

INDRAPRASHTA POWER GENERATION CO. LTD

&

PRAGATI POWER CORPORATION
(A Govt. of Delhi Undertaking)

No. DM(HR)/Trg./19-20/21.

Date:- 16/10/2019

CIRCULAR**SUB : COMPREHENSION TEST ON Manual of Office Procedure For 2019**

With reference to Letter No. F.13/06/RTI/2019/AR/11133-11370 dtd. 09/09/19 of Dy. Director(AR), of Government of National Capital Territory of Delhi Administrative Reforms Department (GNCTD), has announced the comprehension test to encourage the officers and 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/employees including Group - D can participate in said test working in the Department of Government of Delhi, its subordinate Offices/Undertakings & Local Bodies can participate in the test.

The Test would be confined to the provisions of "Manual of Office Procedure Test" and contain 100 objective/subjective type questions. The duration of the test would be 1-1/2 hrs and separate papers would be set out for each category, i.e. C for LDC/Jr. Asstt./Group-D, B for Asstt. Gr.II(DASS)/ASO/UDC/Sr.Asstt/ or equivalent and A for Gr.I/SO and their equivalent 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 :-


S.No.	Slab of Marks	Amount of Prize
1.	80% and above	1,500/-
2.	70% to 79%	1,000/-
3.	60% to 69%	800/-
4.	50% to 59%	600/-

In addition to above cash prizes, the candidates who secure the first three positions, by securing 80% and above marks in the respective categories Viz. C,B,A, would also be given an additional cash award of Rs. 1,500/- for standing first, Rs. 1000/- for standing second and Rs. 500/- for standing third, in their respective categories.

The employees who secure 80% and above marks and win a cash prize of Rs. 1,500/- in the test, would not be allowed to participate in the next year's test.

It is requested that wide publicity may be given to this test, among your division's employees/officers, so that maximum number of officers/employees could be able to participate in the test.

Applications from desirous candidates may please be sent to the office of DM(HR)Training., in the enclosed Performa (also available on the website of GNCTD(AR Deptt.) latest by 31st October, 2019. The exact date, time and venue of the test will be intimated in due course.


(Alok Kumar)
DM(HR)Training

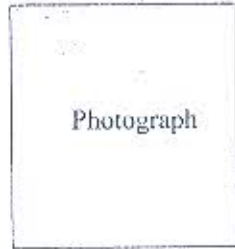
Encl : Blank Application Form (Performa)

Copy To :

1. Sr. PS to MD : for kind information
2. Sr. PS to Dir(HR)/Tech./Fin.
3. Sr. PS to Company Secy.
4. Sr. PS/PS to All GMs/AGMs
5. Sr. Mgr(HR) I & II/ Mgr(HR)
- ✓ 6. Sr. Manager(IT) : To upload the same at Company's website.
7. All Notice Boards.

APPLICATION FORM
MANUAL OF OFFICE PROCEDURE TEST- 2019

(Note: Incomplete application forms would be rejected)



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 Level in pay matrix (Don't mention basic pay)

7. Category for which eligible (Please tick mark the category)

<input type="checkbox"/> Gr.I/SO/Supdt. or equivalent and above (A)	<input type="checkbox"/> Assistant/Gr.II(DASS)/ASO/UDC/Sr.Ass tt/ / or equivalent (B)	<input type="checkbox"/> LDC/Jr. Asstt/Group-D or equivalent (C)
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8. Department

9. Section/Branch/Unit

10. Complete Office address with Pin code

11. Complete Residential Address with Pin code

12. Contact Numbers
Office
Mobile
e-mail Id:

13. Bank Details (Please enclose copy of cancelled cheque):

Name of Bank _____

Branch Address _____

Account No.	<input type="text"/>
IFSC Code	<input type="text"/>
MICR Code	<input type="text"/>

(Without bank details, application may not be considered)

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