

# Sessions on 'Noting skills'

## Foundation Course – 94

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# WHAT IS NOTING?

- Process of writing a NOTE
- NOTE is a written remarks of officers on a file

# WHY NOTING?

1. To *facilitate* competent authority to take decision on a case
2. To inform officer(s) in the hierarchy of some development in the case

# Effective noting

- One which enables competent authority to take considered decisions promptly
- By using functional approach to noting

# Functional Approach to Noting

S No	Category of case	Type of noting	Example
1	No noting cases	<b><i>Avoid noting</i></b>	Casual leave
2	Correspondence handling	<b><i>Short note: 2 to 5 sentences</i></b>	<i>Seeking or furnishing information</i>
3	Cases of repetitive nature	<b><i>Standard Process Sheet</i></b>	LTC, TA
4	Problem solving cases	<b><i>Detailed Note</i></b>	<i>Financial approvals</i>
5	Policy cases	<b><i>Detailed note</i></b>	<i>Education policy</i>

# Functional Approach to Noting

- Correspondence Handling case:
  - Where information is to be obtained or sent
  - Normally, the note has two or three sentences
  - For example
    - “PUC is a reference from Ministry of \_\_\_\_\_ asking for details of SC/ST/OBC & Male/Female officers as on 31-03-2017. We may send the details as in the fair letter placed below for signature”

# Functional Approach to Noting

- Standard Process Sheet
  - For processing cases of repetitive nature
  - Pre-determined check list to examine a case
  - Examples: TA Bill; Pension etc.
  - Can be developed for cases like, car / computer advance, earned leave, pay fixation, forwarding of applications for posts in other organisations, release of grants-in-aid, etc.

# FAN - Exercise

*Certain situations are given below. On the basis of inputs on 'Functional Approach to Noting', please indicate the type of noting that you would adopt in each of the cases:*

1. A college student visits your office and asks for a hard copy of the latest annual report of your Department / organization.

2. Your Department in collaboration with an NGO prepares a report on the depleting ground water level in 10 cities. You are required to submit the recommendations of the report for acceptance / approval of the competent authority.

3. A file is to be submitted with a draft reply to answer the Assembly Starred Question for approval of the Minister.

4. Your Department is required to release grants-in-aid to about 15 R&D NGOs. The funds are released each quarter in line with approved guidelines terms and conditions.

5. Scientists and Technical Officers (of the level of Director or less) from your Department are required to visit abroad to attend international conferences and also to present research papers. The Secretary of your Department is empowered clear cases of officers except those relating to Joint Secretary and above.

6. A communication has been received in the office alleging certain specific cases financial irregularities. This is to be processed.

7. One of the officers who is a member of your team applies for a casual leave application.

8. 'India Green Society', an NGO, has sought collaboration with your organization and has sent a draft MoU to be signed with your organization. One of the terms & conditions is that your Department will provide grants-in-aid for a research project. This case is to be processed to obtain decision of the competent authority.



# Structure (contents) of a problem solving note

1. File No & Subject on top
2. Context
3. Issues raised in the *receipt*
4. Additional information supplied by office
5. Statement & analysis of question/problem that need decision
6. Course of action proposed with implication(s)
7. Authority competent to take decision
8. Signature of the officer

# Effective note – study leave case

- Identify Different components of Note
- Do you find the note ok?
- Will you clear the proposed course of action?
- Why or why not?

F.No. A-12026/6/2013-Admn.

Government of India  
Department of Agriculture & Cooperation  
[Admn. Section]

Sr. No. 1(Receipt) pp 1-3/Cor

Subject: Application for study leave of Shri A.K. Das, Scientist A, to pursue Ph D in XYZ University, Singapore – reg.

This is regarding a study leave application from Shri A.K. Das, Scientist A posted in Agriculture Policy Division of this department for the last two and a half years, on the above mentioned subject. Shri Das has joined the service on 15<sup>th</sup> July, 2010 and has successfully completed probation period of two years on 14<sup>th</sup> July 2012. He has now asked for study leave of 24 months from September 1, 2018. He has already obtained admission in XYZ University in Singapore to do Ph D in Applied Agriculture.

2. Rule 50(1)\* of CCS(leave) Rules, 1972 provides that study leave may be granted to a Government servant who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation. Due regard is to be given to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty. Further, Rule 50(4) stipulates that Study leave out of India shall not be granted for studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education.

3. Shri Das has rendered 7 years<sup>@</sup> of service. He fulfills the conditions for grant of study leave. Therefore, Study Leave may be granted to Shri A.K. Das after relaxing the condition regarding Rule 50(4).

5. Submitted for kind consideration of J.S. (Admn.) as per DFA please.

Sd/-  
Esa Dutta  
11.08.18

Sd/-  
(Mohan Kumar)  
Section Officer (Admn.)  
11.08.2018

US (Adm)  
DS (A)  
JS (A)  
DS (A) (On tur) / US (A) / SO(A)

Sd/-  
Sd/-  
Sd/-

\* p2/c

@- p3/c

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Government of India  
Department of Agriculture & Cooperation  
[Admn. Section]

Sr. No. 1(Receipt) pp 1-3/Cor

Subject: Application for study leave of Shri A.K.Das, Scientist A, to pursue Ph D in XYZ University, Singapore – reg.

This is regarding a study leave application from Shri A.K. Das, Scientist A posted in Agriculture Policy Division of this department for the last two and a half years, on the above mentioned subject. Shri Das has joined the service on 15<sup>th</sup> July, 2010 and has successfully completed probation period of two years on 14<sup>th</sup> July 2012. He has now asked for study leave of 24 months from September 1, 2018. He has already obtained admission in XYZ University in Singapore to do Ph D in Applied Agriculture.

p2/c

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p3/c

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Sd/-

DS (A)

Sd/-

JS (A)

Sd/-

DS (A) (On tur) / US (A) / Sd/-  
SO(A)

# Developing Standard Process Sheet

- Prepare a [Standard Process Sheet](#) for the case above
- Compare with one model Standard Process Sheet shown.
- Which one of the two is more effective and why?

Government of India  
Department of Agriculture & Cooperation  
[Admn. Section]  
**Standard Process Sheet to process Study Leave case**

**S No – 1 (R) pp 1-2/cor**

S No	Points to be considered	Details
1	Name of the Officer	Shri <u>A.K.Das</u>
2	Designation	Scientist A
3	Has she/he cleared probation	Yes / <del>No</del> p 4/ <u>cor</u>
4	Does she/he have not less than 5 years' service	Yes / <del>No</del> p 5/ <u>cor</u>
5	Did she/he obtain 'No Objection Certificate' (NOC) before applying for higher studies in the University?	<del>Yes</del> / No
6	In case she / he has not obtained the "NOC", is it proposed to condone this provision If so, the reasons therefor	Yes/ <del>No</del> Similar relaxation has been granted earlier in two cases. p 6-8/ <u>cor</u>
7	Has she / he submitted the Bond?	Yes / <del>No</del> p 8-10/ <u>cor</u>
8	Is the Bond in the prescribed format?	Yes / <del>No</del>
9	Has vigilance clearance obtained	Yes/ <del>No</del> p11/ <u>cor</u>
10	Arrangements made for payment of leave salary	Yes/ <del>No</del> DDO & PAO have been informed. p 12/ <u>cor</u>
11	Arrangements for substitute?	Action being taken separately.
12	Any other relevant issue(s) Rule 50(4) stipulates that Study leave out of India shall not be granted for studies in subjects for which adequate facilities exist in India.	PhD that Shri Das proposes to do at Singapore, similar PhD is available in India. However, earlier with the approval of competent authority, permission has been granted. p [12-15/ <u>cor</u> ]. It is therefore proposed to relax in this case too.
13	Suggested course of action	It is proposed to grant study leave to Shri A K Das from ____ to ____ to pursue PhD at _____
14	Competent authority	

Sd/- 11.08.2018

Eisha Datta

# Noting Skills

- Check Facts
- Supply Missing facts
- Refer Rules/guidelines
- Suggest Course of action
- Assess Implications
- Seek Decision of competent authority on specific points

## In class Assignment (evaluated )-

Write a self contained note for a following case

- On 19.08.2019, proposal for providing storm water drain and water pump at Happy Valley Ground at LBSNAA, Mussoorie at an estimated cost of Rs. 40.97 lakh was approved by Director, LBSNAA, as a competent authority, under the Standing Finance Committee Scheme titled "Improvement of internal sewer and drainage system and recycling of treated water." CPWD (D15) is to execute the scheme in 4 months.
- CPWD now submits a proposal for revised cost estimate (RCE) of the scheme for Rs 55.25 lakh. The main reasons for cost revision is additional work of laying rain water harvesting system.

**Thank you!**