WELCOME

To

The Presentations on

NOTING

Institute of Secretariat Training & Management, New Delhi

NOTING

OBJECTIVES

At the end of these sessions the participants will be able to:

- ✓ Agree to the need for noting;
- ✓ Describe essential features of noting.

Noting

METHODOLOGY

- **Presentations**

- **Discussion in Plenary**

NOTING - A FEW TERMS

- P.U.C. – F.R.
- NOTE – MINUTE
- NOTES PORTION, CORRESPONDENCE PORTION, APPENDIX TO NOTES / APPENDIX TO CORRESPONDENCE
- FILING – DOCKETING
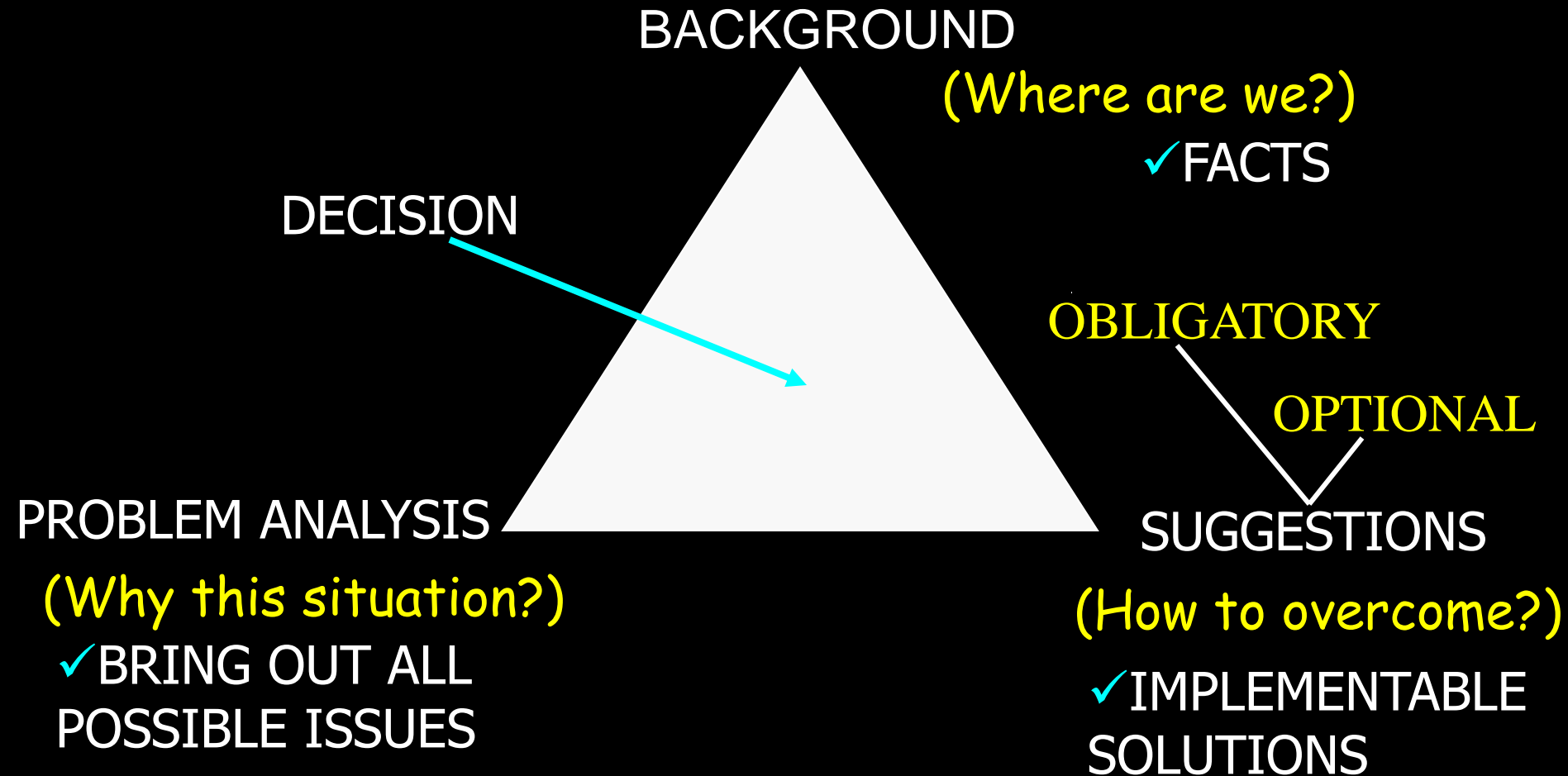- ROUTINE NOTE – SECTIONAL NOTE
- SELF-CONTAINED NOTE

WHAT IS NOTING

- ❖ N – NEUTRALITY
- ❖ O – OBJECTIVITY
- ❖ T – TEMPERATE
- ❖ E – EXAMINATION & EVIDENCE

NEED FOR NOTING

- Reference
- Precedent
- Standard decision making
- Records for future
- Rationale of decisions

Structure of a Note

BACKGROUND

(Where are we?)

✓FACTS

DECISION

OBLIGATORY

OPTIONAL

PROBLEM ANALYSIS

(Why this situation?)

✓BRING OUT ALL POSSIBLE ISSUES

SUGGESTIONS

(How to overcome?)

✓IMPLEMENTABLE SOLUTIONS

LANGUAGE

Yesterday there was a discussion on eve teasing in the Director's room.

QUANTUM OF NOTING

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

Noting – Some Must Points

- ❖ Note Sheet
- ❖ File #, Subject, Section
- ❖ Page Numbering
- ❖ Docketing
- ❖ No paraphrasing
- ❖ Concluding paragraph
- ❖ Signatures & Marking
- ❖ 'From pre page' / Courtesy Sheet

AN ISO:9001:2008 ORGANISATION

Noting Skills - Commands

- **Check up** :: **Facts**
- **Supply** :: **Missing Facts**
- **Refer to** :: **Rules / Regulations**
- **Quote** :: **Precedents**
- **Suggest** :: **Alternatives**
- **Assess** :: **Implications**

THANK YOU