

Session on Drafting skills

Foundation Course 94

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What is drafting?

- the process of preparing a draft
- for approval by a competent authority

Why drafting?

- Drafting is done to reflect the collective wisdom of the hierarchy in communicating a decision
- To incorporate different perceptions
- In a cogent manner

Why drafting?....

- Facilitates communication which are:
 - Clear, Concise and Incapable of misconstruction
 - Lucid, brief, complete
 - Facts, direction, guidance
 - Unity of idea
 - Coherence of flow

Drafting skills

What to do while drafting?	Purpose
Identity	Receiver
Adopt	The right form of communication
Visualise	Response
Express	Clarity, Consistency & Uniformity
Avoid	Redundancy, verbosity circumlocution or repetition
Summarise	Complex & lengthy communications

Forms of Communication

- [Letter](#)
- [Demi-Official letter](#)

- [Office Memorandum](#)
- Inter-Departmental Note

Forms of Communication

- Order
- Office Order

- Notification
- Resolution
- Press Communiqué / Note

- [Endorsement](#)
- Circular

Modes of Communication

- Registered Post / Registered Post AD
- Speed Post
- Fax facility
- E-mail

How to choose appropriate forms of Communication?

Selection of appropriate Form of Communication determined by:

- Status of Recipient
- Purpose
- Urgency

Difference: Letter & demi-official letter

Letter	Demi-official letter
Most formal form of communication	Communication with a personal touch to invite attention on important and immediate issues
Used predominantly	Used sparingly to bring some important or immediate issue to the notice of the receiver
Salutation: Madam/ Sir	Salutation Dear Shri Dua/ My dear Ajay
Subscription: Yours faithfully	Subscription: Yours sincerely
May be lengthy	Normally, should be short
Has specific subject to indicate subject matter of communication	Normally, the 1 st sentence indicates the subject matter of communication

Difference: Order & Office Order

Office Order	Order
Used to communicate all administrative decisions except financial approval & final decision in a disciplinary case	Used to communicate financial approval & final decision in a disciplinary case
Commonalities	
No subject	
Not addressed to anyone but has a list of persons to whom it is to be distributed	
Written in 'third person'	

Office Memorandum

- Between Department
- Communication by management with employees
- To receive or give information
- Written in third form (undersigned)

Communication with employee

- **Letter** (offer of appointment)
- **Office Order** (Posting, pay fixation, etc)
- **Office Memorandum** (asking for explanation for an act, conveying permission for Passport, higher study, issue of charge sheet, etc)
- **Order** (final decision after disciplinary / vigilance case)

Exercise: Choose appropriate form of communication

DRAFTING

Indicate the form of communication to be used in the following situations:

1. Secretary, Ministry of Textiles asks for submission of a draft to write to the Secretary, Union Ministry of Finance on an important issue.
2. You are to send a communication to an employee asking for an explanation for not being punctual on 8 out of 25 days in March, 2018.
3. You are submit a draft communication for approval of competent authority in case of an employee after completion of a disciplinary case. This is to communicate the decision of imposing a penalty.
4. On the basis of an All-India direct recruitment examination, an offer of appointment to a post is to be sent to successful candidates who are presently not working anywhere.
5. A proposal was sent to the Department of Finance about two months ago. Minister is keen that the proposed scheme takes off without further delay. Two communications requesting to expedite the matter has already been sent. A fresh reminder is to be sent.
6. A communication to transfer 2 items of work from the Registration & Monitoring Division to Administrative Law Division is to be issued.
7. A communication to purchase 5 personal computers and 5 Laptops in the office at a cost of Rs 3.5 lakh is to be issued to the vendor.
8. The Minister is to issue brief the Press regarding a new scheme to provide for drinking water.
9. A new Chief Secretary has been selected. His appointment is to be notified by the Department concerned.

In class assignment for evaluation

- Refer to the case of 'revised cost estimate' of the Standing Finance Committee case
- Edit the Draft communication to all departments that estimates for Standing Finance Committee schemes are to be prepared carefully to avoid the need to prepare revised cost estimates; and that failure to adhere to these guidelines would result in fixing of responsibilities
- Prepare a draft to communicate the financial approval of 'revised cost estimate'

Drafting: Check-list 1

- For whom the communication is meant for?
- What is purpose?
 - For information?
 - To get some details – if so target date? To whom should be sent?
 - Contact person, in case clarification needed?
 - To get something implemented? If so, target date? Guidelines ?

Drafting: Check-list 2

- Is the form of communication appropriate?
- Have references been given – theirs / yours?
- Has the “DTC” technique been adopted while drafting?
- Language:
 - Simple?
 - Economise?

Check List - 3

- Select the correct form of communication
- Give your file number
- Your complete address
- Designation & telephone number, fax no & e-Mail of the sender
- Salutation, where necessary
- Subject, where necessary

Check List - 4

- Reference of the previous letter, particularly of the receiver, if any
- Subscription
- Enclosures
- Urgency grading:
 - Immediate
 - Priority

Check List - 5

- Classification of the document:
 - Secrete
 - Confidential
- Mode of despatch:
 - By special messenger
 - By speed post
 - By Registered post, etc

Check List - 6

- Target date by which the receiver is to send the information / feedback
- Receivers complete address & fax number
- Endorsement
- Follow-up with persons concerned that the communication has been received (in important cases & Notice for meetings)

Thank you