

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES  
(University of Delhi)  
B-Block, Vikaspuri, New Delhi-110 018.

Dated: 23.09.2019

Ref.No.IPE/2019/ 19/787

**NOTICE**

Sub.: **Comprehension Test on Right to Information Act 2005 for 2019**  
**and**  
**on Manual of Office procedure (MOP) for 2019.**

It is hereby notified that Administrative Reforms Department, Govt. of N.C.T. of Delhi is going to organize a test on above mentioned topics. The exact date, time and venue of the test will be intimated in due Course. Officers and Staff Members belonging to Group-'A', 'B' & 'C' can participate in the test.

Interested Staff Members may submit their applications on prescribed form latest by 15.10.2019 for onward transmission to the Administrative Reforms Department, Govt. of N.C.T. of Delhi.

Complete details about the Test along with Application Forms are available on Institute's Website.

Sd/-  
(DR. DHANANJOY SHAW)  
OFFICIATING PRINCIPAL

Copy to:

1. Staff Notice Board.
2. Circulation among Non-Teaching Staff.
3. Section Officer (Admn.)
4. P.A., Principal Office.
- ✓ 5. Computer Centre for uploading the same on website.
6. Office File.

(DR. DHANANJOY SHAW)  
OFFICIATING PRINCIPAL

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

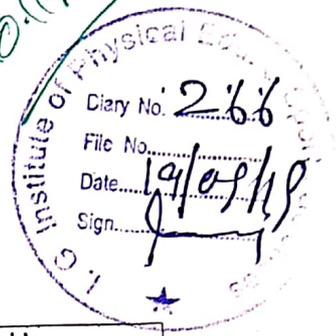
No.F.13/06/RTI/2019/AR 10395-11132

Dated: 07/09/19

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.

*Handwritten notes:*  
All speak  
participate  
for wide circulation in all sections/units  
9/9/19



For wide circulation in all Sections/Units

Sub: Comprehension Test on Right to Information Act, 2005 for 2019.

Sir /Madam,

With a view to encourage the officers and 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, 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 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. 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.
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: -

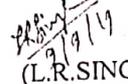
Slab of Marks	Amount of Prize
80% and above	1,500/-
70% to 79%	1,000/-
60% to 69%	800/-
50% to 59%	600/-

Continue on -2-

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. Asst/Group-D, B for Assistant/Gr.II(DASS)/ASO/UDC/Sr. Asst/ or equivalent and A for Gr.I/S.O. and their equivalents and above, would also be given an additional cash award of Rs.1,500/- 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 Act, 2005 that PIOs in various departments/organizations etc of GNCT of Delhi are not following the provisions of RTI Act, 2005 while dealing with the applications seeking information under the Act as well as the 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 (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 31<sup>st</sup>, October, 2019. The exact date, time and venue of the test will be intimated in due course.

Encl: As above.

Yours faithfully,

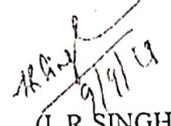
  
(L.R.SINGH)  
DEPUTY DIRECTOR (AR)  
PH.23392726

No.F.13/06/RTI/2019/AR/10895-1132

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



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

No.F.15/02/2019/AR/ 11133 — 11370

Dated: 09/09/19

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

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.

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. 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.

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: -

Slab of Marks	Amount of Prize
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Contd...2/

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.

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Yours faithfully,

Encl: As above.

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

No.F.15/02/2019/AR/ 1133 - 11370

Dated: 07/07/19

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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.
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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.

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