

NOTES & DRAFTS

**K E E P
I T
S H O R T &
S I M P L E**

DEFINITIONS

FILE: File means a collection of papers on a specific subject matter, assigned a file number and consisting of one or more of the following parts:

- **Correspondence, Notes, Appendix to correspondence, Appendix to notes.**

NOTE: Note means the remarks recorded on a case to facilitate its disposal, and includes:

- **summary of previous papers.**
- **a statement or an analysis of the questions requiring decision.**
- **suggestions regarding the course of action.**
- **final orders passed thereon.**

CORRESPONDENCE: Correspondence portion in relation to a file means the portion containing:

- **Receipts , Office copies of 'issue' pertaining to the file, Self-contained inter-departmental notes.**

DEFINITIONS

CASE: A current file or receipt along with other related papers.

CURRENT FILE: A file, action on which has not been completed.

MINUTE: A Note recorded by the President, Vice President, Prime Minister or a Minister.

ROUTINE NOTE: Routine note means a note of a temporary value or ephemeral importance recorded outside the file e.g.

- **record of casual discussion; or**
- **a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.**

RUNNING SUMMARY OF FACTS: Running summary of facts in relation to a case means a **summary of the facts of the case, updated from time to time to incorporate significant development as and when they take place.**

FUNCTIONAL APPROACH TO NOTING

➤ EPHEMERAL CASES (No-Noting cases)

- File at the 'dak' stage in File 'O';
- Record brief reasons;
- May also be returned in original to the sender recording requisite factual information.

➤ ROUTINE CASES

1. REPETITIVE CASES

- Standard process sheet.

2. NON-REPETITIVE CASES

- Fair draft without noting.

FUNCTIONAL APPROACH TO NOTING

➤ ACTION IN CORRESPONDENCE CASES

- **Detailed noting not required.**
- **Sufficient to record a brief note as follows:**
“This is in reply to our letter at Sl. No....In brief, the point is.....A reply as in the draft is put up for approval.”

FUNCTIONAL APPROACH TO NOTING

➤ PROBLEM SOLVING CASES

- Detailed, but concise note, providing maximum information on each aspect necessary;
- Should cover the following aspects
 - ✓ What is the problem?
 - ✓ How has it arisen?
 - ✓ What is the rule/policy/precedent position?
 - ✓ What are the possible solutions?
 - ✓ What is the best solution? Why?
 - ✓ What will be the consequences of the proposed solution?

FUNCTIONAL APPROACH TO NOTING

➤ PLANNING AND POLICY CASES

- Require a thorough examination with maximum amount of noting developed systematically;
- Should cover the following aspects
 - ✓ Is there a need for change in the policy? Why?
 - ✓ Is it worth detailed examination?
 - ✓ Who is the decision taking authority?
 - ✓ Can it be broken into parts to identify major and ancillary parts?

FUNCTIONAL APPROACH TO NOTING

- ✓ What Are the priorities for solution and which should be chosen first?
- ✓ What is the origin of the problem-political, sociological, administrative etc.?
- ✓ What is the background or cause of the problem?
- ✓ Does it have short term or long term repercussions?
- ✓ Is more information or research required to find a solution?
- ✓ What is the legal/rule position?
- ✓ Are there any precedents to ensure even-handed treatment or to avoid past mistakes?

FUNCTIONAL APPROACH TO NOTING

- ✓ Is there any new ground advanced in case the proposal, if already rejected, has come up for reconsideration?
- ✓ What are the possible alternative solutions?
- ✓ What is the best solution? Why?
- ✓ What will be the consequences if the proposed decision is/is not taken?

GUIDELINES FOR NOTING

- **Concise;**
- **To the point;**
- **Simple and direct style to be adopted;**
- **Lengthy notes and excessive noting to be avoided;**
- **No verbatim reproduction or paraphrasing of any part of the correspondence;**
- **Wherever a running summary of facts is available on the file, it should be referred to without repeating any part of the facts in the note;**
- **Facts in subsequent notes should not be repeated;**

GUIDELINES FOR NOTING

- **Attention may be drawn to the facts already recorded;**
- **Reproducing relevant portions of rules/ regulations in the note be avoided;**
- **Relevant extracts placed on file;**
- **Courteous & temperate language used.**
- **No personal remarks;**
- **If PUC raises several major points, each point to be noted upon separately.**

GUIDELINES FOR NOTING

- **Modification or replacement of notes of juniors should not be asked for;**
- **If required record separate note;**
- **Oral discussions/instructions to be recorded/ confirmed at the earliest;**
- **Small margin left on all sides for better preservation.**
- **Note be divided into serially numbered paragraphs.**

GUIDELINES FOR NOTING

- **Courtesy sheets to be kept;**
- **Any remarks recorded by senior officers on the receipt should be reproduced while docketing the receipt;**
- **Dealing hand will append his initials with date on the left below his note;**
- **An officer will append his full signature on the right side of the note with his name, designation & date;**
- **Sufficient space not less than one quarter of the page should be left below the last recorded note;**
- **Black or blue ink will be used by all category of staff and officers;**

SEQUENCING & CONTENTS

- **Matter under consideration;**
- **Related relevant facts;**
- **Related rules/regulations/ instructions;**
- **Precedents;**
- **Alternatives for decision making;**
- **Analysis of alternatives;**
- **Recommendation of suggested course of action;**

REFERENCE from OTHER DEPTS.

- **If the reference seeks opinion, ruling or concurrence, the receiving department will:**
 - **examine separately through routine notes;**
 - **record the final result on the file of the sending department;**
 - **Retain a copy of such note in the routine notes for future references, if any ;**
- **The receiving department will open subject – wise files each year in which such routine notes will be kept;**

REFERENCE from OTHER DEPTS.

- **The inter-departmental note recorded on the file of the sending department will bear the subject file number to facilitate retrieval;**
- **If required information is of a factual nature or other action based on clear precedents, note on the file may be recorded on the file straightaway;**
- **If the note is recorded with the approval of higher officer, the fact should be recorded on the file;**

SINGLE FILE SYSTEM (SFS)

- **Applies to matters which are referred by the NSO to the Department for seeking a sanction or order (i.e. a decision not within its own delegated powers);**
- **The file cover of a SFS should prominently indicate the name of the originating NSO;**
- **Need not bear a I. D. No. or other formal method of sending;**
- **It will be sent as though it is from one officer to another in the same department;**

SINGLE FILE SYSTEM (SFS)

- **The SFS file should be complete in all respect;**
- **The NSO should ensure that:-**
 - **The points for decision/order is clearly brought out;**
 - **Relevant papers are placed on the file, properly arranged & referred to;**
 - **Draft orders/sanctions are put up where they require the approval of the department;**
 - **Availability of funds etc. is certified where additional expenditure is involved;**

SINGLE FILE SYSTEM (SFS)

- **ACTION ON THE DECISION OF DEPARTMENT:**
- **Action to implement the Government decision in SFS case to be initiated in and by the NSO;**
- **Orders so issued should specifically state that they have received the concurrence of the Government in the department concerned;**
- **Copies of every sanction/order so issued by the NSO, will be endorsed without fail to all the officers concerned in the department.**



DRAFTING

FORMS OF COMMUNICATION

LETTER

- **Foreign Governments, State Governments.**
- **UPSC, Other Constitutional Bodies.**
- **PSUs, Statutory/Autonomous Bodies.**
- **Members of the Public.**

FORMS OF COMMUNICATION

LETTER

- **Salutation;**
- **Subscriptions etc.;**
- **Subject, File number, date etc.**
- **Name, Telephone Numbers etc. of the sender;**

LETTER

No.....
Govt. of India
Department of.....

New Delhi, the.....

To
Subject:.....

Sir,

With reference to your letter no.....dated.....on the subject
above, I am.....

.....

Yours faithfully,

Sd./-

Designation

Tel:

Endorsement: Copy for information/necessary action to:

(1).....

(2).....

Sd./-

FORMS OF COMMUNICATION

DEMI OFFICIAL LETTER

- **Between officers generally.**
- **Matter to receive personal attention.**
- **Inter-change of communication/ opinion;**
- **In first person, friendly tone;**
- **Should not normally exceed 1 page;**
- **Divide into paragraphs to hold interest.**

DEMI-OFFICIAL LETTER

XYZ
Deputy Secretary
Tel:.....

D. O. No.....
Govt. of India,
Department of.....
Date:

My dear/Dear Shri.....,

We propose to draw up a model scheme for..... A copy of the outline prepared in this connection is enclosed.

I shall be grateful if you would send your comments as soon as possible. I may add that we intend to circulate the draft scheme formally to all Departments in due course for their comments.

With regards/Best wishes,

Yours sincerely,

(XYZ)

To,
Shri ABC,
Deputy Secretary,
Department of.....
North Block, New Delhi.

FORMS OF COMMUNICATION

OFFICE MEMORANDUM

- **Other departments.**
- **Calling for/conveying information from employees of the Dept.**
- **In third person, no salutation.**

OFFICE MEMORANDUM

No.....
Govt. of India
Department of.....

New Delhi, the....

Subject:

Reference is invited to this Department O. M. No.....dated....
regarding.....

2. Doubts have been expressed whether the provisions of.....apply
also to..... It is hereby clarified that the provisions of
Para 2 of the O. M. Dated.....is applicable *mutatis mutandis* to the
present case.

(A. B. C.)
Under Secretary
Tel:

To,
Department of
Yojna Bhawan, New Delhi.

FORMS OF COMMUNICATION

INTER DEPARTMENTAL NOTE

- **To obtain advice, views, comments, concurrence of other departments on a proposal or in seeking clarification of the existing rules/instructions etc.;**
- **May be on a file or an independent note;**
- **The subject need not be mentioned if recorded on a file;**

INTER-DEPARTMENTAL NOTE

Govt. of India
Department of

Subject:.....

The present rules regulating the issue of Identity Cards provide *inter alia* that

2. A question has now arisen whether.....

3. In this connection, it may be mentioned that.....

4. It is, therefore, felt that the existing rules require.....

5. This Department will be grateful for the advice of the Department of Legal Affairs on the issue raised at Para 4 above.

(XYZ)

Deputy Secretary

Tel:

Department of Legal Affairs, Shri....., Shastri Bhawan, New Delhi

Department of I. D. Note No..... Dated.....

FORMS OF COMMUNICATION

OFFICE ORDERS

- **For issuing instructions for internal administration**
- **Grant of leave, distribution of work.**
- **Appointments/Transfers.**

OFFICE ORDER

Specimen - I

No.....
Govt. of India
Department of.....

New Delhi, the.....

OFFICE ORDER

Shri XYZ, a permanent LDC in this Department is granted earned leave for.....days from.....to..... with permission to prefix....., a public holiday, to leave.

2. It is certified that Shri XYZ is likely, on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(ABC)

Under Secretary

Copy to:

- (1). Office Order File;
- (2). Cashier;
- (3). Section concerned;
- (4). Shri XYZ, L. D. C.

OFFICE ORDER

Specimen - II

No.....
Govt. of India
Department of.....

New Delhi, the....

OFFICE ORDER

It has been decided to transfer the work relating to
fromSection to.....Section with effect from
.....

(ABC)
Under Secretary

Copy to:

- (1)
- (2)
- (3)



FORMS OF COMMUNICATION ORDER

- **Financial sanctions.**
- **Decisions in disciplinary matters etc.**

ORDER

SPECIMEN - I

No.....
Govt. of India
Department of.....

New Delhi, the.....

ORDER

Sanction of the President is accorded under rule 10 of the Delegation Of Financial Powers Rules, to write-off irrecoverable loss of Rs.5000 (Rupees five thousand only) being the value of the following articles Belonging to this Department:

1

2

(ABC)

Under Secretary

**Copy forwarded to:
The A. G. C. R., New Delhi;
Internal Finance Section;
Cash Section**

ORDER

SPECIMEN - II

No.....
Govt. of India
Department of.....

New Delhi, the....

ORDER

ShriLower Division Clerk in the Department of
.....is hereby informed that it is proposed to
take action under rule.....of.....

2. Shri.....is hereby given an opportunity to make such
representation as he may wish to make against the proposal.

3. Shri.....is required to make the representation within 15
Days from the date of receipt of this Order.

4 If no such representation is received by the stipulated date, it will
Be assumed that Shri..... has no representation to make.

(XYZ)

Deputy Secretary

To,
Shri....., LDC

FORMS OF COMMUNICATION

➤ NOTIFICATIONS:

- Promulgation of Statutory rules/orders;
- Appointments/promotion of gazetted officers in the Gazette of India;

➤ RESOLUTIONS:

- Public announcement of decisions of Govt. on important policy in Gazette of India;

➤ PRESS COMMUNIQUE/NOTE.

NOTIFICATION

SPECIMEN - I

(To be published in the Gazette of India, Part I Section 2)

No.....

Govt. of India

Department of.....

New Delhi, the.....

NOTIFICATION

No Shri XYZ, Under Secretary in the Department of.....

.....is appointed to officiate as Deputy Secretary in that Department
vice Shri

(ABC)

Joint Secretary

To,
The Manager,
Govt. of India Press, Faridabad.

No.....

Copy forwarded for information to:

.....

.....

(DEF)

Under Secretary

NOTIFICATION

SPECIMEN - II

(To be published in the Gazette of India, Part II, Section 3, Sub-section (ii))

No.....

Govt. of India

Department of.....

New Delhi, the.....

NOTIFICATION

No. S. O..... In exercise of the powers conferred by Section 4 of the Supply and Prices of Goods Act, 1950 (LXX of 1950).....the Central Government hereby fix the following schedule of maximum price..... [No.....]

(ABC)

Secretary to the Govt. of India

To,
The Manager,
Govt. of India Press,
New Delhi.

RESOLUTION

(To be published in the Gazette of India, Part I, Section 1)

No.....

Govt. of India

Department of.....

New Delhi, the.....

RESOLUTION

The Govt. of India have had under consideration the question of further improving the efficiency of the Departments and services concerned with The collection of revenue. As a first step in that direction, the President is pleased, under the powers vested in him by provisos to Article 309 of the Constitution of India, to decide that a class I Central Service to be known as 'Indian Revenue Service' should be constituted with effect From.....

(ABC)

Secretary to the Govt. of India

Ordered that the resolution be published in the Gazette of India for general information.

(ABC)

The Manager,
Govt. of India Press, Faridabad.

PRESS COMMUNIQUE/NOTE

Not to be published or broadcast before.....A. M./P. M. on.....the.....

PRESS COMMUNIQUE/NOTE

In response to public demand, the Govt. of India have appointed a Commission to go into the problem of.....and make suitable recommendations to the Government.

2. The Commission will consist of Shri.....as Chairman and the following as Members:

(i).....

(ii).....

3. In making its recommendations, the Commission is expected to give consideration to the following matters:

(a).....

(b).....

4. The Commission is expected to submit its report to the Govt. of India by.....

Department of.....

No.....

New Delhi, the.....

Forwarded to the Principal Information Officer, P. I. B., Govt. of India New Delhi, for issuing the communique and giving it wide publicity.

(ABC)

Joint Secretary to the Govt. of India

FORMS OF COMMUNICATION

➤ ENDORSEMENTS:

- For giving reply/remarks on original letter & return to addressee;
- Supplying copies to parties other than the addressee;

➤ CIRCULARS:

- For circulating within a Department for info & compliance by large no. of employees;

FORMS OF COMMUNICATION

➤ **ADVERTISEMENT:**

- **Audio/visual/written communication;**
- **Used for communication with the general public to create awareness;**

➤ **E-MAIL:**

- **Paper-less form used where computer facilities supported by internet available;**
- **Used widely for subjects other than those not involving legal/financial implications;**

ENDORSEMENT

No.....
Govt. of India
Department of.....

New Delhi, the.....

A copy each of the under mentioned papers is forwarded for information
And necessary action.

(ABC)
Under Secretary to the Govt. of India

List of Papers forwarded:

- 1.....
- 2.....
- 3.....

To,

- 1.....
- 2.....
- 3.....

CORRESPONDENCE

➤ **With MP/MLA:**

- **Should be attended to promptly;**
- **If addressed to Minister, reply from Minister**
- **In other cases, over the signature of an officer of the rank of Secretary;**
- **In routine matters, minimum rank of US;**
- **If addressed to Head of Organisation/PSU, reply by the addressee himself;**

CORRESPONDENCE

➤ With Ministries/Departments:

- **As per guidelines framed in this regard;**

➤ With State Governments:

- **Addressed to the Secretary of that Dept.;**
- **If the communication is of special nature or importance – addressed to Chief Secretary;**
- **DO letters can also be sent by officers at appropriate level;**

CORRESPONDENCE

➤ **With UT administration:**

- **Addressed to Principal Secretary/ Secretary of concerned Department;**
- **Important communication may be sent to Chief Secretary or Administrator;**

➤ **With Lok Sabha/Rajya Sabha Sectt.**

- **To the respective Secretaries and not to the Speaker or Chairman directly;**

DRAFTING

➤ DRAFT:

- Is a rough sketch of a communication to be issued after approval of the officer concerned.
- **DRAFTING:**
- Is the process of preparing this rough sketch.
- **DRAFT IS NOT NECESSARY:**
- In simple cases – acknowledgements-fair communication put up;
- Cases of repetitive nature.

➤ **DRAFTING – SOME QUESTIONS**

- **Is a draft necessary?**
- **Who is the addressee and who will sign?**
- **What is the relationship between the sender and the receiver?**
- **What should be the form?**
- **Is something to be conveyed or to be called for?**
- **Are all details available?**
- **Does the language convey the intention?**
- **Has the referencing been done?**
- **Is it logically sequenced?**
- **Does it have proper urgency grading?**
- **Does it have proper security grading?**
- **What will be the mode of Despatch?**

TWO SENTENCES

- **A DISCUSSION WAS HELD ON EVE-TEASING IN THE MANAGING DIRECTOR'S CHAMBER;**
- **A DISCUSSION WAS HELD IN THE MANAGING DIRECTOR'S CHAMBER ON EVE-TEASING;**

IMPORTANT POINTS FOR DRAFTING

➤ **A draft should**

- ✓ **Carry the exact message sought to be conveyed;**
- ✓ **Be clear, concise & incapable of misconstruction;**
- ✓ **Be lucid, brief and complete;**
- ✓ **Result in the desired response form the recipient;**
- ✓ **Be divided into paragraphs, according to the logical sequence expressed;**
- ✓ **Have coherence of flow of ideas;**
- ✓ **Contain reference to previous correspondence, if any.**

DRAFTING SKILLS- COMMANDS

- Identify-----→ **SENDER;**
- Adopt-----→ **RIGHT FORM;**
- Visualize -----→ **RESPONSE;**
- Expression-→; **CLARITY, CONSISTENCY,
UNIFORMITY;**
- Avoid --→**REDUNDANCY, VERBOSITY,
CIRCUMLOCUTION, REPETITION;**
- Summarise---→**COMPLEX & LENGTHY;**

CHECKLIST FOR DRAFTING

- **A draft should indicate**
 - ✓ **File No.;**
 - ✓ **Name, designation, telephone number, fax no. & complete postal address of sender organisation;**
 - ✓ **Name/designation of the addressee with complete postal address;**
 - ✓ **Salutation (i.e. Sir, Dear etc.);**
 - ✓ **Subject;**
 - ✓ **No., date of the last communication in the series (from the addressee or from the sender);**

CHECKLIST FOR DRAFTING

- ✓ Enclosures which are to accompany the fair copy (a short oblique line in the margin will indicate that enclosures are to be sent along with fair copy)
- ✓ Subscription (i.e. Yours faithfully, Yours sincerely etc.), where required;
- ✓ Mode of transmission e.g. 'By registered post' / 'By Special messenger' etc. at the top right corner;
- ✓ Urgency grading, if required;
- ✓ Endorsement, where necessary;



**THANK
YOU**