

NOTING & DRAFTING

FILE MANAGEMENT

- A file is made up of:
 - Current file
 - Note file
- Current file consists
 - Communications received
 - Communications sent
- Note file consists:
 - Note of Section/Officer
 - Orders by Competent Authority

Current/Correspondence File

Papers in the current file are arranged:

In Chronological order

Neatly tagged together

Page numbered on both sides of the page in Red Ink

Referenced properly

Note File

- 1/3rd Margin
- Page No and Current No. on top
- Subject/ title
- Reference
- Body of the Note broken into short paragraphs dealing with single point

Content of a note

- Statement of the case of problem
- Relevant facts and figures
- Precedents if any
- Procedure prescribed
- Law /rules etc on the subject and their application
- Views/advice of others if any consulted
- Possible course of action
- Implications (legal, social administrative, financial) of the various options available
- Suggested course of action

How to Write a note

- Simply worded (logically sequenced and with good readership appeal)
- Factually correct (fact based)
- Non repetitive (by drawing attention through references esp. for those which can be referred by Nos. and dates)
- Referenced (to achieve economy of words and comprehensiveness)
- In short, numbered paragraphs of a few sentences (of about 10 words) each
- Signed in full and dated by the dealing hand (on the left hand bottom)
- by the officers on the right hand bottom without wasting much space in between

Avoid while writing a note

- Verbosity
- Long and complicated sentences
- Reproduction of rules/regulations
- Redundancy
- Intemperate language
- Bias

Noting

- Recorded on a note sheet
- at least one word should be carried over to the next page,
- extra blank courtesy sheet should be added
- Concise
- Comprehensive
- Precise (businesslike and to the point)
- Objective and unbiased
- Polite (temperate language, even when pointing out obvious mistakes)

Drafting

- A draft is a rough sketch of a communication to be issued after approval by the officer concerned
- Draft :
- Should carry the exact messages sought to be conveyed
- Should be clear , concise and incapable of misconstruction
- Should result in the desired response from the receiver
- Should be divided into proper paragraphs, according to the logical sequence or order of ideas expressed in the draft
- Should contain references to previous correspondence, if any
- Avoid:
- Lengthy sentences
- Repetition of words, observations or ideas
- Offending, discourteous language

DRAFTING-CHECK LIST

- Government of
- File Number , Date
- From Address: Name, Designation, Department, Door No., Street No., City, Pin Code, (Fax & E.mail if available) and Phone No.
- To Address
- Salutation (only in Letter and D.O.Letter)
- Subject of the communication
- Reference: Number and date of the last communication in the series (from the Sender and the Receiver)
- Body (in logically sequenced paragraphs)
- The enclosures which are to accompany the fair copy
- Urgency/ Confidential grading
- Copy to (with or without enclosures)
- Despatch instructions
- Signature with Name or Designation

Forms of Communication

- Memo
- Office order
- Circular
- UO Note
- Minutes of Meeting
- Letter
- Demi Official letter
- Proceedings
- Notice
- Press Release/Press Note

Forms of Communication

- PUBLIC...
- Notification
- Advertisement
- Press note
- Press release

Forms of Communication

- PUBLIC/INTERNAL..
- D.O Lr.
- Lr.
- Circular
- Notice

Forms of Communication

- INTERNAL...
- O/O
- Memo
- Proceedings
- U.O Note
- Minutes of the Meeting
- Report

Memo

Office of the

Memo No.A1/116/2015 Dt

Sub:

Ref:

(in third person)

Sd/-

Designation

To

Name

Address

Letter

Government of -----

From

To

Sir/Madam

Lr.No.A/116/2015, Dated.

Sub:

Ref:

(in first person)

Yours faithfully

Sd

Designation

DO Letter

Government of -----

Sri./Ms.

Office Address

Designation

DO Letter No.A1/116/2015,dated.

Sir(Respected Sir)

Dear Sri / My Dear

Sub

Ref

(in first person)

With regards

Yours Sincerely

Sd/

By Name

Name

Official Designation

Proceedings

Proceedings of

Present
Sri

Proc.No.A1/116/2015, dated.

Sub
Read

ORDER

Para 1: Background, (2) Issue (3) Authority (4)
Sanction 5. Limitations (6) Head of
Account

Sd
Designation

Address

Thank you