



*WELCOME* to  
*LEARNING SESSIONS ON*  
**NOTING & DRAFTING**

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*Facilitator-*

Dr. AN Chakravarty



# What is an Office?

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- **“Office” is an information handling, processing and maintenance unit, and**
- **Serves as a “data bank” or “source of information” required for decision making,**
- **Effective information management contributes greatly to the overall success of an organisation**



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For managing an Office, there should be

A well designed **SYSTEM**

A set of **PROCEDURE**, and

Effective **METHODS** of operation



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**SYSTEM** – is a network of related procedure integrated to carry out a major activity

**PROCEDURE** - is a sequence of operations involving several people/unit in recurring transaction of business

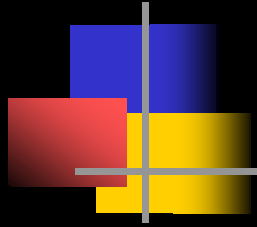
**METHOD** – is a manual or mechanized means of performing operations



# MAIN OFFICE FUNCTIONS

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- Identification of cognitive material
- Collation, compilation and analysis of data - developing information
- Presentation of information for decision making
- Communication of decisions
- Monitoring performance
- Maintenance of information



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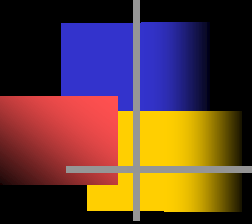
# PRINCIPLES & TECHNIQUES OF OFFICE NOTING



# WHAT IS A NOTE?

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- NOTES ARE WRITTEN REMARKS RECORDED ON A PAPER UNDER CONSIDERATION TO FACILITATE ITS DISPOSAL
- A NOTE RECORDED BY A MINISTER, OR PRIME MINISTER OR THE PRESIDENT ARE REFERRED TO AS 'MINUTE'.

- 
- 
- NOTES HELP THE DECISION MAKING.
  - IT SHOULD COMPRISE OF A BRIEF RESUME OF THE CASE, THE ANALYSIS / STATEMENT OF THE POINTS AT ISSUE.
  - SUGGESTIONS REGARDING THE COURSE OF ACTION, OF THE ORDERS IF ANY PASSED THEREON
  - THE NAME, DESIGNATION, TELE No. OF THE OFFICER SIGNING THE NOTE BE PROVIDED BELOW THE SIGNATURE , WHICH SHOULD BE DATED WITH MONTH AND THE YEAR.





# WHY RECORD A NOTE ?

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- CONTINUITY
- ACCOUNTABILITY
- RECORD



# DEFINITIONS

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## Note:

Remarks recorded on a case to facilitate its disposal, and includes a precise of previous papers, analysis of question requiring decision, suggestion and final order passed

## ■ Minutes

Note recorded by the president, the Vice –President, the PM or a Minister



# DEFINITIONS, CONTINUED.....

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## ■ File

A collection of papers arranged in chronological order on a subject assigned a file number and consisting of

- Notes
- Correspondence
- Appendix to Notes
- Appendix to correspondence

## ■ Notes portion

The portion containing notes or minutes

# DEFINITIONS, CONTINUED.....

## Correspondence portion

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The portion containing 'receipt' and office copies of 'issue' pertaining to a file

- Appendix to Notes

A lengthy summary or statement containing detailed information concerning certain aspect of the question discussed on file, information of which in the the main note is likely to obscure the main point or makes the note unnecessary lengthy



# DEFINITIONS, CONTINUED.....

## Appendix to correspondence

lengthy enclosures to a communication (whether receipt or issue) on the file , inclusion of which is likely to obstruct smooth reading or make correspondence portion unwieldy

- Case

a current file or a receipt with related papers

- Come-back case

case received back for further action like re-examination or preparing a draft or summary



# DEFINITIONS, CONTINUED.....

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## Docketing

making entries in note portion of a file about serial no assigned to each item of receipt or issue for its identification.

Remarks of higher officer on a receipt also to be reproduced on note sheet after docketing.

- Referencing

Process of identifying a document, decision and facts mentioned in a note , draft or office copy of a communication

# PROCESSING STEPS

- FILING
- DOCKETING
- NOTING
- REFERENCING
- SUBMISSION
- DECISION
- DRAFTING

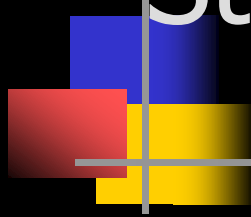
# QUANTUM OF NOTING



STRATEGIC/POLICY/PLANNING	MAXIMUM
PROBLEM SOLVING	MODERATE
ACTION-IN-CORRESPONDENCE	MINIMUM
ROUTINE & REPETITIVE	STANDARD PROCESS SHEET
EPHEMERAL	NIL



# Structure of a Note

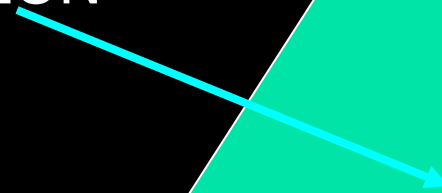


BACKGROUND

(Where are we?)

✓ FACTS

DECISION



OBLIGATORY

OPTIONAL

SUGGESTIONS

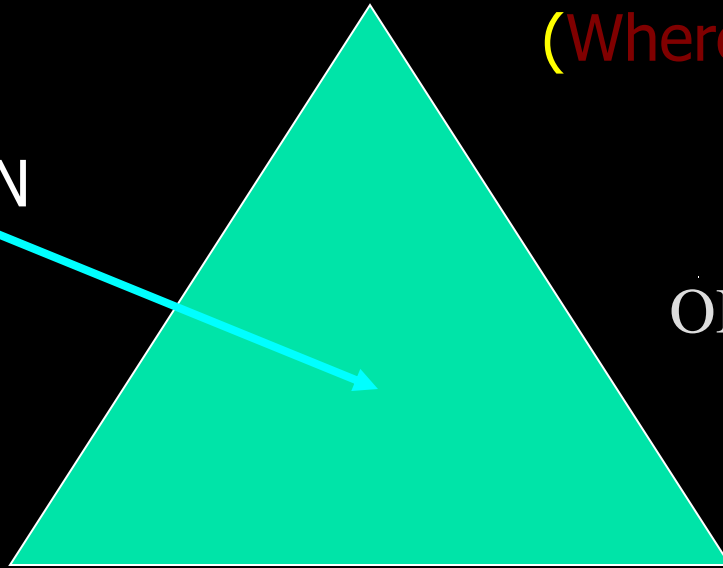
(How to overcome?)

✓ IMPLEMENTABLE  
SOLUTIONS


PROBLEM ANALYSIS

(Why this situation?)

✓ BRING OUT ALL  
POSSIBLE ISSUES



# Noting Skills - Commands

- 
- |            |    |                     |
|------------|----|---------------------|
| Introduce  | :: | Issue / Background  |
| <hr/>      |    |                     |
| • Check    | :: | Facts               |
| • Supply   | :: | Missing Facts       |
| • Refer to | :: | Rules / Regulations |
| • Quote    | :: | Precedents          |
| • Suggest  | :: | Alternatives        |
| • Assess   | :: | Implications        |

## **NOTING ON FILES FROM OTHER DEPT**

- If reference require factual info or action based on clear precedents dealing hand may record a note**
- If reference need opinion /ruling/ concurrence examination on shadow file and final decision recorded**
- Copy of note recorded retained with shadow file**
- ID note will bear shadow file no**

# STATEMENT OF CASE



- **Brief heading**

- **Chronological facts of case**

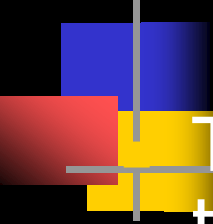
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- **If concern other dept., recommendation of other dept/and in case of disagreement , the point of difference**
- **Concluding paragraph –point on which decision sought**
- **If lengthy –relegate to appendix /annexure**
- **Appendix/annexure to be linked**

# *Referencing*

- Each page in each part be consecutively numbered in pencil
- Each item assigned a separate serial no displayed in red ink on first page
- Flag 'PUC' and latest fresh receipt as 'FR'
- In referring to PUC or FR page no be quoted in margin
- Recorded file be flagged with alphabetic slip. Only one such slip. If more than one the relevant page no to be given

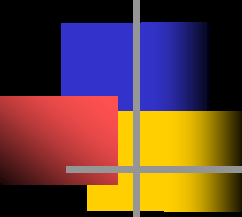
## *Referencing continued.....*



To facilitate identification of such papers, the no. of file referred to/relevant page no/ with alphabetic slip no be indicated in the margin

- Rules referred need not be put up and this fact be indicated in the margin of noting
- When a no of papers are to be flagged they should be spread over entire width

# ARRANGEMENT OF PAPERS

- 
- 
- ❖ REFERENCE BOOKS
  - ❖ NOTES PORTION
  - ❖ RUNNING SUMMARY
  - ❖ DRAFT
  - ❖ CORRESPONDENCE PORTION
  - ❖ APPX. TO NOTES / CORRESPONDENCE
  - ❖ STANDARD GUARD FILE/ STG NOTE/REF FOLDER
  - ❖ EXTRACTS FROM GAZETTE
  - ❖ LINKED FILES
  - ❖ ROUTINE NOTES & PAPERS

12

F.No.A.33083/ 1/...

S.No.17(R) Pg. No.22/C

“Link-up the minutes  
of the previous meeting  
and consult DoPT”

Sd/-

(Jafar Ali)

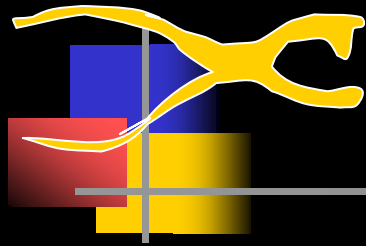
DS(A)

5.5.05

This relates to creation of  
a post of Agricultural Scientist  
at ICAR.

2. Minutes of the previous  
meeting are linked - up.★  
A self contained I.D. Note is  
put up for approval, please.

★Pg 10  
-12/C





# REFERENCING

---

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# REFERENCING, continued.....

---

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# FUNCTIONAL APPROACH TO NOTING

---

- **THE QUANTUM OF NOTING CAN BE DECIDED ON THE FUNCTIONAL NEED :-**
  - **PLANNING AND POLICY CASES**
  - **PROBLEM SOLVING CASES**
  - **ACTION IN CORRESPONDENCE**
  - **ROUTINE**
  - **EPHEMERAL**



# DEALING WITH POLICY AND PLANNING CASES

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- DECIDE ON :-
  - **WHAT IS THE PROBLEM**
  - **IS IT WORTH DETAILED EXAMINATION**
  - **CAN IT BE BROKEN INTO PARTS?**

# SEQUENCE



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- **WHAT IS THE ORIGIN ? IS IT POLITICAL, HUMAN, ADMINISTRATIVE ?**
- **WHAT IS THE BACKGROUND?**
- **IS IT RIPE FOR SOLUTION?**
- **ARE THERE ANY PRECEDENTS?**
- **WHAT ARE THE POSSIBLE SOLUTIONS?**
- **WHAT ARE THE POSSIBLE PRIORITIES OF THE SOLUTIONS?**
- **WHICH WILL CHOOSE AND WHY?**
- **WHAT WILL THE COSEQUENCE?**



# PROBLEM SOLVING

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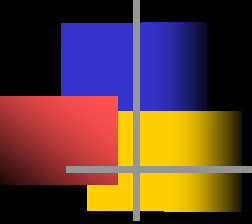
- WHAT IS THE PROBLEM?
- WHAT IS THE 'RULE POLICY', PRECEDENT
- WHAT ARE THE SOLUTIONS?
- WHICH IS THE BEST & WHY?
- WHAT ARE THE CONSEQUENCES?



# GUIDELINES FOR NOTING

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- **CONCISE & TO THE POINT**
- **VERBATIM REPRODUCTION ,  
PARAPHRASING OF 'PUC', 'FR' NOT  
TO BE ATTEMPTED**
- **WHERE RUNNING SUMMARY IS  
AVAILABLE IT SHOULD BE REFERRED  
TO**
- **USE OF TEMPERATE & COURTEOUS  
LANGUAGE FREE FROM PERSONAL  
ATTACKS**

- 
- 
- **COPIES OF RULES & ORDERS REFERRED TO IN A CASE NEED NOT TO BE PUT UP IF EXPECTED TO BE AVAILABLE WITH THE OFFICER**
  - **SLIPS USED FOR FLAGGING SHOULD BE SPREAD OVER ENTIRE FILE FOR VISIBILITY**





# URGENCY GRADINGS

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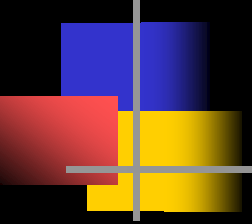
- **IMMEDIATE / PRIORITY**
- **WHERE LOK SABHA / RAJYA SABHA LABELS ARE USED FOR QUESTIONS , MOTIONS ETC. NO NEED FOR URGENCY GRADING**



# STEPS FOR EFFECTIVE NOTING

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- FORM A PRELIMINARY IDEA OF THE ISSUES INVOLVED
- COLLECT ALL AVAILABLE PAPERS & INFORMATION
- DISCUSS WITH THE HEAD OF THE DIVISION THE ISSUES & POSSIBLE APPROACHES
- IDENTIFY THE DEPARTMENTS TO BE CONSULTED

- 
- 
- RECORD THE FACTS
  - CONSIDER ALL POSSIBLE ALTERNATES
  - ANALYSE THE IMPLICATIONS
  - SUGGEST THE MOST APPROPRIATE ANSWER
  - ATTACH CHARTS , STATEMENT S IF ANY

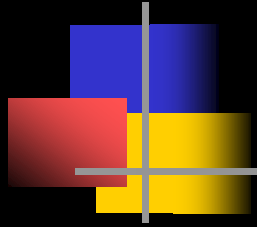


# Note for the Cabinet-

## Format & Presentation

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- Paper A4 size, both side, double space, wide margin, para number
- Both in English and Hindi.
- Security grading – ‘Secret’ or ‘Top Secret’, and copy number.
- File No. , Name of the Ministry, and words “Note for the Cabinet”, Subject heading....., date on top page, continuous page number
- Tagged or stapled
- Sent of Cabsec well in time
- Telephone number of forwarding officer.



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Principles & Techniques of

# DRAFTING

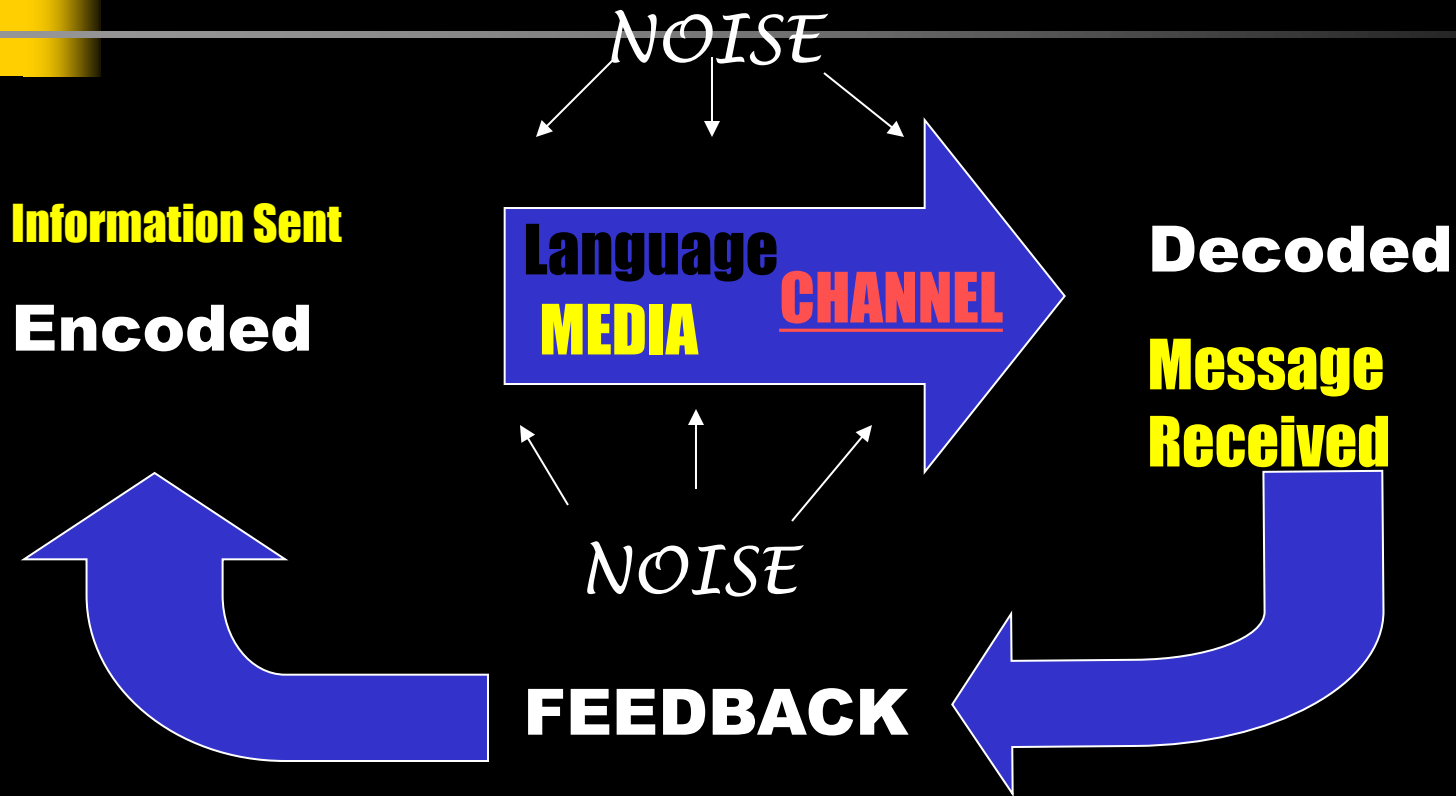


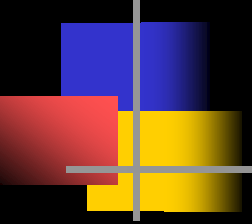
# What is communication?

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Communication is the process by which a person, group or organisation (*the sender*) transmits some information (*the message*) to another person, group or organisation (*the receiver*)

# Communication Process

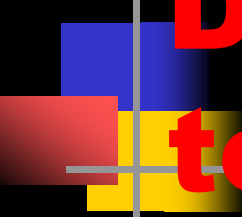




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Success of passing information depends on the nature and quality of information received and this in turn depends on the nature and quality of the relationship between sender and receiver is maintained





# **Dimensions of Barriers to Communications**

- **Barriers to reception:**
- **Barriers to understanding:**
- **Barriers to acceptance:**



# **BARRIERS TO COMMUNICATION**

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- **Information overload**
- **Filtering**
- **Selective Perception**
- **Physical distractions**
- **Emotions**
- **Language**
- **Absence of feedback**
- **Lack of trust**



# Sender should consider

---

- **WHO:** To whom should the message go?
- **WHY** am I communicating? Motives?
- **WHAT** to communicate, to achieve the purpose
- **WHEN:** the best time for optimum reception
- **HOW** to make receiver understand
- **WHERE:** so as not to interfere with reception, understanding and acceptance



# Receiver to

---

- ❖ Be **ATTENTIVE** to sender
- ❖ **LISTEN** Actively
- ❖ **ASK** for clarification, repetition if needed
- ❖ Keep checking with sender



# Together to

---

- ❖ Realize the misunderstandings are bound to occur, so be **ALERT**
- ❖ **LISTEN**, listen and listen again
- ❖ **TEST** your understanding of the message
- ❖ **SHARE** opinions, feelings and perceptions



# ROLE OF COMMUNICATION IN ORGANISATION

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- ✓ **Coordination**
- ✓ **Sharing information**
- ✓ **Developing Relations**
- ✓ **Building Trust**
- ✓ **Promoting acceptance**

# Channels of Communication in Organisation

**FORMAL**

**INFORMAL**

Higher levels of organisation

**Downward**

**Horizontal-Vertical**

**Upward**

**Instructions, Orders,  
Directives, Queries**

**Coordination**

**Information, Requests,  
Reports**

Lower levels of organisation

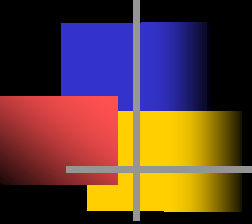


# WHAT IS A DRAFT?

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- DRAFT IS A ROUGH COPY OF A COMMUNICATION TO BE ISSUED
- DRAFTING IS THE PROCESS OF COMPOSING A COMMUNICATION.



- 
- 
- IN ANY COMMUNICATION THERE IS A SENDER AND A RECEIVER
  - THE IDEA BEING COMMUNICATED EXISTS IN THE SENDER'S BRAIN AND IT IS TRANSMITTED TO RECEIVER THROUGH WORDS .
  - WHEN THE SENDER DOES NOT WRITE PROPERLY THE RECEIVER DOES NOT RECEIVE THE IDEAS ACCURATELY
  - SOME WORDS MAY SOUND DAZZLING BUT THEY DO NOT COMMUNICATE



# Some Funny leave letters

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- Since I have to go to my village to sell my land along with my wife please sanction me one week leave ( Infosys Bangalore)
- Sir' As I want to shave my son's head please leave me for two days ( Oracle Bangalore )



# Funny leave letters contd..

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- As my mother in law has expired and I am only one responsible for it please grant me 10 days leave (HAL Bangalore)
- Since I have to go to cremation ground at 10 o'clock and I may not return please grant me half a day casual leave
- I am suffering from fever please declare one day holiday



# Funny leave letters

---

- As I am studying in this school I am suffering from headache I request you to leave me today
- Covering note : I am enclosed herewith
- Dear Sir , With reference to your above please refer to my below
- My wife is suffering from sickness and I am her only husband at home I may be granted leave



# FUNNY LEAVE LETTERS

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- I am in the well here hope you are also in same well
- JOB APPLICATION
- This has reference to you advertisement calling for a " Typist and an accountant – Male or Female .... As I am both for the past several years and I can handle both with good experience I am applying for the post
- I am applying for a Passport please grant me leave for 100 days – Polaris Employee
- OK It is too long period. Take leave for 99 days – Polaris manager



# DRAFTING - HINTS

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- **A DRAFT SHOULD CONVEY CORRECTLY WHAT IS INTENDED TO BE CONVEYED**
- **IT SHOULD BE DIVIDED INTO DIFFERENT PARAGRAPHS**
- **CONCLUDING PARA SHOULD SUM UP THE DECISION**
- **OPENING SENTENCE SHOULD REFER TO THE CORRESPONDENCE OF ORIGINATOR**



# DRAFTING - HINTS

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- **MATTER SHOULD BE PRESENTED IN LOGICAL FORM**
- **WHERE AN ACT IS REFERRED TO , SHOULD MENTION ITS SECTION NUMBER ALSO**
- **UNIFORMITY IN USAGE OF CAPITAL LETTERS**
- **DRAFT SHOULD SHOW THE ENCLOSURES WHICH ARE TO ACCOMPANY**



# DRAFTING - HINTS

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- WHERE INFORMATION IS ASKED ,  
TIME LIMIT SHOULD BE GIVEN
- PROOF READ FINALLY
- THE NAME , DESIGNATION,  
TELEPHONE NUMBER OF THE OFFICER  
SHOULD BE INDICATED





# FORMS OF COMMUNICATION

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- THERE ARE TWO TYPES
  1. ORAL COMMUNICATION  
OR
  2. WRITTEN  
COMMUNICATION



# ORAL COMMUNICATION

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- NORMALLY IN THE FORM OF TELEPHONIC CONVERSATIONS
- SHOULD ALWAYS BE FOLLOWED BY A WRITTEN COMMUNICATION BY WAY OF CONFIRMATION
- WHEN VIEWS ARE OBTAINED FROM OTHER DEPARTMENTS ON PHONE ON CASES WHERE OPINION IS SOUGHT A RECORD OF THE CONCLUSIONS REACHED SHOULD ALSO BE SENT TO THE DEPARTEMENT CONSULTED FOR THEIR RECORD



# FORMS OF WRITTEN COMMUNICATION- LETTER

---

- THIS FORM IS USED FOR CORRESPONDENCE WITH STATE GOVERNMENTS, ATTACHED AND SUBORDINATE OFFICES , PUBLIC SECTOR BODIES , MEMBERS OF PUBLIC , FOREIGN GOVERNMENTS ETC
- WRITTEN IN THIRD PERSON
- SHOULD BEAR THE NAME AND DESIGNATION OF THE OFFICER SIGNING IT

# LETTER

---

- No
- Government of india
- .....
- To
- .....
- .....
- Subject :
- Sir
- With reference to your letter .....
- Sd/ ABC

Copy to :

- 1.
- 2.



# DEMI OFFICIAL LETTER

---

- USED FOR COMMUNICATION BETWEEN GOVERNMENT OFFICERS
- USED WHEN IT IS DESIRED TO DRAW THE PERSONAL ATTENTION OF THE INDIVIDUAL OFFICER
- WRITTEN IN FIRST PERSON & IN A FRIENDLY TONE
- SHOULD NORMALLY ADDRESSED TO AN OFFICER WHO IS NOT MORE THAN TWO LEVELS ABOVE THE LEVEL OF THE OFFICER WRITING THE LETTER



# Demi Official Letter

---

- ABC
  - Deputy Secretary
  - My Dear / Dear Shri....
  - We propose to .....
  - I shall be grateful if you could kindly expedite
  - With regards
  - Shri XYZ
  - Director
  - Ministry of
- D.O. No.  
Government of



# OFFICE MEMORANDUM

---

- USED FOR CORRESPONDENCE WITH OTHER DEPARTMENTS and GOVT.
- MAY ALSO BE USED FOR CORRESPONDENCE WITH ATTACHED AND SUBORDINATE OFFICES
- WRITTEN IN THIRD PERSON
- NO SALUTATION
- SHOULD BEAR THE NAME AND DESIGNATION OF THE OFFICER SIGNING IT



# OFFICE MEMORANDUM

---

- No
- Government of India
- Ministry of
- Dated
- OFFICE MEMORANDUM
- Subject :
- Reference is invited / the undersigned is directed to say that...
- Sd/ ABC
- To
- Ministry of
- Attention Shri
- Deputy Secretary
- New Delhi





# INTER-DEPARTMENTAL NOTE OR I.D. NOTE

---

- RECORDED IN THE FORM OF A NOTE ON A FILE AND REFERRED TO ANOTHER DEPARTMENT FOR OPINION
- CAN BE USED FOR COMMUNICATION WITH ATTACHED AND SUBORDINATE OFFICES ALSO
- NORMALLY AN INDEPENDENT AND SELF CONTAINED NOTE



# INTER DEPARTMENTAL NOTE

---

- No
- Government of India
- Ministry of
- Dated
- Subject :
- The existing rules relating to ....
- We would like to review the matter
- We shall be grateful for the advice
  
- Ministry of .....
- -----
- Ministry of .....I.D No.          Dated



# OFFICE ORDER

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- NORMALLY USED FOR ISSUING INSTRUCTION FOR INTERNAL ADMINISTRATION VIZ : GRANT OF LEAVE , POSTING & TRANSFER, DISTRIBUTION OF WORK ETC



# OFFICE ORDER

---

- No
- Government of India
- Ministry of
- Dated
- Office Order
- Shri XYZ is hereby granted earned leave for ... days from ... to  
....
- Sd/ XCZ
- Copy to :
- 1. Office order file
- 2. Cash section
- 3. Section
- 4. Shri XYZ



# ORDER

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- GENERALLY USED FOR ISSURING FINANCIAL SANCTIONS , COMMUNICATING ORDERS IN A DISCIPLINARY CASE ETC TO THE OFFICERS CONCERNED



# ORDER

---

- No
  - Government of india
  - Ministry of
  - dated
  - ORDER
  - Sanction of the President is hereby accorded to drawal of ..... For the purpose of .....
  - The amount is debitable to budget head .....
- Sd/ XZC

Copy to  
Cash section  
Pay and Account of officer



# NOTIFICATION

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- USED FOR NOTIFYING OR PROMULGATING STATUTORY RULES AND ORDERS , APPOINTMENTS , PROMOTIONS OF GAZETTED OFFICERS THROUGH THE GAZETTE OF INDIA



# NOTIFICATION

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- ( to be published in gazette of India part 1 section 2 )

- Government of india

- Ministry of ...

- NOTIFICATION

- Shri BVC ....Under Secretary is hereby appointed to officiate as deputy secretary with effect from...

- Sd/ NBM

to

Manager Government of india press

Minto Road

New delhi





# RESOLUTION

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- USED FOR MAKING PUBLIC ANNOUNCEMENT OF IMPORTANT MATTERS OF POLICY OF GOVERNMENT VIZ : LICENSING POLICY , APPOINTMENT OF COMMITTEE OR COMMISSIONS . USUALLY PUBLISHED IN GAZETTER OF INDIA ALSO



# RESOLUTION

---

- ( to be published in gazette of India part 1 section 1 )
- Government of india
- Ministry of ...
- Dated
- RESOLUTION
- The government have been considering ....
- In terms of the powers vested .... The government hereby constitutes  
....
- Sd/ BNM
- Ordered that a copy of the resolution may be published in the gazette  
of India for information
- Df/ BNM
- To
- Manager Government of India press
- Ring Road , Mayapuri



# PRESS COMMUNIQUE / NOTE

---

- USED WHEN IT IS PROPOSED TO GIVE WIDE PUBLICITY TO A DECISION OF GOVERNMENT. MORE FORMAL IN CHARACTER THAN A PRESS NOTE AND PRESS ARE EXPECTED TO REPRODUCE IT INTACT AND NOT EDIT OR ABRIDGE IT.
- PRESS NOTE IS A HAND OUT TO THE PRESS WHICH CAN BE EDITED OR ENLARGED AS THEY DEEM FIT



# PRESS COMMUNIQUE / NOTE

---

- ( not to be published or broadcast before ... AM / PM ... day 2009 )
- PRESS COMMUNIQUE / NOTE
- In response to public demand the government have decided to...
  
- Department of
- Government of
  
- To
- The principal information officer ,
- Press Information Bureau for issuing the communique and for giving wide publicity



# ENDORSEMENT

---

- WHEN THE PAPER IS RETURNED IN ORIGINAL TO THE SENDER
- THE PAPER IN ORIGINAL OR COPY IS SENT TO ANOTHER DEPARTMENT OR OFFICE FOR INFORMATION AND ACTION
- ALSO USED WHEN A COPY IS PROPOSED TO BE SENT TO PARTIES OTHER THAN THE ONE TO WHICH IT IS ADDRESSED
- NOT TO BE USED FOR COMMUNICATING WITH STATE GOVERNMENTS
- STATE GOVERNMENTS SHOULD BE ADDRESSED IN THE FORM OF A LETTER



# REFERENCES TO CONSTITUTIONAL AUTHORITIES

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- | AUTHORITY        | FORMAT              |
|------------------|---------------------|
| Attorney General | Only through M/O    |
| Law              |                     |
| UPSC             | Letter Addressed to |
|                  | Secretary           |
| C& AG            | Only through        |
|                  | Ministry of         |
| Finance          |                     |



# EXERCISE IN DRAFTING COMMUNICATION

---

- MR ABC IS ISSUED A CHARGE SHEET ON THREE SPECIFIC GROUNDS OF IMPUTATION
- AN ENQUIRY WAS CONDUCTED THROUGH AN ENQUIRY OFFICER AND THE ENQUIRY OFFICERS HAS GIVEN A REPORT TO THE DISCIPLINARY AUTHORITY TO THE EFFECT THAT OUT OF THE THREE CHARGES CHARGE 1 IS NOT PROVED AND OTHER TWO CHARGES ARE PROVED.
- TAKING INTO ACCOUNT THE GRAVITY OF THE CHARGES THE DISCIPLINARY AUTHORITY HAS RECOMMENDED THE AWARDING OF THE PENALTY OF CENSURE TO THE OFFICER
- NOW DRAFT AN APPROPRIATE COMMUNICATION IMPOSING THE ABOVE PENALTY ON THE OFFICER AND ALSO INDICATE THE PROPER ENDORSEMENTS.

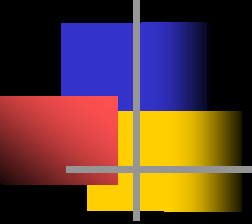


# EXERCISE IN NOTING AND DRAFTING COMMUNICATION

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- You are working in the administration and have nominated three officers namely Shri ABC.... Shri XYZ ... and Shri PQR .....for attending a course conducted by the National Institute of Defence Estate Management from 1.12.2013 to 15.12.2013.. Now you have received a letter from the Institute informing you that their nominations have been accepted and that they should be relieved to report to the Joint Director on 1.12.2013 for attending the course. The course fee is Rs 5000 in respect of each participant payable to the Director of the Institute.



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- Now draft a note to get the concerned officers relieved for attending the course and sanction order for payment of the necessary course fee.