OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH DISTRICT
SAKET COURT COMLEX: NEW DELHI

No.Admn.1/Cir/SD/Delhi/2016/ 19151-1923 dated, New delhi the : 10/08/16

The copy of circular No. Admn.II/Cir//2016/1488/27413-27613 dated 05.08.2016 received from the Office of District & Sessions Judge (HQs), Delhi is forwarded for information and necessary action.

All the willing/eligible officials of South District are directed to submit their applications **on or before 31.08.2016 by 04:00 p.m.** for onward transmission to the Office of District & Sessions Judge (HQs), Delhi. No such request/application shall be entertained thereafter.

(RAMESH KUMAR)
Officer In-Charge (Admn.I),
South District, Saket Courts complex,
New Delhi

Copy forwarded for information and necessary action to :-

1. P.S. To District & Sessions Judge, South District, Saket Courts Complex, New Delhi.
2. All the Officers of Delhi Higher Judicial Services and Delhi Judicial Services, South District with the request to intimate the staff under their control.
3. All the Administrative Officers (Judicial) / Branch In-Charge, South District, Saket Courts Complex with the request to intimate the staff under their control.

10/8/16
Administrative Officer (J)
Administration Branch, South District,
Saket Courts Complex,
New Delhi

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

Attention of all the eligible employees of this establishment is drawn towards the letter no. ARD-K-015/1/2016-Misc.O/oSecy.AR/4098-4257 dated 20.07.2016 (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.

Office of Distt. & Sessions Judge
Saket Courts, New Delhi
Diary No. 1859
Dated 06/8/16
(South District)

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

No. Admn.II/Clr./2016/27413-27613 Delhi, Dated 05/08/16

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, Rohni 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.

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

No.ARD-K-015/1/2016-Misc-o/o Secy AR/4098-4257 Dated: 20/07/16

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.

5436
27 JUL 2016

For wide circulation in all Sections/Units

Sub: **Comprehension Test on Right to Information Act, 2005, to be held in November, 2016.**

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 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/-

Mr. Sanjay
Mr. Firoz
20/07/16
Branch Incharge
Admn.-II

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 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 essentiality 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) **latest by 30.Septemebr, 2016**. The test is likely to be held in the month of November,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-October, concerned candidate may obtain the same from A.R. Department, in person.

Yours faithfully,

Encl: As above.

(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
PH.23392726

No.ARD-K-015/1/2016-Misc-o/o Secy AR/4098-4257 Dated: 30/07/16

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 L. 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.

(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
Tel.: 23392726

Last Date for submission: 30.09.2016

RIGHT TO INFORMATION

APPLICATION FORM

COMPREHENSION TEST ON RIGHT TO INFORMATION ACT-2005- YEAR-2016
(Note: Incomplete application forms would be rejected)

Photograph

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 (Please tick mark the category)
   ☐ 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 .....