

### Noting & Drafting

➤ **What is the file?**

- File is a collection of papers on specific subject assigned a number and consisting one or more of the following parts.

1) **Note Portion:** -

- The remarks recorded on a case to facilitate its examination and decision.

2) **Correspondence Portion:** -

- The portion of file containing "receipts" and office copies of the communication issued for the file include self contained interdepartmental notes but excluding those recorded on the notes portion of the file itself.

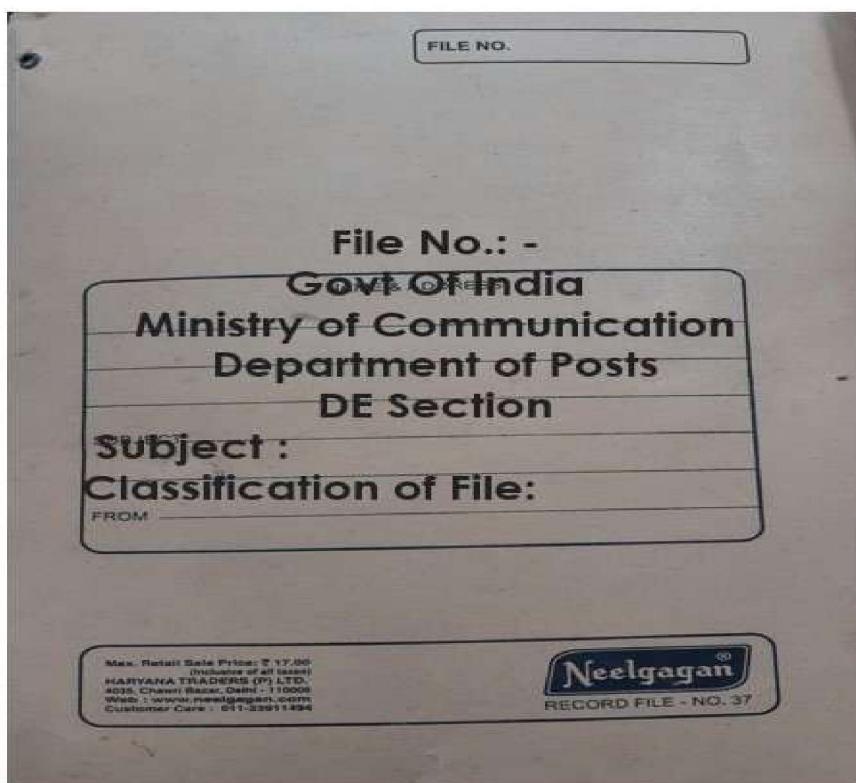
- Appendices to Notes/Correspondences

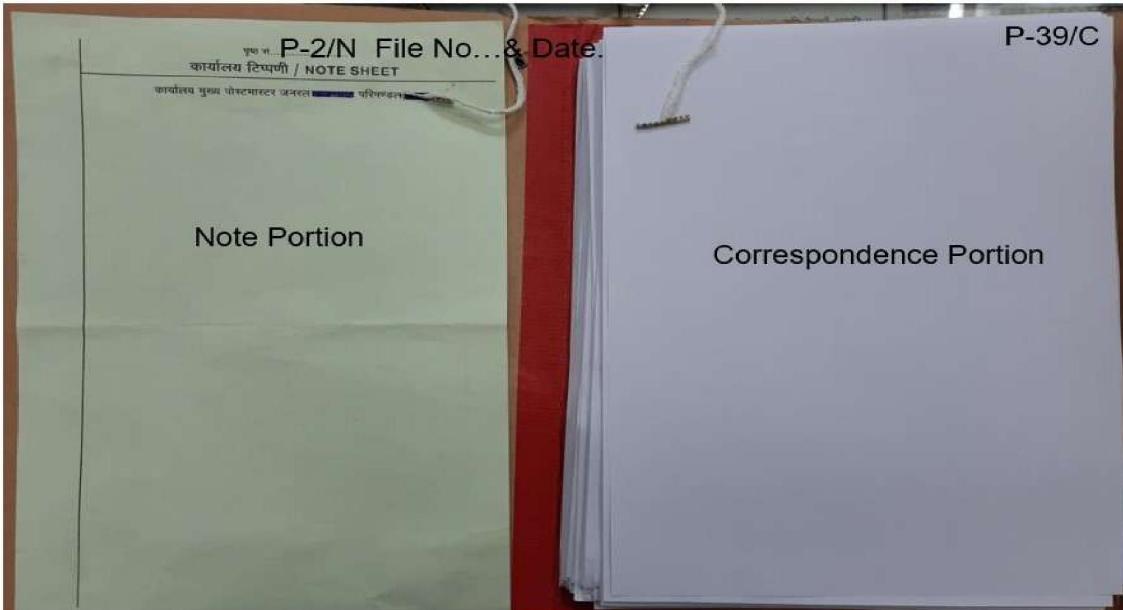
3) **Paper under consideration (PUC):** -

- A receipt pertaining to a case, the consideration of which the subject matter of the case.

4) **Fresh Receipt (FR):** -

- Any subsequent receipt on a case which bring additional information





## NOTING

➤ **Definition of Note:** -

- Noting is a process of preparing the brief essence of a proposal or a paper under consideration with correct facts, statistics and ruling position etc in the file to make an important final decision by a Govt officer on the file.
- The note is submitted by the dealing official to his intermediately officers between him and the officer competent to decide the case, such officer also records their view, adducing reasons.
- Then it will be submitted to his higher authorities for final orders

➤ **Different between Noting & Drafting**

- Noting is an internal process of an office and thus not so open to outside scrutiny.
- Whereas
- Drafting (Final Draft) is issued is generally a document conveying to others, a decision, view or records.

➤ **Note sheet -Details:** -

**□ Legitimate Size:** -

- ❖ Foolscap size of 8.5 x 13.5 inches (216 x 343 mm)

**□ Font Size & Type:** -

- ❖ 12 and Times New Roman

- **Colour:** -  
 ❖ Pale Green
- **Alignment:** -  
 ❖ Justify (Keep space between the line)
- **Margin:** -  
 ❖ 1 inch's margin on all sides
- **Both side:** -  
 ❖ Noting to be made on both sides of the Note Sheet

➤ **First Page of Note:** -

- On top of the first page of the note portion in each Volume of the File, File Number, Name of Ministry, Name of Department, Name of Section, Subject of the file and classification of the file will be mentioned. A similar procedure will be followed on file cover also.



**Subject:**

**Classification of File:**

➤ **Noting Structure**

- Note Number;  
 File Number & Date
- Subject/PUC (Paper Under Consideration);  
 Previous Note Reference
- Brief Note;  
 Details Subject matter with rules quoted;  
 Authorities' order on the Subject if any
- The proposal; DFA (Draft for Approval), Full signature of the initiator with date and designation of the officer to the note is marked

# Basic Pay

**Noting Guidelines & Tips :**

- **Person : Third Person**
- **Brevity**  
 ❖ Better paragraphs are in short subtitles with numbering.  
 ❖ Note connected with subject will run continuously from inception till its disposal.

- ❖ Grammar and Spelling mistake should be avoided.
- Speech : Indirect**
- Body of Note**
- ❖ Note should contain facts, figure, law, rules, procedures and precedents.
- Background**
- ❖ Give background of the case first (What, When, Where, Why & How etc.)
- Voice : Passive**
- Precis of PUC**
- ❖ Precis (make it 1/3 of the content) of the current Paper Under Consideration.
- ❖ Complete reproduction to be avoided

➤ **Referencing in Noting & Drafting:** -

- If note refers to correspondence in the file, the page number has to be mentioned followed by “/C”  
 For example: P-37/C, here 37 refers to page number of the file in the correspondence portion and hence C refers to correspondence.
- If one has to refer to the earlier page of Note, it will be mentioned as “/N”  
 For example: P-10/N, here 10 is the page number of the note portion and N refer to the Note.

➤ **Note-Sheet**

|  |                               |
|--|-------------------------------|
| Subject: -<br>Ref: -<br><br>This is regarding.....(What is sought in the case).....  | 2/N<br>File No.....           |
| 2. Background: -<br>3. Rule Position/Precedent: - (Place copy of ruling in file and draw attention to it. Avoid reproduction of ruling.)<br>4. Facts of the case: -<br>5. Reason for PUC: -<br>6. Course of Action: - Suggest Alternate option; Financial repercussion; likelihood of recurrence or savings.<br>Weight the arguments and recommendation for action.<br>A draft for approval of the forwarding letter is placed at 2/C<br>Submitted for kind perusal and orders please. |                               |
| Dealing Assistant (Full Sign with Date)  | Officer (Full Sign with Date) |

**Examples of Noting**

**Question-1: Prepare a note for seeking the orders of the competent authority for relaxation of the cooling-off period for forwarding the application of the official for deputation post.**

**4/N**

**File No. B1-4/10 dated 29-11-2020.**

**Subject:** Request for relaxation of the cooling-off period for forwarding the application of the official for deputation post-Reg

**Ref:** Note at P 2/N may be perused.

This is regarding the application of the official Sri J C Kumar for the deputation post who has not completed the cooling-off period. The official has worked on deputation at \_\_\_\_\_ from ..... to ..... The official sought relaxation of the cooling-off period as well.

**2. Rule Position:** As per Directorate Lr.No.141-141/2013-SPB-II dated 07.01.2020, Para 4 (v) temporary transfer shall be allowed to an official for a maximum period of three years, in the entire service in one spell or two spells. However, there shall be a maximum gap of 3 years between two spells of temporary transfer.

The competent authority for relaxation of the cooling-off period is\_\_\_\_\_.

**3. Facts of the case:** In the case of the above-said official, the official has completed 2 years temporary transfer from..... to.....

4. Now, the official is requesting the deputation post. He has not completed the cooling-off period i.e., a minimum gap of 3 years between two spells of temporary transfer.

**5. Reason for PUC:** The official is requesting for deputation post since her spouse is working at a place and that she has already availed the number of chances for Rule-38 transfer.

**6. Proposed course of Action:** Given the position stated above, the application of the official may perhaps be forwarded for relaxation of the cooling-off period by the Competent Authority. A draft for approval of the forwarding letter is placed at 2/C.

Submitted for kind perusal and orders, please.

**DA**

(Signed with date)

**Supervisor**

(Signed with date)

**Question-2 Chief Secretary of State “MN” has sent a letter to the CPMG of Circle “MN” requesting a special camp of Aadhaar for the employees of the state secretariate. You are working in the concerned branch in the Circle Office. Please process this request and write appropriate note seeking orders of competent authority in this matter.**

5/N

File No.-PMU/1-4/10 dated 12.08.2024

**Subject: Request for special Aadhaar Camp for employees of the “MN” Secretariate.**

This is regarding the letter annexed on P-56/C of Chief Secretary of “MN” for organising a special Aadhaar Camp at office premise of “MN” Secretariate.

**2.** The following facts are highlighted in this letter.

- (i) There are around 200 employees available for correction/updation of their data in Aadhaar Card.
- (ii) Employees are facing various issues in linkage of PAN & Aadhaar, linkage of Aadhaar with their GPF/CPF. It is due to presence of incorrect information in their Aadhaar i.e. mobile, name, DoB etc.
- (iii) The special camp may be organised on Sunday/Holiday. The date of camp can be decided at your convenience.

**3.** The official and Aadhaar Machine of “MN” Secretariate Post Office may be utilised for Aadhaar related work on 04/12/2022 Sunday. For this arrangement, the suitable instructed may be also conveyed to SSPOs “AB” Dn.

**4.** As per Directorate letter No. 51-05/2012-BD&MD/VoI.II dated 20/02/2024 which is annexed at P-48/C, the target of organising Special Aadhaar Camp in different Govt offices has been allotted to every circle. Order of organizing special camp of Aadhaar may be issued to concerned in compliance of this letter. A draft for approval of this special camp of Aadhaar is placed at P-57/C.

Submitted for kind perusal and orders, please.

**DA**

(Signed with date)

**ASP**

(Signed with date)

**Question - Write a note with justification regarding expansion of mobile and internet services scheme supported by Universal Service Obligation Fund (USOF) to rural area of 112 backward districts. The project is to be supported for 60 months for 20 sites installed between 2022 and 2023 in the rural area of backward districts. The supports shall be meant for running expenses per site @ Rs. One lakh/site. Proposal should be put up for in principal approval of competent authority. (AAO Exam 2022)**

**Answer -**



**8000661414**



**/basicpay**



**@basicpay**



**/basicpay**



5/N

File No.-USOF/1-4/10 dated 20.10.2024

**Subject: Expansion of Mobile and internet scheme supported by USOF**

This is regarding expansion of mobile and internet scheme supported by Universal Service Obligation Fund to rural area of 112 backward districts.

2. The people in these districts face a lot of difficulties while accessing a stable mobile network and good speed internet facility. The telecom service providers are not much interested to expand their business in such type of rural area due to less profit. The fund of USOF may be strengthen the business of these operators.

3. It may be proposed to assign Rs. 1 lakh per site and total 20 sites of per district between 2022 to 2023 from USOF for a period of five years. The total expenditure will be 1344 Crore (10000x112x20x60).

Submitted for kind perusal and in principal order please.

**DA**

**(Signed with date)**

**AAO**

**(Signed with date)**



## **DRAFTING**

➤ **Definition of Draft:** -

- A draft is a rough sketch of a communication to be issued after approval by the officer concerned. Drafting is the process of preparing this rough sketch.

➤ **Instances where Draft is not necessary:** -

- In simple cases like sending an acknowledgement, etc, a fair communication can be put up for the signature of the officer concerned
- In cases of repetitive nature, where standard forms of reply are available

**Contents of a draft:** -

➤ **Identifying the Sender-**

- A draft should clearly indicate the name, designation, telephone number, fax, email address and complete postal address of the organization to which the sender belongs. Apart from these, the identifying number of the communication (the file number on which the draft is being put up) also helps in identifying the sender clear identification of the sender facilitates the receipt in sending the response or seeking further clarification etc.

➤ **Adopting the right form-**

- Different forms of written communication are used in the office correspondence in the Central secretariat. The use of each form and phraseology adopted in them are given in chapter VIII of the central secretariat manual of office procedure. Deciding on the right form would depend on various factors including what is the purpose of the communication between the sender and receiver.
- In addition, fax, speed post, and registered post/Resisted AD have been indicated as methods of delivery in important and urgent matters

➤ **Visualizing the Response-**

- While drafting the intention of the decision and what response is anticipated from the receiver, if kept in mind, would help in making the communication effective

➤ **Clarity Consistency and Uniformity-**

- The language used should be simple and clear. The content of communication should be developed in a manner that reflects consistency in the taken by the sender on a particular issue. It expressions and repetition of the matter makes the communication brief.
- **Redundancy, Verbosity, Circumlocution and Repetition-**
- No draft should contain any information that is not relevant. While drafting communication, using simple words helps in easy understanding of the content in addition adopting a direct or writing without superfluous expression and repetition of the matter makes the communication brief.
- **Providing a Summary-**
- Where the communication to be sent is long where the subject matter is complex, providing a summary of the content at the end would enable a quick appreciation of the message conveyed and reinforce the action points for the receiver.

#### **Procedure for drafting: -**

- 1) No draft is required to be prepared in simple and straight-forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.
- 2) It is not always necessary to await the approval of the proposed line of action and the draft will be put up simultaneously along with the notes by the initiating level officer. The higher officer may revise the draft, if it does not conform to the approved course of action.
- 3) After a final decision is taken by the competent authority, he may have the fair communication made for his signature and authorize its issue; otherwise, he will prepare a draft and submit it to the appropriate higher officer for approval.
- 4) The officer approving the issue of a draft will append his initials with date on the draft. It is also expected that he orders on the file simultaneously whether the draft so approved should be kept on the file (along with the office copy of the communication issued in fair) or not.
- 5) Initial drafting will be done in black or blue ink. Modifications in the draft at the subsequent levels may be made in green or red ink by the officers so as to distinguish the corrections made.

### **STYLES IN NOTES AND DRAFTS**

The style/clarity/ precision/format in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes: —

- 1) “Information” is singular. If information is called for on many points, it does not become “Informations.”
- 2) The words “Proximo”, “Idem” and “Ultimo” should be avoided. They are not necessarily even abbreviations and they possess no recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- 3) “The same” must not be used instead of “it” or some other simple word.
- 4) Such needlessly formal words as “therein” and “thereon” should not be used instead of “in it” or “on it”.
- 5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as “It is understood” for “I do not understand” or “The date of issue of the order should be reported by him” for “he should report when he issues the order”.
- 6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of “make the assessment” to “assess”, “purchase”, to “buy”, “commence” to “begin” and “omitted to” or “failed to” to the simple “did not” (the two latter ones are very common); “make enquires” for “enquire”; “building purposes” for “buildings”. Where “omit” by itself is proper and sufficient. The love of such redundant phrases is displayed as “has been omitted to be entered in the register” instead of “has been omitted from the register”. Another widespread error is the use of “for being” instead of “to be” and “for doing” instead of “to do” and “returned for being stamped” instead of “to be stamped”. If the Secretary orders that an assistant should be punished “for being corrupt” he does not mean “in order to make him corrupt”.
- 7) Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
- 8) Short sentences should be preferred to long ones “Secretary’s attention is invited to O.M ..... He is requested .....” is better than “The Secretary’s attention is invited to O.M ..... and he is requested”. “In case in which” is a clumsy phrase for which “when”, “where” or “if” can usually be substituted. The word “necessary” is usually

superfluous in such phrases as “the necessary entries”, “the necessary corrections”, “the necessary instructions”, etc.

- 9) The phrase “do the needful” should never be used. Either state definitely what is to be done or say “do what is necessary”. The word “avail” is very awkward one, as it is reflexive and also takes “of” after it. It is better avoided. Moreover, if you do use it, you must not say “the leave was availed of” or “I availed of the leave”, still less “he is permitted to avail the holidays”. You must say “I availed myself of the leave” and so on. But why not simply say “took the leave”? “Available” also is a bad word. A register “not readily available” may mean anything, for example, that it was needed for reference by one of the members, or had been sent some-where out of the office, or was locked up and the key was elsewhere. It is very annoying to have one’s work increased by having to send a note back to ask what it means.
- 10) Split infinitives should be avoided. Write “Kindly to state” and not “to kindly state”. A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, “The Deputy Commissioner will, in the circumstances now stated, be requested” is not good English. It is quite as easy to say “In the circumstances now stated, the Deputy Commissioner will be requested to .....”
- 11) Do not write “marginally noted” which could only mean “having marginal notes”. Write “noted on margin”. Similarly, “Plan marked” could only mean “marked with plans” (Compare “pock- marked”), and “plaint mentioned” neither does nor possibly could mean anything.
- 12) Instead of such a phase as “the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively” which is confusing, write “the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348”. This is a little, if at all, longer and is perfectly clear. “Former” and “latter” should also be avoided as they are constant sources of confusion.
- 13) Do not ride any phrase to death. Some persons begin every letter with the phrase “with reference to”, It is better to vary the phrase so as to make it definite. Say “In reply to”, “As directed in” and so on; or begin in narrative form “In their order ..... Government directed ..... “Avoid the phrase “with advertence to”.
- 14) In ordinary English “in case” does not mean the same as “if” “I shall take my umbrella in case it rains” means “so as to be prepared for rain”. Nor does “as well as” mean the same as “and”. It is much more emphatic. It would be absurd to say “a man was 5 feet 8 inches high as well as 21 years of age”, But you might well say that “he was a good painter as well as a remarkable musician”.
- 15) The fondness for writing “as well as” for “and” and “in case” for “if” presumably arises from the fondness of the users for a longer expression. “In case “if” is a stage further on the downward path. “I am unable to” for “I cannot” and “hand over” for “give” are other common examples of the preference for the longer phrase. “By the time” is sometimes wrongly used for “then”. “By that time” is sometimes wrongly used for “then”. “By that time” means “then”. “By the time that” means “when”. Always be as definite as possible.

- 16) “As such” is often misused. It is correct to say “Mr. A was then the Superintendent and as such was bound to report-” but “Mr. A was not then the Superintendent and as such he is not to be blamed” is meaningless. “While such being the case” is a familiar embellishment of criminal complaints, etc. “While” is here redundant.
- 17) Tenses and moods are misused in almost every note or draft. The misuse of “had” is one of the commonest errors. The pluperfect “had” is rightly used to emphasize the priority of one event in the past to another. It is correct to say “I had gone to bed when the house caught fire” but senseless to say “I had gone to bed at 10 O’clock last night” (“I went” is correct)- unless the meaning is that you had gone to bed before 10 O’clock. The present tense is wrongly used for the incomplete perfect, as in “I am record-keeper from 1906. “I have been record-keeper since 1906” is correct. “Government press for a reply” should be “Government are pressing for a reply”. “The following men now act” is wrong. It should be “are now acting”. “Act” means “usually act” or, habitually act”; “are acting” emphasizes the fact that they are doing so now.
- 18) “Must have” is sometimes misused for “should have” or “ought to have”. “Must have done it” means that he certainly has done it. It is not to be used to mean that he has not done it but should have. “Till” is commonly misused in a way that it is positively misleading. “No reply was received till January last” implies that a reply was received on January 1st but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning “up to” with the pluperfect is the correct English- “Up to January 1st, I had received no reply”.
- 19) Distinguish “all the stamps have not been punched” which is ambiguous from “Not all the stamps have been punched” or “the stamps have not all been punched”, which mean that some have been punched and some not. These phrases are commonly confused. “He has yet to collect Rs.1 ,000”, is not ordinarily modern English. “Still has” is correct. “Yet” may be used with a negative, e.g., “has not yet applied” and is only used with a positive a verb in special phrases such as “I have yet to learn”.
- 20) “So” is not equivalent to “very”. It is sometimes written “the peon is so impertinent” “I warned him so many times” meaning “very impertinent”, “very often”. “Not so bad” means “rather goods”, but this is a colloquial phrase. Similarly, “too” has generally a relative sense, that is, it implies exactly relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases such as “it is too bad”); but it is commonly written “it is too hot” meaning “it is very hot”.
- 21) The verb “to hope” implies pleasurable anticipation. It is used sometimes instead of a natural word such as “think”, and thereby producing comically inappropriate phrases such as “I hope your honour is ill”. Omission of articles (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy-not elsewhere. But articles must be used correctly. The statement “appellant is the inhabitant of Jaipur,” implies that there is only one inhabitant. “An inhabitant of Jaipur” is correct “This is serious omission” should be “This is a serious omission”.

- 22) “As to” is common redundant form e.g. “The Deputy Commissioner is directed to report as to whether”, “whether” alone is sufficient. So also “as against “or” as compared with” are commonly used in comparing figures, where “against” or “compared with” are sufficient and correct. It is correct to say “as compared with last harvest, the yield was poor”, but not the “yield was 4 rupees as compared with 8 rupees last year”. “As” mean, nothing in the latter phrase.
- 23) Pseudo-accuracy account for much unnecessary verbiage. “If any” is a common example of this fault. It is quite unnecessary to say “The Deputy Commissioner is requested to report the number of cases if any”. If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say “The Deputy Commissioner is requested to report whether it is advisable or not to”.... The use of the word “ask” instead of “order” or “direct” produces a curiously important effect when a lower subordinate is referred to. “The S.D.O. may be asked to report” sounds silly.
- 24) On the other hand, the use of such phrases as “at all”, “in spite of” sometime sounds needlessly discourteous as well as unidiomatic. “In spite of three reminders the Deputy Commissioner has not at all cared to reply” is rude as well as un-English “It” will be enough if the Deputy Commissioner .... is not English. The more appropriate phrase is “the Deputy Commissioner need only”. Avoid pretentious words such as “penultimate”. “Last but one” is quite good enough.
- 25) “I am directed to request that you will be so good as to furnish me with information as to whether” is the sort of stuff that we come across frequently. “I am directed to enquire whether” means exactly the same and is not unduly curt. Never use several words where one will do. Do not write “make an application” but “apply” or “a liable of the value of fifty paise only” instead of “a fifty paisa stamp”. Addition of the word “only” after any sum of money is in place in a bill or cheque not elsewhere.
- 26) “In this connection” at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. “In returning herewith” a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of “returning” or by changing to the passive construction. You can say “In returning. I am directed to point out”. You must not say “In returning herewith the statement received with his letter.... the Deputy Commissioner is informed”. But this is quite common. On the other hand, such phrases as “Turning to paragraph.... it may be observed” and so on (“Regarding”, “Concerning”, “Considering”, etc.), are unobjectionable though “Turning to paragraph 1” is no doubt more strictly correct.
- 27) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man’s name, an assistant will say “the individual” which is not good English. The use of “former and latter”, “respectively” and “the same” have been mentioned already and also come under this head.
- 28) The words “Comprise”, “compose” and “consists” are confused with each other. It is written “the land comprises of 3 plots” or “is comprised of ”. The correct forms are “the land

comprises/ consists/ is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" "or" "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in" (You can stick a thing "up" on a wall of course but not "up" in a book). "Stick up too" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable 'Sewn') together" are correct.

- 29) "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally, use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded", "live" or "dwell", not "reside". "Instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English not "label"; and "Envelope" or "letter" not "cover".
- 30) You cannot say "He told/expressed that he was unwilling". It must be "he told me that he was unwilling", "he expressed his unwillingness", "he expressed himself strongly". "Enough of money" is not good English. Say "enough money"; "of follows", "enough" when for any reason it is necessary to use "enough" as a substantive, e.g. "I have had enough of this" "I don't know enough of the language, to "but I know enough English to" .... "None" for "no one" is obsolete or poetical. Do not write "None made any offer" but "no one made any offer". Do not say "it is not used by any" but "but it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending", "it is no use to send" or "there is no use in sending".
- 31) Do not qualify expressions, needlessly. To do so produces flabby style. Words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house, is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home", or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".
- 32) "He puts himself up at...." or "he is put up at", are wrong. The correct English (and it is colloquial) is "He is putting up at", "Wooden piece" for "piece of wood" is a common error.
- 33) "Inquired/enquired into the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case", one "investigates it". 'Male member' should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members" but "members of my family". "Through" meaning "past" and "cross" meaning "went past" are frequently used e.g., "I went through the temple", or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other.
- 34) Do not use such phrases as "has breathed his last", or "is no more", for "is dead". "It is high time to do so and so" is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.

- 35) “In view to do” “so and so” is wrong. You can say “with a view to reducing” meaning “in order to reduce”, and you can also say “in view of these circumstances” meaning “having regard to them”. “In view to” is impossible.
- 36) “You should insist on the Under Secretary to reply” is wrong. It should be “should insist on his replying”. “Address” is used sometimes as though it meant “ask”. “Government will be addressed to reconsider their order” is, strictly speaking, meaningless.
- 37) “Government sanctioned a peon to the Deputy Secretary” should be “for the Deputy Secretary”. “Petitioner wants that the land should be transferred” is wrong. It should be “wants the land transferred/to be transferred.”

### **FORMS OF COMMUNICATION**

The specimens of different forms of communication generally used by various functionaries of the Government of India are available at Appendix 9 of the Manual of Office Procedure (March 1987 edition). A particular form of communication is adopted for a specific purpose with a specific target group to be addressed. Accordingly, therefore, each should have some distinctive features, is only obvious.

#### **1. LETTER**

- This form is used for corresponding with foreign Governments, State Governments, the UPSC, and heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of public generally. It must commence with ‘Sir(s)’, ‘Dear Sir(s)’ and end with ‘Yours faithfully’. The name, designation and telephone number of the signatory must be mentioned below the signature. Written in first person, it carries more of formality than any personal touch. It is used for collecting/elicitng information as well as for conveying views, decisions etc.

#### **2. DEMI-OFFICIAL LETTER**

- It is written by the Ministers and senior officers of the State or Central Government to other officers, who are equal in Rank or one/two rank below. In case, the addressee is a senior officer while writing to a non-official for an inter-change of communication of information or opinion without the formality of prescribed procedure. It is written in the first person and in a personal and friendly tone. With name, designation and telephone number on the top of the letter head, it begins with the salutation ‘My Dear’ or ‘Dear Shri’ or even ‘Dear Sir/Madam’ as may be suitable and ends with an expression of regards and the subscription ‘Yours sincerely’.

### **3. OFFICE MEMORANDUM**

- The target group to be addressed comprises other departments (but not UPSC), Attached & Sub-ordinate Offices, and the Employees. It is written in third person and bears no salutation or subscription except the name, designation & telephone number of the signatory. It is used in calling for or conveying information but not for conveying any order of the Government.

### **4. INTER-DEPARTMENTAL NOTE**

- To obtain the advice, views, concurrence or comments on a proposal or to seek clarification of rules, instructions etc. this form of communication is addressed to other Departments. It is also used for consultation by a Department with its Attached and Sub-ordinate Offices or vice-versa. It may be recorded on a file or even may be on independent self-contained note. No salutation, no subscription is necessary.

### **5. OFFICE ORDER**

- It is used for communicating internal decision of day-to-day administration e.g., grant of regular leave, distribution of work etc.

### **6. ORDER**

- It is used for communicating financial sanctions and orders in disciplinary cases.



**Specimen Forms of Communications**

**1. LETTER**

No.....  
Government of India  
(Bharat Sarkar)  
Department of .....  
(..... Vibhag)

New Delhi,  
dated the .....

To

The Director General,  
Central PWD,  
Nirman Bahvan,  
New Delhi

Subject : \_\_\_\_\_

Sir,

With reference to your letter No ..... Dated..... On the subject cited above ....., I am to inform you that .....

Yours faithfully

Sd/-  
(A.B.C.)  
Under Secretary to the Govt. of India  
Tele. No.-----

No.....

Copy forwarded for information / action to :

(1)  
(2)

(A.B.C.)  
Under Secretary to the Govt. of  
India  
Tele. No.-----



File No. 4-I (10) / 2021 – Pen.  
Government of India  
Ministry of Communications  
Department of Posts  
(Pension Section)

Dak Bhavan, Sansad Marg  
New Delhi -110001  
Dated: 02-12-2021

To

All Heads of Postal Circles  
Chief General Manager, BD Directorate / Parcel Directorate / PLI dte.  
All Regional Postmasters General  
Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad  
All Directors/Dy. Directors of Accounts (Postal)

Subject: Grant of Dearness Relief in the 5th CPC series effective from 01.07.2021 to CPF beneficiaries in receipt of basic ex-gratia payment – reg

Sir/Madam,

I am directed to forward herewith a copy of Office Memorandum of Ministry of Personnel Public Grievances and Pensions (Department of Pension and Pensioners' Welfare) No. 4217/2021-P&PW(D) dated 20.09.2021 on the subject cited above for information and necessary compliance.

Yours faithfully,  
(Hemant Khulbe)  
Asstt. Director General (Pen)

Encls.: As above (2 Pases)

Copy along with enclosures to:-

1. PPS to Secretary (Posts)/Dc (Posts)
2. PPS to Member @anking & DBT) / Plg. & HRD/Tech./Pers./Ops. /PLI/Addl. DG(Cord.)
3. AS & FA/ Sr. DDG(PAF)
4. Secretary (PSB)/ All DDsG
5. Alt Regional Postmasters General/GM(F)/DA(P)/DDA(P)
6. All Postal Training Centres
7. Director, CEPT Mysore-for uploading on the official website of the Deptt. of Posts
8. Guard File

**DEMI-OFFICIAL LETTER**

XYZ  
Deputy Secretary  
Tele.No.

Governement of India  
(Bharat Sarkar)  
Department of .....  
(..... Vibhag)  
New Delhi, the .....

D.O. No : \_\_\_\_\_

My dear / Dear Shri .....

We propose to draw up a model scheme for ..... A copy of the outline prepared in this connection is enclosed.

I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in due course for their comments.

With regards,

Yours sincerely,  
(X,Y,Z)

Shri A.B.C.  
Deputy Secretary  
Department of .....  
(..... Vibhag)  
Krishi Bhavan  
New Delhi – 110001

Ajay Kumar Roy  
CGM Parcel (In-charge)



भारत सरकार  
संचार मंत्रालय  
डाक विभाग  
डाक भवन, नई दिल्ली-110001  
Government of India  
Ministry of Communications  
Department of Posts  
Dak Bhawan, New Delhi-110001

DO No. 19-02/2019 - PD

29<sup>th</sup> October, 2021

Dear *Madam*,

This is regarding pending data entry related to RTN in the PNOP dashboard.

2. Kindly refer this office email dated 23.04.2020 regarding All India "Road Transport Network" during lock down- Operationalization" wherein instructions regarding entry of RTN data in PNOP dashboard were shared and circles were requested to ensure that this data is updated in the dashboard immediately after receipt and dispatch of the schedule at all exchange points.
3. It has been observed that RTN schedules are not updated timely in the dashboard. Non-entry of data leads to incomplete information on capacity utilization of RTN. A total of 299 entries are currently pending in the dashboard in case of XYZ Circle. (Detailed date wise sheet is attached)
4. Success of the RTN network depends on running of schedules as per the given timelines. Updation of data in dashboard will ensure proper monitoring of this aspect.

I therefore, request you to cause timely entries of data for all schedules on daily basis and that no data entry should be missed even for a day. All pending entries also need to be completed by 01.11.2021.

With regards,

Yours sincerely,

Encl: As above  
(Through e-mail)

(A.K. Roy)

Ms. ABC  
Chief PMG,  
XYZ Circle



Please visit our website at [www.indiapost.gov.in](http://www.indiapost.gov.in)



### **OFFICE MEMORANDUM**

NO.....  
Government of India  
(Bharat Sarkar)  
Department of .....  
(..... Vibhag)

New Delhi, the .....

### **OFFICE MEMORANDUM**

Subject : \_\_\_\_\_

The undersigned is directed to refer to the Ministry of Agriculture's Office Memorandum No \_\_\_\_\_ dated \_\_\_\_\_ on the subject mentioned above and to send the requisite information as in the enclosures.

2. Information regarding \_\_\_\_\_  
will be sent on receipt from the field offices.

Enc.: 3 statements

(A.B.C.)  
Under Secretary to the Govt. of India  
Tele. No .....

To  
(Shri/Smt .....)  
The Department of .....  
(..... Vibhag)  
Yojana Bhavan,  
Parliament Street,  
New Delhi



**8000661414**



**/basicpay**



**@basicpay**



**/basicpay**

No. 42/7/2021-P&PW(D)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension & Pensioners' Welfare

3 Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi – 110003  
Dated 20th Sept, 2021

**OFFICE MEMORANDUM**

**Sub:- Grant of Dearness Relief in the 5th CPC series effective from 01.07.2021 to CPF beneficiaries in receipt of basic ex-gratia payment-reg**

The undersigned is directed to refer to Ministry of Finance (Department of Expenditure) OM No. 1/1/2020-E-II(B) dated 23.04.2020 vide which installments of dearness relief to CPF due from 01.01.2020, 01.07.2020 and 01.01.2021 were frozen and to say that the President is pleased to decide that the Dearness Relief admissible to the CPF beneficiaries in receipt of ex-gratia payment in the 5th CPC series shall be enhanced w.e.f 01.07.2021 in the following manner :-

- (i) The surviving CPF beneficiaries who have retired from service between the period 18.11.1960 and 31.12.1985, and are entitled to basic ex-gratia @ Rs.3000, Rs.1000, Rs.750 & Rs.650 for Group A, B, C & D respectively w.e.f. 4th June, 2013 vide OM No. 1/10/2012-P&PW(E) dtd. 27th June, 2013 shall now be entitled to enhanced Dearness Relief from 312% of the basic ex-gratia to 356% of the basic ex-gratia w.e.f 01.07.2021.
- (ii) The following categories of CPF beneficiaries shall be entitled to enhanced Dearness Relief from 304% of the basic ex-gratia to 348% of the basic ex-gratia w.e.f 01.07.2021:-
  - (a) The widows and eligible children of the deceased CPF beneficiary who had retired from service prior to 1.1.1986 or who had died while in service prior to 1.1.1986 and are entitled to revised ex-gratia @ Rs.645/- p.m w.e.f 04th June, 2013 vide OM No 1/10/2012-P&PW(E) dated 27th June, 2013.
  - (b) Central Government employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs. 654/-, Rs.659/-, Rs.703/- and Rs.965/-.
2. The increase subsumes the additional instalments arising on 01.01.2020, 01.07.2020 and 01.01.2021. The rate of Dearness Relief, earlier determined vide this Department's OM No. 42/04/2019-P&PW(D) dated 03.12.2019, shall remain at 312% of the basic ex-gratia for categories mentioned in para (i) above and 304% of the basic ex-gratia for the categories mentioned in para (ii) above for the period from 01.01.2020 till 30.06.2021.
3. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.



4. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.
5. In their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.
6. This issue is in pursuance of Ministry of Finance, Department of Expenditure OM No. 1/3(2)/2008-E.1I(B) dated 13th August, 2021
7. Hindi version will follow.

(Charanjit Taneja)  
Under Secretary to the Government of India

To,

1. All Ministries/Departments of the Government of India (as per standard distribution list)
2. Chief Secretaries and AGs of all States/Union Territories.
3. CMDs/CPPCs of all authorised Pension Disbursing Banks
4. C&AG of India, UPSC, etc. As per standard endorsement list. )
5. Reserve Bank of India(RBI) for information.

**INTER-DEPARTMENTAL NOTE**

Government of India  
Bharat Sarkar)  
Department of .....  
(..... Vibhag)

New Delhi – 110003  
Dated Sept,2021

Subject : \_\_\_\_\_

The present rules regulating the issue of identity cards provide *inter alia* that

- .....
2. A question has now arisen whether .....
  - 3.
  - 4.
  5. This department will be grateful for the advice of the Department of Legal Affairs on the issue raised in para 4 above.

(X.Y.Z.)  
Deputy Secretary  
Tele. No.

Department of Legal Affairs (Vidhi Karya Vibhag ) (Shri .....)  
Shastri Bhavan, New Delhi

-----  
Department of ..... (Vidhi Karya Vibhag ) I.D. No ..... Dated .....



**8000661414**



**/basicpay**



**@basicpay**



**/basicpay**

**OFFICE ORDER**

No.....  
Government of India  
(Bharat Sarkar)  
Department of .....  
(..... Vibhag)

New Delhi, the .....

**OFFICE ORDER**

Shri XYZ, a permanent Lower Division Clerk in this Department is granted earned leave for ..... Days from ..... To ..... with permission to prefix ..... a public holiday, to the leave.

It is certified that but for his proceeding on leave, Shri XYZ would have continued in the same post.

(A.B.C.)  
Under Secretary to the Government  
of India

Copy to :

1. Office Order File
2. Cashier
3. Section concerned
4. Shri X, YZ, LDC



F.No.1-7/2021/-SPG  
Government of India  
Ministry of Communication  
Department of Posts, India

Dak Bhawan, Sansad Marg  
New Delhi-110 001  
Dated 07.12.2021

### OFFICE ORDER

#### Subject: Assigning of charge of SAG, in Department of Posts “regarding”

Consequent upon promotion of Shri Ajay Roy (IPoS :1991) DDG (Mail Operations), approved of the competent authority is conveyed that Shri Dushyant Mudgal (IPoS : 2003) GM (Operations), Parcel Directorate will hold the additional charge of DDG (Mail Operation ) in addition to his own duties and without any extra remuneration till further order.

(Vinayak Mishra)  
Assistant Director General (SPG)

Copy forwarded to:

1. Sr. PPS/PPS to Secretary (Posts)/DGPS
2. Sr. PPS/PPS to all member, PSB/Addl DG (Coord.)
3. Shri Dushyant Mudgal GM (Operations), Parcel Directorate
4. GM CEPT Mysore for uploading on India Post Website
5. Guard File

**ORDER**

No.....  
Government of India  
(Bharat Sarkar)  
Department of .....  
(..... Vibhag)

New Delhi, the .....

**ORDER**

Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules, to the write off irrecoverable loss of Rs. 5000 /- (Rupees Five Thousands only) being the value of the following articles belonging to this department.

- 1) X X X X
- 2) X X X X

(A.B.C.)  
Under Secretary to the Government of India  
Tele. No. .....

Copy forwarded to :

1. The A.G.C., New Delhi
2. Internal Finance Section
3. Cash Section



**DEPARTMENT OF POSTS, INDIA  
O/O THE CHIEF POSTMASTER GENERAL,  
BIHAR CIRCLE,  
PATNA – 800001**

PMU/1-4/CPC/2013  
Dated at Patna the, 29/08/2013

**ORDER**

Competent authority has approved allotment of fund amounting to Rs. 5,00,000/- (Rupees Five lacs only) to Asstt. Director (Building), Circle Office, Patna for Civil Work including electrical and LAN cabling work for Central Processing Centre (CPC) to be set up at Patna HO, Patna. In this connection a copy of Directorate letter No. 25-03/2013-FS-CBS dated 31.7.2013 is enclosed to take immediate necessary action and a report on fund utilization may be sent to this section after completion of work for onward submission to Directorate. This may be accorded top priority work should be completed within limit of funds allotted by the Directorate.

Encl: As above.



(Surjeet Ram)  
Assist. Director (Tech.)  
For Chief Postmaster General,  
Bihar Circle, Patna – 800001

Copy for information and necessary action to:-

01. The Asst. Director (Building), Circle Office, Patna.
02. The Executive Engineer (Civil) / (Electrical) Patna. It is requested to take immediate action accordingly.



**8000661414**



**/basicpay**



**@basicpay**



**/basicpay**

**Examples of Drafting**

**Question-1.** A fraud of misappropriation of funds in a Single-Handed Post Office has been detected by you at the time of inspection. As Inspector Posts, make a report on how the fraud was committed and recommend further course of actions.

Answer:

**Department of Posts, India**  
**O/o Inspector Posts, Agra North Subdivision**  
**Agra - 282012**

Confidential

To,

The Sr Superintendent of Post Offices,  
Agra Division,  
Agra – 282010



No.: - F-1/IP Agra North/Corr./2021

dated at Agra, the 29-11-2021.

Sub: - Misappropriation of funds in Shahaganj Bazar SO, a Single-Handed Post Office – Reg.

\*\*\* \*\*\* \*\*\*

This is regarding the misappropriation of funds in Shahaganj Bazar SO, a Single-Handed Post Office. In this regard, it is to submit that the Inspection of Shahaganj Bazar SO was carried out on 28-11-2021 for which DLI is 01-12-2020. Shri Ramakant is working as Sub Postmaster since DLI.

**I. How the fraud Came into Light?**

During the course of the Annual Inspection, few SB passbooks have been obtained from the customers and verified whether the balance in the passbook agrees with the Finacle balance using the command HACLI. It is noticed that the balance differs on checking as mentioned and the Sub Postmaster has committed SB frauds as detailed below:

**II. Modus-operandi:**

Shri Ramakant, SPM, Shahaganj Bazar SO has accepted total cash of Rs70,000 from the depositor Shri Anoop towards SB deposits in her Post office SB Account 3018520055, made entries in the passbook under his initials, and impressed date stamp in token of having received the amount from the depositor, but failed to credit the same into Post office accounts.

### **III. Details of Accounts Defrauded:**

On verification of the following SB account, misappropriation has been noticed.

#### **1. SB A/C No. 280222001247568 –**

The SPM Shri Ramakant had failed to account for the SB deposits as mentioned below deposited by Shri Anoop, in her SB account no. 280222001247568 of Shahaganj Bazar SO in contravention of provisions of Rule Contravention of Rule 31(2) (i) (b) (i) POSB Volume- I (Second Edition):

| Transactions as per PB              |        |        |        | Transactions accounted |     |        |     | <b>Amount not taken into Govt. accounts (Rs)</b> |
|-------------------------------------|--------|--------|--------|------------------------|-----|--------|-----|--|
| Date                                | Dep    | Withd. | BAT    | Date                   | Dep | Withd. | BAT |  |
| 04.05.2021                          | 50,000 | –      | 50,157 | –                      | –   | –      | –   | 50,000   |
| 10.06.2021                          | 20,000 |        | 70,157 |                        |     |        |     | 20,000   |
| Total amount misappropriated in Rs. |        |        |        |                        |     |        |     | 70,000   |

#### **2. Statement of Depositor:**

Shri Anoop with SB A/C No. 280222001247568 in her statement dated 28-11-2021 stated that the SPM has accepted cash Rs50,000 on 04-05-2021 and Rs20,000 on 10-06-2021 and made entries in the SB Passbook under his initials and made a date stamp impression.

#### **3. Statement of SPM Ramakant:**

Sri Ramakant, in his statement dated 28-11-2021 has admitted that he has accepted Rs50,000 cash on 04-05-2021 and Rs20,000 on 10-06-2021 from the depositor Shri Anoop and did not credit into Post office Account and utilized the money for his personal use.

5. As seen from the Finacle menu HACLI, the Finacle ledger, the deposits Rs50,000 and Rs20,000 made on 04-05-2021 and 10-06-2021 respectively were not credited into Government accounts on the date of deposit or subsequently. As per the other relevant records like SO Account, SB LOT/Long book, original passbook, SO Daily Account, etc., the non-credits were confirmed.

6. During the course of inspection on the test check of the Passbooks, it is suspected that there is a misappropriation of funds in the Sub Post Office. It is requested to issue necessary orders for detailed Past Work Verification of the Sub Post Office. All the relevant records have been seized.

### **IV. Recommendations for further course of action:**

In view of the modus operandi mentioned above and the amount involved in fraud is high, the following further course of action is recommended:

- (i) It is recommended for a change of date stamp immediately. An experimental Date stamp may be supplied from the Divisional office immediately.
- (ii) The case of suspension of the official may have to be examined keeping in view the amount of fraud and other aspects.
- (iii) As the amount involved is Rs. 70,000 which is beyond the limit of Rs50,000, the case may have to be reported to the police. The draft submitted in this regard may please be approved.
- (iv) Cent Percent verification of the Shahaganj Bazar SO or detailed past work verification is recommended in this case.

**Conclusion:**

In anticipation of orders from the competent authority, past work verification is commenced and appropriate steps will be taken to ensure that loss is recovered.

Further instructions are prayed for in this regard.

(-sd-)  
Inspector Posts  
Agra North Subdivision  
Agra – 282012

**Question-2:** It has been decided to organize a letter-writing competition amongst school children under the program ‘Dhai Akhar’ on the occasion of the 150th Birth Anniversary of Mahatma Gandhi. Draft a letter to Principals of Schools in your division indicating the importance of letter writing and requesting them to allow their school children to participate in the competition.

**Answer:**

**Basic Pay**

Department of Posts, India

Office of the Sr. Superintendent of Post offices

Saharanpur Division, Saharanpur -247 001

To

The Principal,  
Saint Francis School.  
Sharanpur -247 002

No. G/1-4/DO/2021

dated at Saharanpur, the 15-09-2021

Sub: Letter Writing Competition on the occasion of 150th Birth Anniversary of Mahatma Gandhi – Reg.

\*\*\* \*\*\* \*\*\*

This is regarding conducting of letter writing competition on the occasion of 150th Birth Anniversary of Mahatma Gandhi.

Letters are a good way to document and record important events and information. Though e-Mail is a popular form of communication nowadays, letters provide a powerful and more formal way to communicate. Without exposure to real formal communication in writing, one cannot learn it with ease. So, the children should seize the opportunity to communicate in writing as well, apart from speaking. Letter writing comes in handy by developing Communication skills effortlessly. Letter writing enhances the communication skills of the growing children which reaps benefits in the future.

Keeping given the importance of letter writing and to inculcate the habit of letter writing in school-going children, the Department of Posts is proposing to conduct a letter-writing competition on the occasion of 150th Birth Anniversary of Mahatma Gandhi on 02-Oct-2021 at Postal Training Centre, Ambala Road, Saharanpur – 247 002 under the program Dhai Akar.

The eligibility conditions for participation in the said program are:

- (i) Children from Classes XI to IX can participate.
- (ii) Application should reach the undersigned before: \_\_\_\_\_.
- (iii) Application forms are enclosed for ready reference.
- (iv) Topic for Letter Writing is\_\_\_\_\_.
- (v) For any queries, you can contact at phone number\_\_\_\_\_.

Therefore, it is requested to allow your school children to participate in the letter competition and encourage them to write letters.

(-Sd-)

(Name)

Sr. Supdt. of Post offices

Saharanpur Division

Saharanpur

**Question:-**

Draft an official letter to Sr. DDG (PAF), Department of Posts, New Delhi requesting him for conduct of LDCE AAO Examination at every two years to mitigate the shortage of AAO in the Department. (The name of person writing letter shall be XYZ and office where working shall be O/o the DAP Ranchi)

**Department of Posts, India  
O/o The Director  
Postal Account Office, Ranchi**

To,

The Sr. Deputy Director General (PAF)

Dak Bhawan

New Delhi – 110001

No. – Recruitment/1-10/2024

dated at Ambala, the 20.10.2024

**Sub: - Regarding request for conduct of LDCE AAO Examination at every two years**

Sir,

With reference to the subject cited above it is requested that as per recruitment rules of AAO, the vacancy will be filled through LDCE at every two years. Last time the Limited Departmental Competitive Examination for Assistant Account Officer was conducted in the year 2018 and the current one is being conducted in the year 2022 after a gap of four years. There was already a shortage for the positions of Account Officers and consequent upon promotion of Assistant Account Officers to the post of Account Officers there is a huge vacancy in the AAO. In the meantime, a lot of retirement has taken place leading to further shortage of officers in various positions. The present scenario is that in both the Departments, one officer is holding more than one charge. Needless to say, that work is suffering badly. The same could be avoided by conducting the examination at regular intervals. Our submission that frequency of conducting LDCE AAO should be at every two years. It will not be out of place to mention that aspirants for these posts will also benefit by timely conduct of this examination.

Therefore, it is requested to kindly consider our submission of conduct of examination at every two years.

Yours faithfully,

(XYZ)

Sr. Accountant

O/o the DAP, Ranchi

### **Important Points while Drafting**

- 1) **File Number is important.** As far as possible this should not be missed out. An appropriate Case mark may be given with the date & location included at the end. For example, loss and fraud cases are dealt with case-mark “F” in Divisional offices. You may write the same. (*It carries marks.*)
- 2) **Mention the subject.** (*It carries marks.*)
- 3) **From Address as the office of....,** duly mentioning the Department, Location is expected. (*It carries marks.*)
- 4) **To address with Pin Code.** (*It carries marks.*)
- 5) **Introduction:** There are as many as 90 variations/ versions of the introduction of a draft/letter/report. The very popular one is “This is regarding....”.
- 6) **Sub Headings:** Based on the topic, relevant subheadings may be given neatly underlined with a colon added at the end. (*It carries marks.*)
- 7) One that is specifically asked for in the Question: For example, in the above draft, you are asked (i) how the fraud was committed and(ii) recommend further course of actions. So, writing a draft without including the points asked for makes no-sense. As such, carefully read the question twice and check for what is specifically asked for in the question, and include it invariably. (*It definitely carries marks.*)
- 8) **Conclusion:** A conclusion should be given at the end with a mention of the steps taken by you proactively in the report and also with a request for further instructions or whatever deems fit to the subject asked for in the question. (*It carries marks.*)
- 9) From Address and Signature:
- 10) Finally, the from address/designation stamp under your signature is a must for reports. (*It carries marks.*)
- 11) **Body of the Report:** The main essence with reasoning/logic, rulings, examples, precedents, reports based on which the inference is made in the paras can be highlighted. Anything that is sought for from the other side may be mentioned. (*It carries marks.*)
- 12) **Show your grip on the subject:** It is easier said than done. It is a fact that we know many rules and had rich experience on the subject. But, until you express it on paper (particularly exam), the evaluator does not come to know that you know. (*It gives an edge over others.*)
- 13) So, you aim to make the evaluator know that you know well. That to happen, you need to express in a proper way that depicts your grip on the subject with minute details.
- 14) Be brief, but be authentic in information/communication flow. No grammar mistakes; Never miss the Sequence. Avoid Repetition of words by using a variant (a different phrase with more or less the same meaning).
- 15) **Quote rules :** Quote rules wherever necessary and highlight them by underlining them to grab the attention of the examiner. (*It carries marks & gives an edge over others.*) You may ask: What if you don't know the exact rule number? You may write the relevant ruling head topic. For example: As per SB Act, OR as per PO SB (CBS) Manual or as per Post office Life Insurance Rules, 2011, etc. You may further say if you are not sure about the ruling head topic also. You may simply say as per rules on the subject. That's it. But, do remember that one who writes

ruling will have an edge on those who did not mention it. But you don't want to get disturbed by that, so, this is the final resort.

#### 16) How to make your noting & drafting evaluator friendly?

Be in the shoes of the evaluator, he will be entrusted with more than 50 papers to correct in a day manually. If you are given that job for a while, imagine what you do? You will go by principles of evaluation given by the Department wherein marks are to be awarded for each item specifically. Say, for example, 1 mark for case-mark, date, and location; 1 mark for From and To address, introduction, 1 mark for the subject line, 1 mark for sub-headers(sub-headings), 4 marks for Body, 1/2 mark for the conclusion, 1/2 mark for the ruling position, 1/2 for what it is asked for specifically in the question. In such a case, what you will do? You will check for those items from the draft written by the candidate in the paper. sometimes, you may find it difficult to find what you are searching for, if the draft is clumsy or not neat, or not highlighted. suppose the candidate highlighted those items that carry marks, then it makes your (evaluator) job. Am I correct? So, come back as a candidate, what you have to do now as a candidate to facilitate the evaluator? Obviously, you start highlighting those items that carry marks.

How? you don't have a computer to make it italic or bold or colour it?

Seems impossible? No, not at all.

- i. Make it italic by slant writing:
- Practice slant writing (slanting towards the right) at home for 1 or 2 days; you are good to go now.
- ii. Make bold by rewriting:
- Rewrite on the same line already written to make it thick, it is as good as bold.
- iii. Use CAPITAL Letters:
- If you cannot colour it, leave it. You can use CAPITAL Letters (as I made it for HACLI in the draft above) to draw the attention of the evaluator.
- iv. Underline:
- You always have the liberty to underline those important rulings or menus or examples you would want to draw attention to.

#### Important Points to understand while Noting

#### NOTING STRUCTURE

#### Various Parts of a NOTE are:

- 1) Note Number (carries marks)
- 2) File Number & Date (carries marks)
- 3) Subject/PUC (carries marks)
- 4) Previous Note reference, if any [carries marks, if it is not Fresh Receipt (FR)]
- 5) Brief of Note: Detailed Subject matter; Authorities/orders on the subject, if any (carries marks)

- 6) The proposal, Signature of the initiator with date; Designation of the officer to the note is marked (carries marks)

### Tentative Marks

Say, for example, 1/2 mark for Note Number, 1 mark for File Number & date, 1 mark for the subject line and previous reference, if any, 1 mark for sub-headers(sub-headings), 4 marks for Body, 1/2 mark for the conclusion/proposed course of action by suggesting alternatives/ complications/ implications, 1/2 mark for the ruling position, 1/2 for what it is asked for specifically in the question; 1 mark for Signature of initiator and Designation of the officer to the note is marked.

Further, the 4 marks in the body may be weighted for 1 mark for brevity (precis), 1/2 for no repetitions, 1/2 mark for a language without spelling/grammatical mistakes, 1/2 for decent language; 1/2 for presenting the case in sequence; 1/2 mark for paragraph serial numbers with each item of the case in one para.

These are tentative marks, but you will get a brief idea of what is required to present before the evaluator.

1. Better paragraphs are in short subtitles. Note connected with any subject will run continuously from inception till its disposal
2. Paragraph numbering is essential.
3. Marginal remarks of the officers will also be considered as paragraphs and assign a number as a paragraph.
4. Note should contain facts, figures, law, rules, procedures, and precedents.
5. Give Background of the case first (What, when, where, why, How, etc)
6. Precis (make it 1/3 content) of the current paper under consideration (PUC) [ complete reproduction to be avoided]
7. Use the following:
  - Person: Third person
  - Speech: Indirect
  - Voice: Passive
8. Noting's Tips:
  - a) Check-up: Facts
  - b) Supply: Missing facts
  - c) Refer: Rules/ authority (who is competent authority to decide the case and under what rule)
  - d) Quote: Precedents
  - e) Suggest: Alternatives
  - f) Assess: Implications/complications
9. Notes must be written on both sides of the paper for this purpose.
10. A full-fledged note will facilitate officers to arrive at apt decisions quickly.



11. On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/Department, name of branch/section subject of the file, and classification of the file will be mentioned. A similar procedure will be followed on file cover also.

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