

Noting and drafting

Governance:

Governance is the exercise of authority (political) and the use of institutional resources to manage society's problems and affairs by applying laws enacted. The constitution of India empowers formation of Government and the administration of the public.

Files:

Files are the medium for taking appropriate decisions by applying the Acts and Rules in force. Closed files are called records and it is the memory of the organization for planning and implementation of useful schemes. Memory compiled in the form of

information for applying to different situation is called Management Information System. Manual of Office Procedure (MOP) is designed for handling files, so as to have a standard procedure in creating and maintaining files irrespective of the person handling the same. Correspondence portion of the file is called “Current file” and note portion “Note file”. Communications from outside and approved drafts constitute current file.

Tappal

Communications received in the office are called tappal. Tappal is numbered and distributed among dealing hands for processing. The tappal thus distributed is called currents. If the current does not

relate to any of the existing issues, it is tagged along with a fly leaf and it is termed as a new file, which is submitted along with a new note file. If the currents received relates to any one of the existing files, it is added to the current portion of the existing file. Currents are punched at the left hand top corner and tagged properly. The details of receipts of currents are noted in the Personal Register. Details of file submission and issue of communications are also noted in the Personal register for easy identification. Note file is used to take appropriate decisions.

Noting:

Noting is a legacy we have inherited from the past. It facilitates the decision making

process faster with appropriate decisions. With regard to the functional difference, noting can be categorised in different groups as detailed below:

- Planning and Policy Strategic or operational
- Problem solving cases Require examination of cases
- Correspondence handling Simple situations
- Routine/ Repetitive Standard formats
- Unnecessary No notes

Planning and Policy

Purpose	Problem, originator, examination, positive guidance and critical factors
Sequence	Priorities for solution, origin of

	the problem, background and right time for solution
Data	Required and sufficient data, rule position, previous considerations, various alternatives and best solution

Problem solving cases

A short para in respect of each of the questions mentioned.

- What is the problem?
- How has it arisen?
- What is the “Rule”, “Policy” or “Precedent” position?
- What are the possible solutions?
- Which is the best solution? Why?
- What will be the consequences of the proposed solution?

Correspondence handling (Notes for simple cases)

- Only one or two sentences required
- Drafts have to be put up along with note
- In most of the cases use standard format for drafts
- Approving authorities have to go through the drafts

Pre-requisites for writing a good note

- Identification of the issue and verification of the facts
- Collection of supportive details
- Rules and regulations relating to the issue
- Logical framework for examining the case
- Arrangement of related documents in proper order

Noting instructions

- Concise and to the point
- References are to draw attention
- extracts of a rule to be placed in file and draw attention
- Remarks of higher officers to be copied and note should follow
- Notes and orders are to recorded in the note portion and serially numbered
- Black or blue ink will be used by all categories
- Notes should be divided into serially numbered paragraphs of easy size
- first paragraph will give an indication of the evidence and the conclusion reached
- final paragraph should weigh the arguments and make recommendations for action

- Authorities quoted in a note shall, as far as possible made in the body of the note at the end of each sentence in brackets.
- References may be made in the margin in pencil citing copy of the same flagged
- If part of current file, the relevant page and paragraph number to be cited

Arrangement of note file

- Notes should not be written on the currents itself, except in very simple cases
- Blank sheets being added before submission to officers
- When an offices writes a question in the margin, it answer to be furnished in the noting portion copying the question
- Questions written in drafts and currents will similarly dealt with
- Notes will be separate from the current file with numbers in separate series

Routine Notes

- Routine notes are used to examine cases, when files are send to other sections for remarks or opinion
- Detailed noting may be carried out in the routine notes and the final decision may be communicated in the file
- oral instructions should be acknowledged by higher officers

Tools to processing files

Apart from copies of acts, rules, orders and instructions concerning subjects dealt with and certain acts of general nature, the employees should maintain:

- Stock files
- Important guidelines
- precedent noting
- Annual index

Written communication

Communication is the activity of conveying information. **Communication** requires a sender, a message, and an intended recipient. The receiver need not be present or aware of the sender's intent to communicate at the time of communication. The communication process is complete once the receiver has understood the sender. Drafting is the process of preparing written communication for transmitting information effectively, so that the receiver can understand the idea conveyed, without distortion.

Drafts

Drafts are different types of communications prepared for approval. Formats are varied according to the type and need of written communication. A draft should carry the message sought to be conveyed in a language that is clear, concise and inapplicable of misconception. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided. Format of the draft may be as prescribed, but variations may be made with appropriate wordings. The subject should be mentioned in it; previous communications should also mention and referenced in the left margin. When more than one draft prepared, serial numbers

may be added to identify the others. Enclosures should be specified in the draft. Importance may also be noted in the draft. A slip bearing the words 'Draft for approval' should be attached to the draft.

Procedure for drafting

- In simple and straight forward cases or those of a repetitive nature for which standard forms of communication exist, submit with fair copies of the communication for signature
- If the proposed line of action is clear, drafts can be submitted along with notes for approval
- The higher officer may approve the draft with revision if any necessary
- Initial drafting may be done in black or blue ink. Modification at higher level may be done in green or red ink

Fair copies

- Fair copies shall be authenticated by the designated officers
- Ordinarily communication shall not be marked to the officers by name.
- But DO letters can be marked in the name of the officer.
- Communication requiring special attention may be marked in the name of the officer (in name cover)

Use of forms for effective communication

For dealing with cases of repetitive nature, e.g., sanctioning of leave, GPF advances, forwarding of applications, etc., standard process sheets will be devised by the respective Departments and will be prescribed through departmental instructions.

Advantages of standard formats

- Errors can be reduced
- Ensuring quality
- Effective method to perform repetitive job
- Easy to train others
- Evade chances of omissions

Issue of communication

- Examine the draft to see that all corrections of spelling and grammar, etc., have been properly carried out
- Photocopy of signed communication will be preferably kept as office copy
- Ensure that copies of enclosures are attached
- Give clear indication on the type of despatch such as special messenger / fax/ speed post/ registered post
- Mark the draft for 'issue'

Disposals

Close the files after all the required action is over. Send closed files to the records for preservation as per the retention schedule listed below:

Type	Purpose	Format
R.Dis	Retain permanently	Retain
D.Dis	Retain for Ten years	Destroy
K.Dis	Retain for Three years	Keep
L.Dis	Retain for one year	Lodge
N.Dis	Original papers	Endorsement

	sent	
F.Dis	Filed papers	Filed
XL.Dis	Not to register but Lodge	
XN.Dis	Not to register but return in original	

1) Letter format

(Name of office)
 (address)
 (date)

From

(Designation of the officer)

To

(Name & address of the recipient)

Sir,

Sub: -

Ref: -

(body of letter)

Yours faithfully

Sd/-

2) DO letter

(Letterhead)

D.O No. /Section/year/Dept. dated

Dear Sir,

(Body of letter – no separate subject and reference)

Yours Sincerely,

(signature of officer)

(Name & address)

3) Proceedings
PROCEEDINGS OF THE DIRECTOR
OF-----
PLACE

Sub: - ---- ---- orders – issued.

Read: - 1..

Order No: Dated: ---- ---- ----

(officer approving order)

(designation)

To

(all the recipients)

4) UO Note

No.

Department,

(place),

Dated:-.

U.O.NOTE

Sub:-.

Ref:-

(body)

(officer signing),

(designation).

To

(Department)

Forwarded/By Order

5) Memorandum

No.-----

(Department)

(place)

(Date)

MEMORANDUM

Sub:

Ref:

(body)

(name of
officer),

(designation).

Forwarded/By Order

(authorized officer)

To

(name & address of recipient)