDN/TTE/ \$17 - 320

Dated: 27 09 2019

To.

- 1. All Head of Institutions under, DTTE.
- 2. All Branch in-charges at TTE (HQ) / BTE.

Sub:- (1) Comprehensive test on Manual of office Procedure Test-2019,
And

(2) Comprehension Test on Right to information Act, 2005 for 2019.

Please find enclosed a copy of each letter along-with its enclosures vide No.F.15/02/2019/AR/11133-11370 dated: 09/09/2019 and F.No.13/06/RTI/2019/AR/10895-11132 dated 09/09/2019 on the subjects cited above, received from Dy. Director (AR) Deptt. which are being uploaded on the Department website <a href="www.tte.delhigov.nic.in">www.tte.delhigov.nic.in</a> which may be downloaded for information & necessary action at your end.

(JITENDER)
ADMINISTRATIVE OFFICER(CDN)

No.F.5(17)/2011/MOP/CDN/TTE/ 817 - 820

Dated: 27 09 /204

Copy for information :-

1. P.S. to Secretary/P.S. to Director/P.A to Joint Director (TTE).

The System analyst, DTTE(HQ) with the request to upload the above noted information on the website of the Deptt. copies of the letters referred to above are also enclosed.

(JITENDER)
ADMINISTRATIVE OFFICER(CDN)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT <sup>IH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P.ESTATE, NEW DELHI EMAIL: arupdate@nic.in

12 SEP 2019

Maya Ram Marg ura, Nigar T.V. Tower

Diary No.

wide

all

circulation in

Sections/Units

No.F.15/02/2019/AR/ /1/133-11370

To,

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.

All M.D's/Chairman of Local/Autonomous Bodies, 3 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.

The Chairperson /CEO 6 NDMC/ DJB, Delhi/New Delhi.

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.

- 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 11/2 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.
- 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/-							

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- 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. 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, 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.
- 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.

Encl: As above.

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

Yours faithfully,

No.F.15/02/2019/AR/ 1/133 - 1/37-0

Dated: 09/09/19

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

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## **APPLICATION FORM**

## MANUAL OF OFFICE PROCEDURE TEST-2019

(Note: Incomplete application forms would be rejected)

Roll Number (To be allotted by A.R. Department)											Photograph						
1.	Name in capital letters (in English)																
2,	Father's/Husband's Nam	ie [				-											
3	Sex Male Female																
4	Designation																
5	Date since when holding the											(dd-mm-yyyy)					
6	Pay Level in pay matrix (Don't mention basic pay)																
7	Category for which eligi																
	Gr.I/SO/Supdt. or equivalent and above (A)  Assistant/Gr.II(DASS)/ASO/UDC/Sr.Ass tt/ / or equivalent (B)											LDC/Jr. Asstt/Group- D or equivalent (C)					
8	Department																
9	Section/Branch/Unit			lacksquare						-							
10	Complete Office address with Pin code																
11	Complete Residential Address with Pin code																
12	Contact Numbers	Offic Mobi	le						Ė								
13. Bank Details (Please enclose copy of cancelled cheque):																	
Name of Bank																	
	nch Address													-			
Acc	ount No.		<del></del>					<u> </u>	T ·				$\neg \tau$				
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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 .....

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