

# PREPARATION FOR NOTING AND DRAFTING



# PREPARATION BEFORE NOTING AND DRAFTING

- ❑ BEFORE YOU WRITE A SINGLE WORD OR EVEN WONDER ABOUT HOW TO WRITE NOTING AND DRAFTING, YOU MUST DO THE BACKGROUND WORK.
- 
- ❑ YOU MUST KNOW THE FACTS ABOUT THE CASE AND WHAT YOU HOPE TO ACHIEVE IN THE END.
  - ❑ IF YOU DON'T HAVE THE RIGHT CONTEXT, EVEN THE SIMPLEST OF CASES CAN TURN INTO A COMPLICATED MESS.



## *IMPORTANCE OF NOTING*

---

- Noting is the more important element of the combination of noting and drafting.
- The most important goal of a note is to assist the decision-making process.
- Noting does that by bringing out and analyzing the most important facts of the case in question

# PROCESS THAT YOU SHOULD IDEALLY FOLLOW.

---

- ***Step 1: Schedule***

- The first thing you must do is check if there is an Urgency Grading on the file or the *dak*.
- Naturally, you need to prioritise an important or time-bound case above others.
- You should especially give importance to RTIs.
- At this stage, you should also give yourself a mental deadline for putting up the noting.



# PROCESS THAT YOU SHOULD IDEALLY FOLLOW.....

---

- ***Step II: Collate and Comprehend***
- Once you know how much time you have, you should start paying attention to all the factors involved in the case.
- Understanding the case or the problem is the key here. You need to perform a thorough analysis of the problem.
- In the process, you may also feel the need to collect more information about the case.
- Anything and everything relevant to the case and the problem must not only be collected but also placed on the file and referred to in the noting.

# PROCESS THAT YOU SHOULD IDEALLY FOLLOW.....

---

- *Step III: Check Precedence*
- Whether you take this step before or after step II is entirely dependent on the case and your preferences.
- Checking precedence is also important as it maintains consistency in the disposal of similar cases.
- At the same time, looking at similar cases and how they were dealt with in the past will definitely give you a better understanding of the case.

# PROCESS THAT YOU SHOULD IDEALLY FOLLOW.....



## • *Step IV: Discuss*

- If you have studied the case well, you should have a plan of action or solution for it by now. However, before you proceed to the next stage, you should ideally discuss it with your seniors. After all, they will be the first people to read your noting.
- Getting their advice can make life easier for you. Furthermore, there's no substitute for experience and the senior officer may point you towards a better solution than what you may have pinpointed. If your senior does point out a more efficient solution, you should make sure that you incorporate it in your noting later.

## *WHAT TO DO BEFORE DRAFTING*

---

- While noting may be the more challenging between noting and drafting, the drafting that carries with it more risk because it is always for the final decision and not deliberation.
- So, before you start drafting a communication, it will help if you consider the following elements:



## ***ELEMENT I: THE SENDER***

---

- The key thing to remember is that you are writing on someone else's behalf.
- This means that, before you start writing, you have to capture the mindset of the actual sender and formulate your writing on that basis.
- Gathering information like the designation of the sender and the receiver, address, etc. will help you write from the perspective of the officer who will be approving and finally signing the draft.

## *ELEMENT II: THE FORM*

---

- Now that you're in the right frame of mind to begin writing, you must decide upon the form of communication.
- There are different forms of communication that are put to use in different situations.
- To decide which one you should you will need details like what is the level of formality and who is the target audience amongst other things.

## ***ELEMENT III: THE PURPOSE***

- The purpose of sending the communication will help you decide what to include and what not to include in the draft. The questions that can help you decide are:
  - Is it a query?
  - Are they asking for information?
  - Is the purpose conveying orders?
  - Is it meant to give guidelines?
- Once you have all this information you can move on to actually writing the draft.



**THANK YOU**