


3093  
OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ): DELHI

06 Aug 2016

Attention of all the eligible employees of this establishment is drawn towards the letter no: ARD-MO12/2/2016-Misc.O/oSecy.AR/3792-3951 dated 13.07.2016 (Copy enclosed) received from Administrative Reforms Department, Govt. of NCT of Delhi. Applications of the willing officials should reach this office on or before 13.09.2016, positively, in the prescribed proforma, for onward transmission to the quarter concerned. No application will be entertained thereafter.


  
(V. K. YADAV)  
Addl. Sessions Judge/  
Officer In-charge (Admn.II)  
Tis Hazari Courts  
Delhi.

No. Admn.II/Cir./2016

Delhi, Dated 05/8/16

Copy forwarded for information & necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request to circulate the same amongst the staff of this office working under their kind control.
2. The Ld. District & Sessions Judges, West, New Delhi, South, South-East, East, North-East, Shahdara, North, North-West & South-West District, Delhi/New Delhi with request to circulate the circular among the staff working under their kind control.
3. All the Judicial Officers (Central District) with request to bring the same into the notice of the staff working under their kind control.
4. All Sr. Administrative Officer/Administrative Officer/Branch In-Charge (Central District), THC, Delhi with directions to bring the same into the notice of the staff working under their kind control.
5. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
6. The Director, Delhi Judicial Academy, Dwarka, New Delhi with request to bring the same into the notice of the staff of this office working under their kind control.
7. Office of the Principal Judge, Family Courts, Dwarka, New Delhi with request to bring the same into the notice of the staff of this office working under their kind control.
8. The Secretary, Delhi High Court Legal Service Committee, DHC, New Delhi with request to bring the same into the notice of the staff of this office working under their kind control.
9. The Secretary, Delhi Legal Service Committee, Tis Hazari Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Patiala House Courts & Saket Courts, Delhi/New Delhi with request to bring the same into the notice of the staff of this office working under their kind control.
10. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/New Delhi.
11. Dealing Official, Personal File (P.A./JA/JJA/Orderly), Admn.I, II & III, THC, Delhi with direction to forward the applications of eligible/willing officials to the Administrative Reforms Department, Govt. of NCT of Delhi, well in time.
12. Notice Board, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts & Dwarka Courts, Delhi/New Delhi.
13. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.
14. Dealing official, Website Committee.

  
Addl. Sessions Judge/  
Officer In-charge (Admn.II)  
Tis Hazari Courts  
Delhi.

OFFICE OF THE DISTRICT & SESSIONS JUDGE :  
NORTH-WEST : ROHINI COURT : DELHI

No. Misc./Admn./2016/ 19777-19846

Dated, Delhi the 11-08-16

Copy forwarded to the following with the request to kindly bring the contents of the circular to the notice of the staff members working under their kind control :-

1. All the Judicial Officers (North-West), Rohini Court, Delhi.
2. The Judge Incharge, Mediation Centre, Rohini Court, Delhi.
3. All the A.O. (J)/Branch Incharge, North-West District, Rohini Court, Delhi.
4. The Record Officer (RTI-N/W), Rohini Court, Delhi.
5. District & Sessions Judge Secretariat (N/W), Rohini Courts, Delhi.
6. The Facilitation Centre, Rohini Court, Delhi.



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

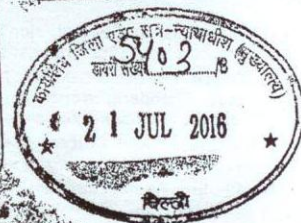
No. ARD-MO/22/2016-Misc. Olo Secy. AR/3792-3951

Dated: 11.07.2016  
13/07/2016

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/Patala 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: 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: -

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

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 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 30 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,

(AMITABH JOSHI)  
DEPUTY DIRECTOR (AR)  
PH.23392422

Encl: As above.



**MANUAL OF OFFICE PROCEDURE TEST-2016**  
(Note: Incomplete application forms would be rejected)

### Photograph

- 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 .....