

Noting & Drafting

- Note –
- Noting
- Cases –
- Types
- Structure

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Noting- Structure

- ?
- Docketing
- Referencing
- Guidelines...
- Processing Aids...

Remember../Recapitulate..

- Cases
- Identify the type
- Decide the quantum of noting
- The Principles of Noting
- Marking & Submission
- Identify the appropriate form of Communication & Submit a draft of the communication to convey the decision.

Noting- Must Points

How to prepare a note

- **Use Simple words/language**
- (logically sequenced and with good readership appeal)
- **Factually correct(fact based)**
- **Non repetitive**
- *(by drawing attention through references on the margin or in the body of the Note esp. for those which can be referred by Nos. and dates)*

Avoid.....

- **Verbosity**
- **Long and complicated sentences**
- **Reproduction of rules/regulations**
- **Intemperate language**
- **Bias**

Drafting

- **Draft..?**
- **A rough sketch of communication to be issued after approval by the Officer concerned.**
- **Draft can be of any of the format of communication intended to send, Office Memorandum, Order/Office Order, I D Note, Letter, D.O. Letter, etc. depending on subject matter/decision to be conveyed.**
- **The language should be simple and easy to understand**

Essentials of a Draft:-

- Lucid, brief, complete**
- Facts, direction, guidance**
- Unit of idea**
- Coherence of flow**
- Should carry the exact messages sought to be conveyed**
- Should result in the desired response from the receiver.**
- Should be divided into proper paragraphs duly numbered according to the logical sequence or order of ideas expressed in the draft.**

Task

- Identify the nature of the Case/Exercise.
 - Examine the issue and Prepare a note as per the guidelines.
 - Suggest remedial action, if any, for taking a decision to solve the issue.
 - Mark the note as per the prescribed procedure.
 - Prepare/draft an appropriate form of communication to convey the decision.
 - Submit the note, on the same day, in the class room itself.
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- You are advised to go through the reading material on Noting & Drafting (Volume I) .

Case: 1

- In the “ABC Department” of Govt. of India, the departmental instructions state that, the staff car drivers of that office, are required to attend the duty of staff car driver in proper uniform. As per the instructions of Govt. in force, the livery item is issued to all staff car drivers as per the entitlement. The Staff car drivers have also been advised to display proper etiquette and manners with visiting officials from the Head quarters office/ Ministry.
- ***A note, (dt.... -last week Thursday), from a visiting senior officer of the finance division of the concerned Head quarters, was received in Director /Admin’s office of ABC Department, indicating that the staff car driver –Shri XYZ, detailed to attend the visiting officer on last week Monday , at the Airport, though polite, was neither wearing the prescribed uniform nor the vehicle was kept neat & tidy, as cigarette/bidi stubs & gutka packets were found inside the Staff Car.***
- The note of the visiting official was received in the general administration group on the same day, in which you are working. In the note Director/Admin has remarked- “ please examine the issue and put up noting, proposing action to be taken”. Submit the file in five working days time.

Case 2

- In the Apex Learning & Development Training Centre (ALDTC) of the Scientific department of Govt. of India, One middle level training programme of fifteen days duration commencing from Monday of coming week is scheduled and thirty male and ten female officers have confirmed their participation and will be arriving one day prior to the day of starting of the course.
- Also, a four days course for senior level officers will be held in the ALDTC commencing from Wednesday of coming week. Twenty Officers (HoD level) are arriving on Tuesday to attend the subject course.
- The caretaker of the hostel cum guest house of the Apex Training Institute of the Department, proceeded to native place on ten (10) days sanctioned leave has not resumed duty on expiry of the leave.
- An alternate arrangement to attend to the care taker duties has become essential.
- *The ALDTC is managing the affairs with skeletal staff (Five Faculty Members, One Asst. Admn. cum Accounts Officer, One Private Secretary to the HoD, Four Clerks (one for hostel/GH, one for Training & Coordination, One for Accounts & Cash office, One in admin Section) Three MTS.*

Case: 3

- Thanks