

# NOTING AND DRAFTING - SKILLS

**PRESENTED BY:**

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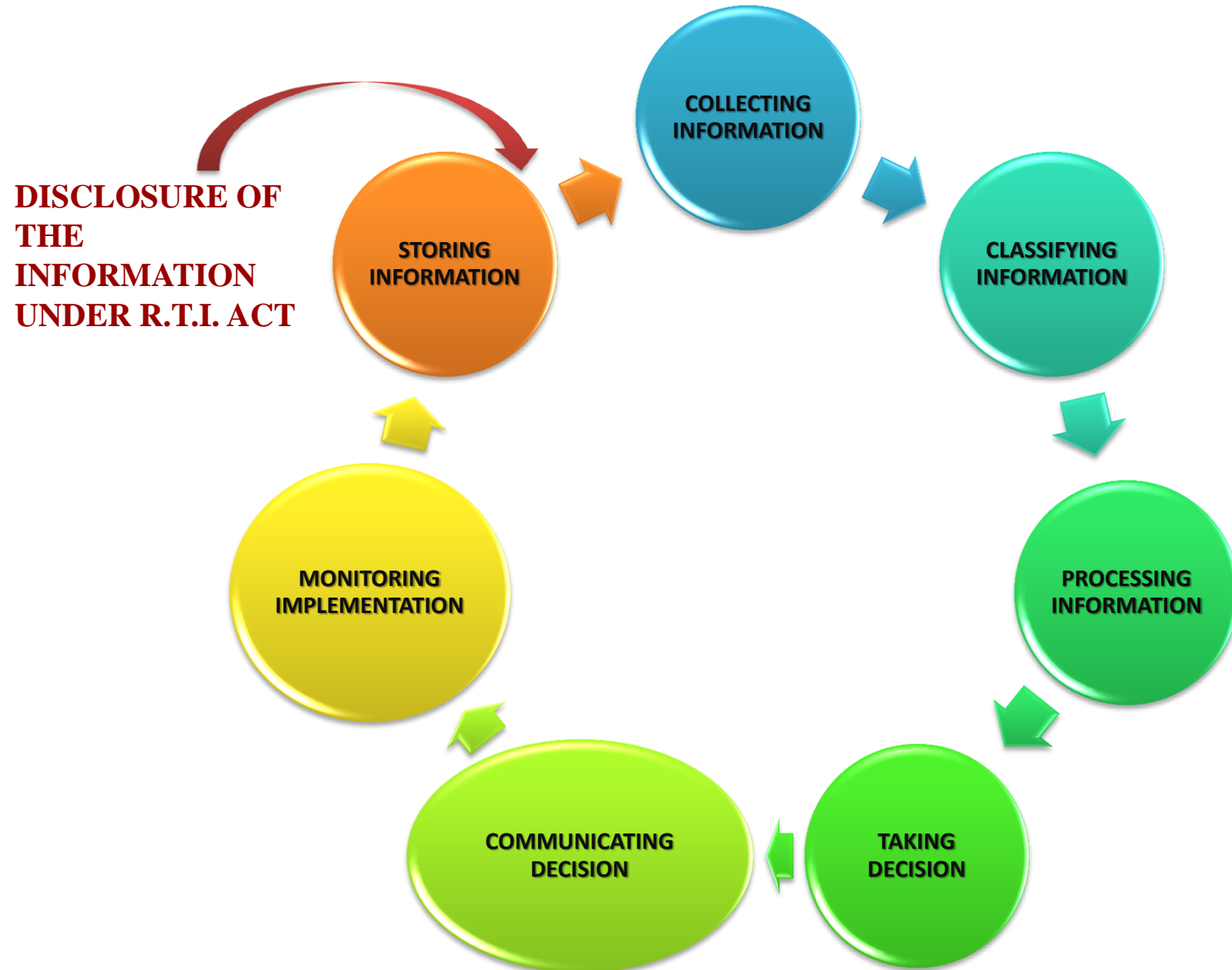
**JOINT DIRECTOR (Rtd.), ATW MCR HRD INST.**

**A D V O C A T E**

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# COMMON OFFICE FUNCTIONS



# FILE

**A File is made up of:**

- **Current file A N D**
- **Note file**

**- Current file consists of :**

- **Communications received (INWARD)**
- **Communications sent (OUTWARD)**
- **Drafts etc.**

**A Note File is used for internal talks/decisions among the staff members from higher officials to lower officials and vice-versa**

# CURRENT FILE

- ❖ **Papers in the Current File are arranged:**
  - **In a Chronological order**
  - **Keeping previous paper on the top**
  - **Neatly tagged together**
  - **Page numbers on both sides of C.F., if matter is typed on the 2<sup>nd</sup> page, with Red Ink starting from page-1**

# **NOTE FILE**

- **1/3<sup>rd</sup> Margin should be left on left side**
- **Page Numbers should be given in the centre at the top of the page on both the sides**
- **File Number should invariably be written on every page on the top at right side**

## **NOTE FILE**

- **Subject/Title and Reference should be in the first page and can also be written subsequently, if required**
- **Better the matter is broken into short paragraphs dealing with single point**
- **Para Numbers should be assigned to each para even for observations of the officers with a single word viz. "Approved", "Speak", "Put-up" etc**

# NOTE

**A note is a piece of writing intended for internal use within the organization**

## **A Note...**

**Facilitates/ensures comprehensive (సమగ్రమైన) examination**

**Provides written record of decision taken**

**Constitutes proof of approval/orders by the competent authority**

**Ensures consistency of approach**

**Provides historical and evidential material**

# HOW TO WRITE A NOTE

- Simply worded
- Factually correct
- Non repetitive
- Concise (comprehensive) (క్లుప్తంగా అన్ని అంశాలతో కూడిన)
- Precise ( businesslike and to the point) (ఖచ్చితమైన)
  - Objective and unbiased
  - 3<sup>rd</sup> person passive voice
    - Polite



# CONTENTS OF A NOTE

- **Statement of the case of problem**
- **Relevant facts and figures**
- **Procedures prescribed and precedents**
- **Laws/Rules etc on the subject and their application**
- **Views/Advices of others, if any, consulted**
- **Possible course of action**
- **Implications (Legal, Social, Administrative, Financial etc.) of the various options available**
- **Suggested course of action**

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) and by the officers on the right hand bottom

**C.W./S.W. SUPDT/S.O. A.D. D.D. J.D. ADDL.DIR. DIR.**  
**(LEVEL JUMPING)**

**Secretariat Practice is little different when a file is sent to C.S./MINISTERS/C.M. ETC. for orders in circulation**

CS  
MINISTER (AGRICULTURE)  
C.M.

# WHILE WRITING A NOTE

## AVOID

- ✓ **Verbosity** (వాచాలత)
- ✓ **Long and complicated (క్లిష్టమైన) sentences**
- ✓ **Reproduction of rules/regulations**
- ✓ **Intemperate (మితిమీరిన) language**
- ✓ **Bias (పక్షపాతంచూపు)**

# A NOTE SHOULD BE

**COMPLETE:** With Answers to anticipated questions such as What, Why, When, Where, Who

**CLEAR:** It should be choosing short, familiar words, using short sentences

**COHERENT** (స్థిరమైన):

**CORRECT :** It should be factually correct, figures should be free from mistakes, and the writing should be grammatically correct

**COURTEOUS:** It should express ideas tactfully, without hurting anybody's feelings, and emphasize positive facts.

**In few cases we do not require detailed noting. It would be sufficient if a brief note is recorded indicating the issue and consideration and the suggested action, if any**

**Ex: 1. The letter is from the Commr., S.E. asking information regarding \_\_\_\_\_. The information is available in the \_\_\_\_\_.**

**2. Subject to approval a draft reply is put up covering the information called for by the Commr. is below, for kind approval**

The oral instructions given may be confirmed in writing at the earliest soon after the Officer resumes duty

post facto approval

In case if a lower officer takes a decision in the absence of appropriate authority, the file should be put up to the appropriate authority after the required orders are issued

**(a.i.) (after issue)**

# FLAGGING

- Flags should be indicated in ALPHABET AND NOT IN NUMBER viz. A, B, C, AA, BB etc. **and not** 1, 2, 3, 4
- Care should be taken to see that no alphabet is repeated for second time
- Care should be taken to see that the flags are kept in such a way that catches the eye
- If number of flags are attached, flag A should be the first reference, then B and so on and so forth
- Care should be taken to see that one flag does not cover the other flag

# REFERENCING

Whenever a note is put up, proper referencing should be done. The references should be noted chronologically

Referencing should be done with Pencil both in Note File and Current File



# LINKED FILES

If some matter in any closed/disposed file needs to be referred for reference or to show as a precedent

- Main File should be on the top and Linked files should be beneath the Main File
- Strings of upper file pad are tied to back of the pad

- Slip indicating:

**TOP FILE FOR ORDERS AND  
LINKED FILES ARE FOR REFERENCE**

**Should pasted on the Main File**

**DRAFTING**

# DRAFTING

A draft is a rough sketch of a communication to be issued after approval by the officer concerned

## Points to be noted:

### ✓ A draft should :

- carry the exact messages sought to be conveyed
- be clear , concise and incapable of misconstruction
- result in the desired response from the received
- be divided into proper paragraphs, according to the logical sequence or order of ideas expressed in the draft
- contain references to previous correspondence, if any

### ✓ Avoid:

- Lengthy sentences, abruptness
- Repetition of words, observations or ideas
- Offending, discourteous language

# IMP. COMPONENTS OF COMMUNICATION

1. File Number
2. The names and complete postal address of the sender organization
3. The name/designation of the addressee with complete postal address
4. Salutation (Sir or Dear)
5. Subject of the communication
6. Number and date of the last communication in the series (from the addressee or from the sender)
7. The enclosures, which are to accompany the fair copy
8. (A short oblique line in the margin will indicate that enclosures are to be sent along with the fair copy)
9. Subscription (yours faithfully, yours sincerely)
10. Urgency grading, by registered post, by special messenger indicated at the top right corner
11. Name, designation, signature of the sender

# Technical Communication

## ORAL FORMS

- Face-to-face communication
- Telephonic Talk
- Meetings
- Seminars
- Conferences
- Dictation
- Instructions
- Presentations
- Group discussions
- Interviews (employment/press)
- Video conferences
- Voice conferences

## WRITTEN FORMS

- Letter
- Office Memorandum
- U.O. Note
- Circular
- Telex Message
- Notification
- Demi Official letter
- Proceedings
- Telegram
- Endorsement
- Press Communication/Note
- Office Order
- G.Os.
- S.M.S.,
- E.MAILS
- Newsletters
- Reports, Proposals
- Research papers
- Bulletins, Brochures, Manuals
- In-house journals

**a) Letter is the common format used for communication. It is more formal without any personal touch**

**b) Do letter is to draw the personal attention of the officer addressed**

**c) Office Order : for issue of orders within the office**

**d) U. O. Note : Communication within the sections of the department for advice, views etc.**

**In secretariat U.O.Note is written from one Department to another Dept. within the Secretariat**

- e) Memorandum (Memo.) : Communication to his own subordinate officers only
- f) Endorsement : To return the current in original or to communicate orders of Senior Officer from a different office to the subordinate
- g) Press Note : For publicity, a note or handout which can be edited by press
- i) Press Communication : Wide publicity of events etc.
- h) Notification : For publishing rules, explanations, appointments, works , orders etc

Specimen of Letter

**BY Regd . Post Ack .Due  
URGENT**

**GOVERNMENT OF ANDHRA PRADESH/TELANGANA**

**FROM** Sri \_\_\_\_\_ (Full address) **TO** The \_\_\_\_\_ (full address)

**Letter NO .** \_\_\_\_\_ **dt.** \_\_\_\_\_

**Sir ,**  
**Sub :** \_\_\_\_\_  
**Ref** \_\_\_\_\_  
\_\_\_\_\_ (Body of  
**letter) No. of Paras as required**

**Yours faithfully,**

**for Director General**

**Enclosures:**  
**Copy to:**



# Specimen of Demi-offical Letter

## GOVERNMENT OF ANDHRA PRADESH/TELANGANA

Sri,/Smt

Designation of the officer

(Sender)

Dept. & address

with both office and

Residential telephone Nos.

Fax and e-mail Nos.

Dear Sir/Madam/

Dear Sri./Smt/

My Dear

D.O.Lr.No . \_\_\_\_\_ dt. \_\_\_\_\_

Sub:

Ref :

---

(Body of the letter )

No. of Paras as required

---

With Regards/Best Wishes

Sri/Smt. (To whom it is addressed )

Yours Sincerely,  
XXXXXXXXXXXX  
(Name of the officer)

## Specimen of Memorandum

### GOVERNMENT OF ANDHRA PRADESH

**Office of the (here name and  
address of the office given)**

**Memo. No.                      dt.**

**Sub:**

**Ref:**

-----

---

**(Body of the Memo)    No. of Paras as required**

---

**Enclosures:**

**XXXXXXXXXXXXXXXXXX**

**Designation of Officer**

**Sri/ smt .(To whom it is addressed)**

**Copy to:**

**GOVERNMENT OF ANDHRA PRADESH**  
**Dr MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF A.P. HYDERABAD**  
**PROCEEDINGS OF THE DIRECTOR**  
**Present : D.SHIVA PRASAD, Director (T.C)**

Proceedings No. P3/ETW/91721 /2010,

Dated: 08.09.2010.

Sub:-Dr. MCR HRDI OF AP\_Refreshing Training Programme from 23-08-2010 to 28-08-2010 – Sanction of  
Expr. toward payment of Honorarium& Conveyance to the Guest Faculty-Orders Issued – Reg.

Read:-1) G.O. Ms. No.561,GA (AR&T.III) Dept dated 7-10-1989.

2). Statement of Honorarium for Rs:3,200/-

\*\*\*\*\*

**ORDER:**

A Training Programme on “Refreshing Training Programme for STOs/ATOs of T&A Dept.,from 23-08-2010 to 28-08-2010 was conducted.

In exercise of the power delegated in the ref. 1st cited above, sanction is here by accorded for payment of Rs:....., as per the original vouchers and statement enclosed, vide reference 2nd cited above.

The A.O., Dr MCR HRD Institute of A.P. Hyderabad is requested to adjust the amount of Rs. ....against the P.A. Account paid to the Course Director.

The expr. shall be debited under the following H.O.A.

2070- Other Administrative Services

003 – training

07 – training in accounts & audit

280 – professional services;

284 – Other Payments (Non-Plan) (7 TIER)

Sd/-  
Director(T.C)

To  
The A.O., DR.MCR HRD I, HYD.  
Copy to the PAO-XVI, Copy to the Section, MCR HRD Institute of A.P., Hyd.

//t.c.f.b.o//

Course Director

**A COMMA**

**KILLS A MAN**

**KILL HIM DON'T LEAVE HIM**

**????????**

**I PAID, I HAVE PAID, I HAVE BEEN PAID, I'M PAID**

**ONE OF THE BOOK, ONE OF THE PENCIL**

**HE DID NOT WENT, TALKED, SAID**

**I GOES, THEY COMES, HE GO, SHE GIVE (S)**

**THE RAMA RAJU SAID**







