

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**

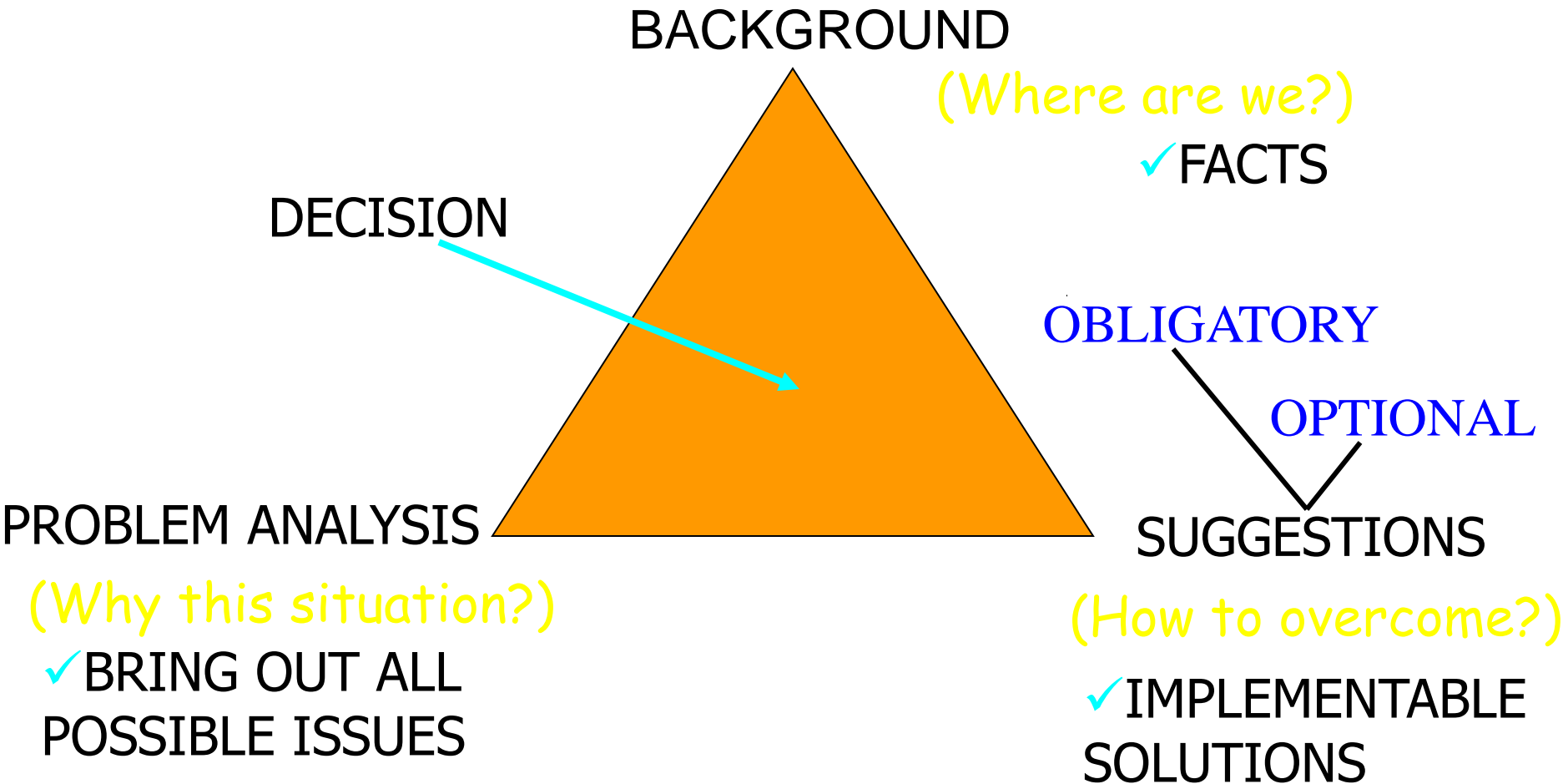
WHAT IS NOTING

- ❖ **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



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**

Noting Skills - Commands

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

• THANK
YOU

AN ISO:9001:2015 ORGANISATION