

DRAFTING- **PRINCIPLES & TECHNIQUES**

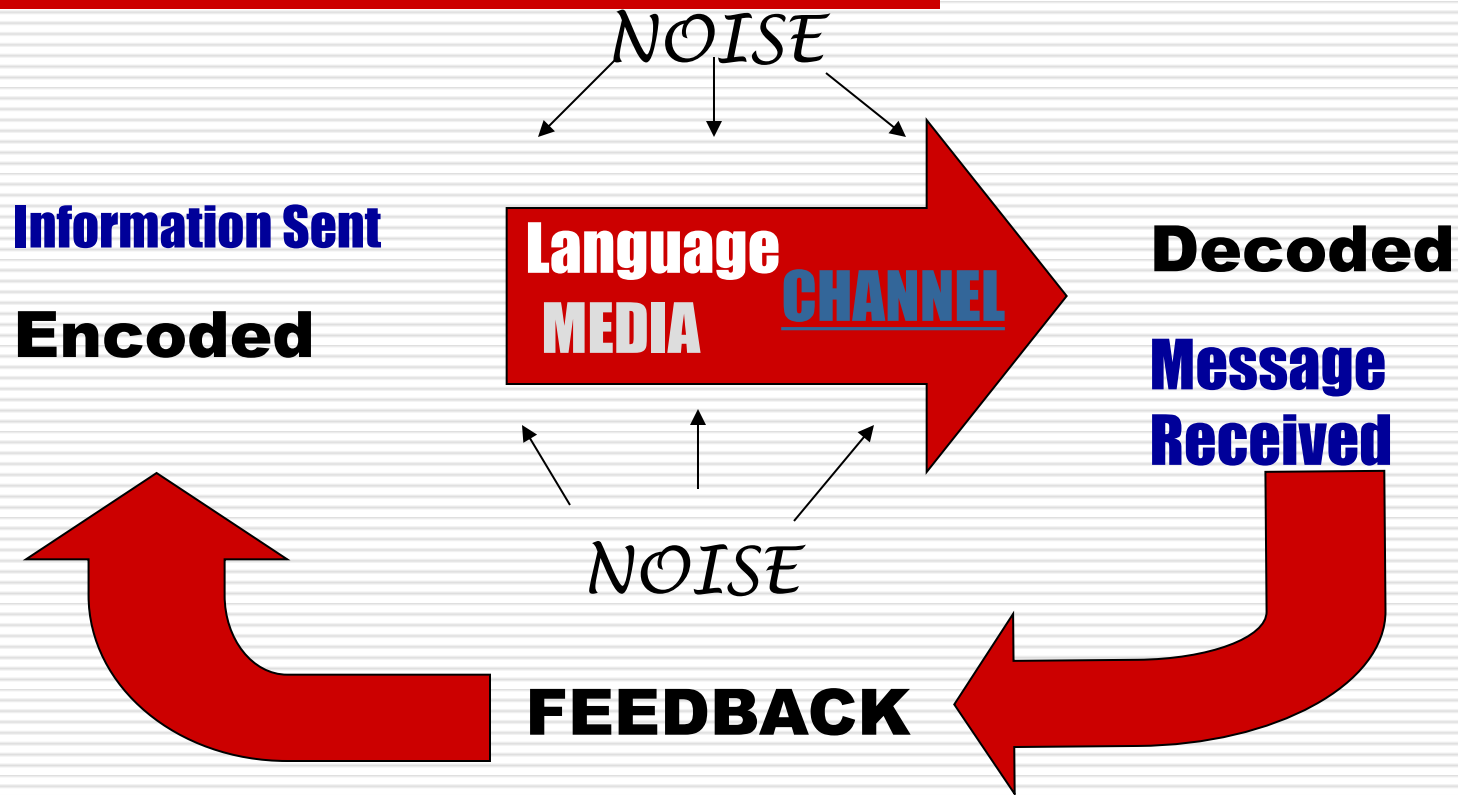
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OBJECTIVES

TO BE ABLE TO :

- ❑ DESCRIBE THE PROCESS OF COMMUNICATION INVOLVED IN DRAFTING .
 - ❑ DESCRIBE VARIOUS FORMS OF COMMUNICATION
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Communication Process



WHAT IS A DRAFT ?

A suggested manuscript of a written communication for approval of the officer (signatory) before issue.

Key Principles of drafting

- 1) **DETERMINE THE PURPOSE OF THE MESSAGE**
 - 2) **IDENTIFY RELATIONSHIP BETWEEN SENDER AND RECEIVER- USE RIGHT FORM OF COMMUNICATION**
 - 3) **PLAN THE MESSAGE**
 - 4) **USE NATURAL LANGUAGE**
 - 5) **BE COMPLETE AND CLEAR, BE BRIEF BUT NOT TOO BRIEF**
 - 6) **BE COURTEOUS, ALWAYS.**
 - 7) **PROOF READ, FINALLY**
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FORMS OF COMMUNICATION

□ THERE ARE TWO TYPES

- ORAL COMMUNICATION OR
 - WRITTEN COMMUNICATION
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ORAL COMMUNICATION

- ❑ NORMALLY IN THE FORM OF TELEPHONIC CONVERSATIONS or DISCUSSION FACE TO FACE IN A MEETING
 - ❑ 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
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Forms of written Communication

- Letter
 - Demi-official letter
 - Office Memorandum
 - Inter-departmental Note/Reference
 - Order
 - Notification
 - Resolution
 - Press Communiqué/note
 - Endorsement
 - Circular
 - Advertisement
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Electronic Communication

- E-mail**
- Website**
- On-line**
- Video Conferencing**

FORMS OF COMMUNICATION

- LETTER: (I) FOREIGN GOVTS.
 - (II) STATE GOVTS.
 - (III) HEADS OF ATTACHED
/SUBORDINATE OFFICES
 - (IV) STATUTORY
AUTHORITIES
 - (V) PUBLIC ENTERPRISES
 - (VI) PUBLIC BODIES
 - (VII) MEMBERS OF PUBLIC
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□ D.O. LETTER: (I) ANOTHER GOVT.
OFFICER FOR PERSONAL
ATTENTION

(II) NON OFFICIAL

□ OFFICE MEMORANDUM:

(I) INTER DEPARTMENTAL

(II) WITH GOVT. EMPLOYEES

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- I.D. NOTE: (I) TO OBTAIN, ADVICE,
VIEWS, CONCURRENCE,
COMMENT
(II) TO SEEK
CLARIFICATION
 - OFFICE ORDER:
OFFICERS/SECTIONS WITHIN DEPTT.
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- ORDER: (I) FINANCIAL SANCTIONS
(II) DISCIPLINARY CASES
 - NOTIFICATION:
 - (I) STATUTORY
RULES/ORDERS
 - (II) APPOINTMENTS/
PROMOTIONS
-

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- RESOLUTION: PUBLIC ANNOUNCEMENT
OF IMPORTANT GOVT.
DECISIONS
 - PRESS NOTE/COMMUNIQUE: WIDE
PUBLICITY TO GOVT.
DECISION THRO' MEDIA
 - TELEGRAM: CYPHER
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- TELEFAX
 - CIRCULAR
 - ENDORSEMENT
 - ADVERTISEMENT
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Searching questions before Drafting

- Is a draft necessary?
 - Who should be addressed & who will sign?
 - What is the relationship?
 - What should be the form?
 - What is the intention of the decision?
 - What details to call for?
 - Should a proforma be prescribed?
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DRAFTING

LANGUAGE

- PRECISE & UNAMBIGUOUS
- COMMON TERMINOLOGY
- DO NOT INCLUDE ANYTHING MORE THAN NECESSARY

BASIC REQUIREMENT

- CLARITY OF CONTENTS
 - BREVITY
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LANGUAGE – COMMON DEFECTS

- DISORDERLY ARRANGEMENTS**
 - INSINUATIONS**
 - MISSING IDEAS/MISSING CONNECTIONS**
 - PADDINGS**
 - LENGTH OF A SENTENCE**
 - I) FOG INDEX
 - II) ONE IDEA IN ONE SENTENCE
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DISORDERLY ARRANGEMENT

- ❑ THE OFFICIAL STATEMENT ON THE MARRIAGES OF REFORMED PRISONERS WITH THE INMATES OF THE NARI NIKETAN, HELD IN THE JAIL COMPOUND, IN THE LOK SABHA MADE IT VERY CLEAR.....
 - ❑ A DISCUSSION WAS HELD ON EVE-TEASING IN THE DIRECTOR'S CHAMBER
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INSINUATIONS

IT IS VERY SURPRISING AND
EXTREMELY PAINFUL TO NOTE THAT
DESPITE THERE BEING FIVE
REMINDERS NO INFORMATION HAS
YET BEEN FURNISHED.

MISSING IDEA

F.R. IS A REFERENCE FROM EXECUTIVE ENGINEER (CIVIL) CPWD. THEY HAVE ACCEPTED OUR REQUEST TO UNDERTAKE CIVIL REPAIR WORKS FROM THE NEXT WEEK. COORDINATION WING HAS ALREADY ISSUED DIRECTIONS FOR NOT ACCEPTING NOMINATIONS OF OUT-STATION APPLICANTS. SUBMITTED FOR INFORMATION PLEASE.

PADDINGS

1. I AM FURTHER TO POINT OUT.....
 2. I WOULD ALSO LIKE TO ADD THAT....
 3. MOREOVER, YOU WILL ALSO OBSERVE THAT
 4. THE QUESTION IS UNDER ACTIVE CONSIDERATION.
 5. IT IS AN ESSENTIAL CONDITION.
 6. THE BOARD HAS EXAMINED OUR REQUEST. THEY ARE PREPARED TO ALLOCATE TWO ACRES OF LAND TO US.
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PLANNING AN EFFECTIVE COMMUNICATION

- ❑ IDENTIFY SENDER;
 - ❑ ADOPT RIGHT FORM;
 - ❑ VISUALIZE RESPONSE;
 - ❑ AVOID REDUNDANCY/VERBOSITY/REPETITION;
 - ❑ STEER CLEAR OF CIRCUMLOCUTION;
 - ❑ BE UNIFORM & CONSISTENT; AND
 - ❑ ADD A SUMMARY IF LENGTHY & COMPLEX.
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Scope of Drafting

- No draft in simple/straight forward cases – put up fair, once formulated his views, an officer authorised to take decision may have fair communication made for his signature- else put up a communication**
 - When line of action is clear, put up with draft – else after decision**
 - draft to higher officer**
 - The officer approving the draft will initial with date on each page.**
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REFERENCES TO CONSTITUTIONAL AUTHORITIES

AUTHORITY

- Attorney General
- UPSC
- C& AG

CHANNEL

Only through M/O Law
Letter Addressed to
Secretary

Only through
Ministry of Finance

ROLE OF COMMUNICATION IN ORGANISATION

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



THANK YOU
