

WELCOME

to the sessions on

*NOTING and DRAFTING
Principles & procedure.*

By

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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; and
- ✓ **Write** a note.

WHAT IS AN OFFICE ?

- Office is a continuous, work-specific information processing unit;
- Reservoir of relevant Rules, Precedents, data and decisions.

- Can we process information without examination ?

We need to examine every piece of information that is with us or that comes to us in relation to office work. The examination may be in simple or complex manner depending on the issue. But we can not do without examination.

Can we examine without a record ?

We need to keep record of examination, to verify at later stage that it was done as per :

- The relevant Rules ;
- The set Procedures ;
- The existing Orders ; and through / by an
- Authorised level.

Can we record without a note ?

“Note” means the remarks recorded on a case to facilitate its disposal and includes a précis of previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.

Can we note without writing ?

“Note” is a written record of examination of a case. As per the Office Procedure, we must retain a hard copy of it for a period appropriate to the relevant file.

NEED FOR NOTING

- Instrument of disposal of a case
- Tool for decision making

DEFINITIONS

- **Note:**

Remarks recorded on a case to facilitate its disposal, and includes a precise of previous papers, analysis of question requiring decision, suggestion and final order passed

- **Minutes**

Note recorded by the president, the Vice – President, the PM or a Minister

DEFINITIONS, CONTINUED.....

- **File**

A collection of papers arranged in chronological order on a subject assigned a file number and consisting of

- Notes
- Correspondence
- Appendix to Notes
- Appendix to correspondence

- **Notes portion**

The portion containing notes or minutes

DEFINITIONS, CONTINUED.....

- **Correspondence portion**

The portion containing 'receipt' and office copies of 'issue' pertaining to a file

- **Appendix to Notes**

A lengthy summary or statement containing detailed information concerning certain aspect of the question discussed on file, information of which in the the main note is likely to obscure the main point or makes the note unnecessary lengthy

DEFINITIONS, CONTINUED.....

- **Appendix to correspondence**

lengthy enclosures to a communication (whether receipt or issue) on the file , inclusion of which is likely to obstruct smooth reading or make correspondence portion unwieldy

- **Case**

a current file or a receipt with related papers

- **Come-back case**

case received back for further action like re-examination or preparing a draft or summary

DEFINITIONS, CONTINUED.....

- **Docketing**

making entries in note portion of a file about serial no assigned to each item of receipt or issue for its identification. Remarks of higher officer on a receipt also to be reproduced on note sheet after docketing.

- **Referencing**

Process of identifying a document, decision and facts mentioned in a note , draft or office copy of a communication

GUIDELINES ON NOTING

- Concise and to the point
- Simple and direct style of writing (To express and not to impress)
- Not recorded on receipt itself except in routine matters
- Verbatim reproduction of extract of PUC or of notes of other ministries recorded on the same file should be avoided
- Businesslike language(courteous even if disagreeing)

GUIDELINES , continued.....

- Remarks recorded by Branch officer or senior officers on receipt should first be reproduced while docketing the receipt
- Confine note to actual points proposes to make and not repeat or reiterate the ground already covered
- If agrees to line of action already suggested merely append signature
- Sectional note in case PUC raised several points requiring examination and orders

GUIDELINES , continued.....

- A self contained summary be put up with every file put up to a Minister /very senior officers and also the points on which orders are sought
- Dealing hand to append signature with date on left below note
- An officer will append signature on right with name designation and date
- Paragraphs of convenient size, serially numbered and may have brief titles
- Leave 1 inch margin on all sides
- Always keeps a courtesy sheet

Noting – Some Must Points

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

Can we write a Note without learning its structure and language ?

A functional approach to writing a note suggests that we should be very particular about both structure and language of a note. For that, we should be able to identify common faults in noting, determine quantum of noting according to the nature of a case and edit our writing to make it brief, to-the-point and meaningful.

LANGUAGE – SOME SAMPLES

- o Yesterday there was a discussion on eve teasing in the Director's room.
- o She is a person who does an excellent job as a programmer.
- o The new building of ISTM at Tughlakabad has now been completed and we have asked the DTC for regular bus services from its main terminals.

LANGUAGE – SOME SAMPLES

- o It may be pertinent to point out at this juncture that the discrepancy that exists in our planning is.....
- o The trouble with the new form is that it was designed in a far from proper manner in the first place.
- o The reason the attendance figure is so low today is due to the fact that the DTC has followed the practice of keeping the buses off road to avoid confrontation with its agitating employees.

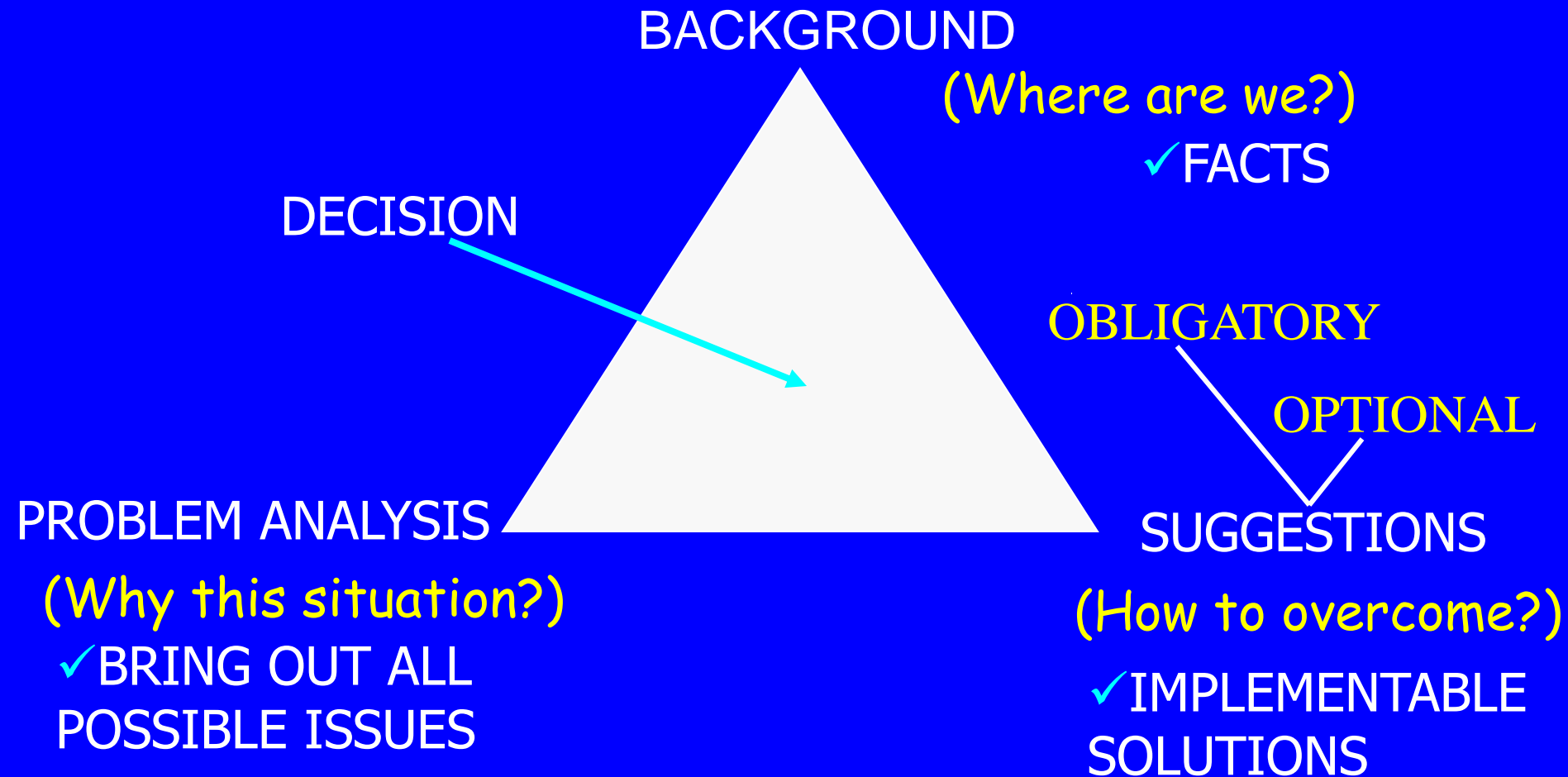
PROCESSING STEPS

- FILING
- DOCKETING
- NOTING
- REFERENCING
- SUBMISSION
- DECISION
- DRAFTING

QUANTUM OF NOTING

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

Structure of a Note



Noting Skills - Commands

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

NOTING ON FILES FROM OTHER DEPARTMENTS

- If reference require factual info or action based on clear precedents dealing hand may record a note
- If reference need opinion /ruling/ concurrence examination on shadow file and final decision recorded
- Copy of note recorded retained with shadow file
- ID note will bear shadow file no

STATEMENT OF CASE

- Brief heading
- Chronological facts of case
- If concern other dept., recommendation of other dept/and in case of disagreement , the point of diference
- Concluding paragraph –point on which decision sought
- If lengthy –relegate to appendix /annexure
- Appendix/annexure to be linked

REFERENCING

- Each page in each part be consecutively numbered in pencil
- Each item assigned a separate serial no displayed in red ink on first page
- Flag 'PUC' and latest fresh receipt as 'FR'
- In referring to PUC or FR page no be quoted in margin
- Recorded file be flagged with alphabetic slip. Only one such slip. If more than one the relevant page no to be given

REFERENCING, continued.....

- To facilitate identification of such papers, the no. of file referred to/relevant page no/ with alphabetic slip no be indicated in the margin
- Rules referred need not be put up and this fact be indicated in the margin of noting
- When a no of papers are to be flagged they should be spread over entire width

ARRANGEMENT OF PAPERS FOR SUBMISSION

- REFERENCE BOOKS
- NOTES PORTION
- RUNNING SUMMARY
- DRAFT
- CORRESPONDENCE PORTION
- APPX. TO NOTES / CORRESPONDENCE
- STANDARD GUARD FILE/ STG NOTE/
REFERENCE FOLDER
- EXTRACTS FROM GAZETTE
- LINKED FILES
- ROUTINE NOTES & PAPERS

12 F.No.A.33083/ 1/...

S.No.17(R) Pg. No.22/C

“ Link-up the minutes
of the previous meeting
and consult DoPT”

Sd/-

(Jafar Ali)

DS(A)

5.5.05

This relates to creation of
a post of Agricultural Scientist
at ICAR.

2. Minutes of the previous
meeting are linked - up. ★
A self contained I.D. Note is
put up for approval, please.

★
Pg 10
-12/C

● S.No.17(R) 22

No.F.42-34/2005-TKM

Govt. of India

Office of the PSA

*Link-up the
minutes of the
Previous meeting and
Consult DOPT*

DS(A)

New Delhi

Dated -- -- --

Secretary

DARE

Subject :----

Sir,

This is to bring to your
kind notice that

--.....etc. etc.

(Dr.M Mahadevan)
Scientific Advisor

DRAFTING PRINCIPLES & TECHNIQUES

OBJECTIVES

- TO BE ABLE TO :
 - MAKE A SYSTEMATIC APPROACH TOWARDS DRAFTING.
 - DESCRIBE VARIOUS FORMS OF COMMUNICATION & THEIR TARGET GROUPS.
 - MAKE A DRAFT EFFECTIVE.

WHAT IS A DRAFT ?

A rough sketch of a communication to be issued after approval by the officer.

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?

Prescribed in MOP, Appendix 9

- Letter
- D.O.Letter
- O.M.
- I.D.Note
- Telegram
- Office Order
- Order
- Resolution
- Notification
- Press Communique/
Note
- Endorsement
- Circular
- Advertisement

FORMS OF COMMUNICATION TARGET GROUPS

- 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

- D.O. LETTER: (I) ANOTHER GOVT. OFFICER FOR PERSONAL ATTENTION
(II) NON OFFICIAL
- OFFICE MEMORANDUM:
(I) INTER DEPARTMENTAL
(II) WITH GOVT. EMPLOYEES

- I.D. NOTE: (I) TO OBTAIN, ADVICE,
VIEWS, CONCURRENCE,
COMMENT
(II) TO SEEK
CLARIFICATION
- OFFICE ORDER:
OFFICERS/SECTIONS WITHIN DEPTT.

- ORDER: (I) FINANCIAL SANCTIONS
(II) DISCIPLINARY CASES
- NOTIFICATION:
 - (I) STATUTORY
RULES/ORDERS
 - (II) APPOINTMENTS/
PROMOTIONS

- RESOLUTION: PUBLIC ANNOUNCEMENT OF IMPORTANT GOVT. DECISIONS
- PRESS NOTE/COMMUNIQUE: WIDE PUBLICITY TO GOVT. DECISION THROUGH MEDIA
- TELEGRAM: ENCLAIR CYPHER

- TELEFAX
- CIRCULAR
- ENDORSEMENT
- ADVERTISEMENT

DRAFTING

LANGUAGE

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

BASIC REQUIREMENT

- CLARITY OF CONTENTS
- BREVITY

LANGUAGE – COMMON DEFECTS

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

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 MANAGING DIRECTOR'S CHAMBER

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.

AN EFFECTIVE COMMUNICATION SHOULD

- 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.

THANK YOU