

# Noting & Drafting

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## What is Note?

Note

Remarks recorded on a Case to facilitate its Disposal

Precise of Previous Papers

Statement/Analysis of the Questions requiring Decision

Suggestions regarding the Course of Action

Final Orders passed thereon

Facts and Figure

Rules and Regulations

Law

Procedures

Precedents

Views of other Departments which are consulted

## Why Note?

Working of the Government is a continuance affair

Officers may come and go

Policy of Government should remain Uniform in a given set of circumstances

It is necessary to have a Written Record of the Reasons for adopting a Particular Course of Action in a Case so as to ensure Identical Treatment to a Similar Case coming-up in Future

Note gives Consistency and Continuity to the Actions and Decisions of Govt

Note provides Very Useful Guide to know Line of Thought and Logic behind the Decision taken earlier so as to handle the Same/Similar Cases in Future

## Contents of Note

Note

It helps the Decision Making-Authority in taking Decision

Brief Resume of the Case

Statement/Analysis of the Point(s) at Issue

Suggestions regarding the Course of Action

Final Orders passed thereon

Dated Signature of the Officer signing the Note

Name, Designation and Telephone Number of the Officer signing a Note should invariably be typed/stamped with a Rubber Stamp

Date/Month/Year should be recorded

# Noting Skills

Check-up

Supply

Refer

Quote

Suggest

Assess

Facts

Missing Facts

Precedents

Implications

Rules/Regulations

Alternatives

# Noting Skills

Strategic/Operational

Maximum Noting

Problem Solving

Maximum Noting

Correspondence Handling

Minimum Noting

Routine Cases

Minimum Noting

Un-Necessary Cases

No Noting

## 12 Questions on Noting

What is the Problem?

How it is originated?

What is the Nature of the Case?

Is it worth Detailed Examination?

Can it be broken into Major & Ancillary Parts?

If not, is there any Standard Procedure?

Does any Part involve any other Department?

Is there any Rule/Policy/Guideline/Precedent available?

What are Possible Alternative Solutions?

What is Best Solution & Why?

What should be its Implications?

Who will finally take the Decision?

Drafting

Rough Sketch of a Communication to be issued subject to approval (including Modification/Alteration) of the Competent Authority

Drafting Skills

Identity

Adopt

Visualize

Express

Avoid

Summarise

Sender

Right Form

Response

Clarity  
Consistency  
Uniformity

Redundancy  
Verbosity  
Repetition

Simple  
Short



Unit of Idea

Clear

Concise

Lucid

In-Capable of Mis-Construction

Direction

Essentials of Draft

Guidance

Coherence of Flow

Facts

Complete

Brief

## 12 Questions on Drafting

Is a Draft is necessary?

Who should be addressed and who will sign?

What should be the Form?

Is something to be conveyed/called for?

Are all details available?

What is the intensity of the Decision?

What should be the Recipient Response?

Does the Language convey?

Has the Referencing been done?

Is it Logically Sequenced?

Does it have proper Urgency, Security Grading?