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# Noting

## Definition of Note

- Noting is the **brief summary** of a proposal or case prepared in a file.
- It includes **facts, statistics, and ruling positions** to assist in final decision-making by a **Government officer**.
- Prepared by the **dealing assistant/officer**, routed through intermediaries who also record their views before submission to the final authority.

## Golden Rules

- Use short sentences, official language, no personal opinions.
- Refer to **rules, circulars, or precedent cases** wherever necessary.
- Each noting should end with a **clear suggestion**.

## **1. Purpose and Importance of Noting**

- **Aid to Decision-Making:** Provides a clear summary of facts, rules, and precedents to help the decision-maker.
- **Record of Deliberation:** Creates a permanent record of how a decision was arrived at, including differing viewpoints.
- **Ensures Transparency & Accountability:** Shows the rationale behind a decision, making the process transparent and officials accountable.
- **Consistency:** Helps maintain consistency in applying rules and policies across similar cases.
- **Expedition of Work:** Organized notes prevent delays by providing all necessary information.
- **Reference for Future:** Serves as a valuable reference for similar cases or future policy formulation.

## **2. Essentials of Good Noting**

- **Concise, factual, and clear** – avoid irrelevant matter.
- Must contain:
  1. **Brief background** of the issue.
  2. **Facts and rules** applicable.
  3. **Analysis** of pros & cons.
  4. **Proposal/recommendation** for higher authority's approval.

## **3. Structure of a Note**

A typical note often follows a structured format, though it can vary based on complexity.

1. **Subject/Issue:** A clear, precise statement of the matter under consideration.
  - Example: "Regarding sanction of leave to Shri Ramesh Kumar, PA."
2. **Summary of Facts:** Brief, accurate narration of the background information and the current stage of the case.
  - Key facts, dates, previous communications (e.g., "Shri Ramesh Kumar applied for 15 days EL from 01.07.2025 to 15.07.2025. He has 100 days EL balance as per records.")
3. **Relevant Rules/Regulations/Precedents:** Cite the specific rules, circulars, or previous decisions that apply to the case.
  - Mention specific clauses, e.g., "As per Rule 42 of CCS (Leave) Rules, 1972..."
4. **Analysis/Discussion:** Examine the facts in light of the rules. Discuss pros and cons of different options. Identify any issues or discrepancies.
  - This is where the brain-storming happens. E.g., "The applicant is eligible for the leave. No operational exigency foreseen that would prevent sanction."
5. **Conclusion/Recommendation:** Propose a specific course of action based on the analysis.
  - Clear recommendation, e.g., "In view of the above, it is recommended that 15 days EL to Shri Ramesh Kumar may be sanctioned."
6. **Signature, Designation, Date:** Each note entry must be signed and dated by the official making the note.
7. **To Whom Submitted:** Indicate the higher authority to whom the note is being submitted for decision.

#### **4. Types of Notes**

While not strictly categorized in all manuals, notes can generally be seen as:

- **Initial Note:** The first note on a new subject, summarizing the case and seeking directions.
- **Running Note:** Subsequent notes added by various officials as the file moves up or down the hierarchy, building upon previous notes.
- **Self-Contained Note:** A comprehensive note that provides all necessary information and recommendations without requiring extensive reference to previous pages (used for complex or important cases).
- **Routine Note:** Simple notes for routine matters requiring minimal analysis (e.g., 'File', 'For information').

#### **5. Important Considerations in Noting**

- **References:** Always give clear references to relevant papers on the file (e.g., P.1/C, F.1/N – Page 1 of Correspondence, File 1 of Notes).
- **Marginal Notations:** Brief remarks or highlighting on the margin to draw attention to specific points.

# Sample Notes

## Scenario 1: Sanction of Earned Leave

- **Subject:** Application for Earned Leave - Shri Rakesh Kumar, Postal Assistant

### Note N/1

- **Facts:** Shri Rakesh Kumar, Postal Assistant, has submitted an application for 10 days Earned Leave (EL) from 21.07.2025 to 30.07.2025 (C/1).
- **Rule Position:** As per Rule 42 of CCS (Leave) Rules, 1972, a permanent government employee is eligible for 30 days EL in a calendar year. As per records, Shri Kumar has an EL balance of 120 days.
- **Analysis:** The applicant is eligible for the requested leave. There is no operational exigency or other reason observed that would prevent sanction of this leave.
- **Recommendation:** It is recommended that 10 days EL from 21.07.2025 to 30.07.2025 may be sanctioned in favour of Shri Rakesh Kumar, Postal Assistant.
- **Draft:** A draft sanction order is placed at D/1 for approval.

(Sd/-)

[Your Name/Designation]

Postal Assistant/Clerk 09.07.2025

### Note N/2 (Higher Authority's Note)

- **Comments:** Seen. Recommended.
- **Decision:** Approved.

(Sd/-)-

[Senior Officer's Name]

[Designation - e.g., Supdt. of Post Offices]

10.07.2025

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## Scenario 2: Procurement of Office Stationery

- **Subject:** Proposal for Procurement of Office Stationery

### Note N/1

- **Facts:** The current stock of essential office stationery items (pens, paper, registers, etc.) is critically low, and several sections have reported shortages. A

# Drafting Official Letters

The process of preparing the final outward communication (letter, memo, order, etc.) based on the decision taken in the noting. It is the external communication that conveys the office's decision or message to an external party or another office.<sup>1</sup>

Purpose and Importance of Drafting

- **Communicate Decisions:** Conveys the final decision or message of the office to the recipient.
- **Formal Record:** Becomes a formal, legally binding record of the office's communication.
- **Enforce Action:** Instructs or requests action from the recipient.
- **Public Relations:** Reflects the professionalism and efficiency of the organization.
- **Consistency:** Ensures uniform presentation and language in official communications.

## 2. Essentials of Good Drafting

A good draft should be:

- **Clear and Unambiguous:** No room for misinterpretation.
- **Accurate:** Correct facts, figures, dates, names, and references.
- **Concise:** To the point, avoiding unnecessary words or lengthy sentences.
- **Complete:** Contains all necessary information for the recipient to understand and act.
- **Courteous and Polite:** Maintaining official decorum and tone.
- **Correct Grammar & Spelling:** Error-free language is crucial for credibility.
- **Appropriate Tone:** Matching the tone to the type of communication and recipient.
- **Legally Sound:** Complying with all legal and procedural requirements.

## 3. Standard Components of an Official Communication/Draft

While specific formats vary (letter, memo, order), most official communications share common elements:

1. **File Number/Reference Number:** Unique identifier for the document, linking it to the file.
  - Placement: Top left.
2. **Government of India / Department Name:** Official heading.
  - Placement: Centered at the top.
3. **Address of Sender:** Name of Ministry/Department/Office and address.
4. **Date:** Date of dispatch.

- Placement: Top right, or below the sender's address.
- 5. **Recipient's Name and Address:** Full address of the person/office to whom it is sent.
- 6. **Subject:** A brief, clear statement of the content of the letter.
  - Crucial for quick understanding.
- 7. **Salutation:** Formal greeting (e.g., "Sir/Madam," "Dear Sir/Madam").
- 8. **Body of the Letter:**
  - **Opening Paragraph:** Refers to previous correspondence, application, or introduces the subject.
  - **Main Content:** Presents facts, rules, decisions, or instructions clearly and logically.
  - **Concluding Paragraph:** States the action required, future course, or polite closing.
- 9. **Subscription/Complimentary Close:** Formal closing (e.g., "Yours faithfully," "Yours sincerely").
- 10. **Signature and Designation:** Signature of the authorized signatory with their name and designation typed below.
- 11. **Enclosures (Encl.):** If any documents are attached.
- 12. **Copy to (Copy Fwd. to):** If copies are sent to other individuals/offices for information or action.

#### 4. Types of Official Communications (Drafts)

Understanding different types helps in preparing the correct format and tone.

- **Letter:** Most common form of communication, used for correspondence with other departments, public, individuals.
  - **Characteristics:** Full formal address, salutation, complimentary close.
- **Memorandum (Memo/Mem):** Used for internal communication within the same Ministry/Department. Often less formal than a letter, no salutation/complimentary close needed.
  - **Characteristics:** To/From/Subject format, often no salutation.
- **Office Order (O.O.):** Used for conveying decisions/instructions of a general nature within the office or department.
  - **Characteristics:** Numbered serially, authoritative tone, often without specific recipient address.
- **Circular:** For disseminating information, instructions, or policy decisions to a large number of offices or individuals within the department.
  - **Characteristics:** Wide circulation, general applicability.
- **Notification:** Published in the Official Gazette to convey statutory rules, orders, appointments, etc. of public importance.
  - **Characteristics:** Formal, legalistic language, published publicly.
- **Resolution:** Used for communicating formal decisions of the Government, especially those of a policy nature. Also published in the Gazette.

## **Draft 1: Leave Sanction Order (Based on Noting Scenario 1)**

**MOST IMMEDIATE**

No. ESTT/1-3/EL/RK/2025  
GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS  
O/o THE SUPERINTENDENT OF POST OFFICES  
[Your Division Name], [City, Pincode]

Dated: 10.07.2025

### **OFFICE ORDER**

**Subject: Sanction of Earned Leave in favour of Shri Rakesh Kumar, PA.**

Sanction of the undersigned is hereby accorded to the grant of 10 (Ten) days Earned Leave (EL) to **Shri Rakesh Kumar, Postal Assistant** (Employee ID: [Employee ID]), working in [Your Office Name], from **21.07.2025 to 30.07.2025** (both days inclusive).

2. Certified that the official will report back to the same post and station after the expiry of the sanctioned leave.
3. The leave period will not be counted towards increment in pay. (This line might be included for LWP, but here for EL it's standard. For EL, pay is usually granted). *Self-correction: For EL, pay is granted. This line is usually for Leave Without Pay (LWP). Remove if not applicable.*

(Sd/-)  
(Signature)  
(Name of  
Superintendent of  
Post Offices)  
Superintendent of  
Post Offices  
[Your Division Name]

### **Copy to:**

1. Shri Rakesh Kumar, Postal Assistant, [Your Office Name] - for information.
2. Accounts Section - for necessary action.
3. Personal File of Shri Rakesh Kumar.

# **Draft Major Penalty Charge Sheet**

*(As per CCS (CCA) Rules, 1965)*

## **1. Legal Basis**

- **CCS (CCA) Rules, 1965** govern disciplinary proceedings.
- **Rule 14** → Provides procedure for imposing **major penalties**.
- **Schedule** → Lists **major penalties** (like dismissal, removal, compulsory retirement, reduction in rank, etc.).

## **2. Purpose of Draft Major Penalty Charge Sheet**

- Initiates **disciplinary proceedings** against a delinquent Government servant.
- Ensures **principles of natural justice** (notice, opportunity to reply, fair hearing).
- Used in cases of **grave misconduct**, corruption, fraud, misappropriation, insubordination, etc.

## **3. Essential Contents of Draft Major Penalty Charge Sheet**

A **major penalty charge sheet** must include the following:

### **(A) Heading**

- **Name of Department/Office**
- **Memo No. & Date**
- **Rule under which issued** (Rule 14 of CCS (CCA) Rules, 1965).

### **(B) Particulars of the Charged Officer**

- Name, designation, employee number.

### **(C) Articles of Charge**

- Clearly framed **statement of charges** (Article I, II, III...).
- Must be **precise, clear, and specific**.



# **01 Draft Major Penalty Charge Sheets — Rule 14** **(Sample format)**

## **Department of Posts** **Office of the Superintendent of Post Offices, Delhi Division**

**Memo No.: B-1/Disciplinary/2025/DL**  
**Delhi, Dated: ..2025**

1. The undersigned, being the Disciplinary Authority, proposes to hold an inquiry against **Shri \_\_\_\_\_**, **Postal Assistant, Head Office \_\_\_\_\_** (**Employee No. \_\_\_\_\_**) under **Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965**.

The substance of the imputations of misconduct/misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed **Articles of Charge (Annexure–I)**. A **Statement of Imputations** in support of each Article of Charge is enclosed as **Annexure–II**. The **List of Documents** and **List of Witnesses** by which the Articles of Charge are proposed to be sustained are enclosed as **Annexure–III** and **Annexure–IV** respectively.

2. Shri \_\_\_\_\_ is directed to submit, within **15 (fifteen) days** of the receipt of this Memorandum, a written statement of his defence and also to state whether he desires to be heard in person.

3. He is hereby informed that he may inspect the listed documents, as permitted under the rules, and may take the assistance of another Government servant or a retired Government servant as **Defence Assistant** in accordance with **Rule 14(8) of the CCS (CCA) Rules, 1965**.

4. If no written statement of defence is submitted within **15 days**, it will be presumed that Shri \_\_\_\_\_ has no defence to offer, and inquiry will be held *ex parte*.

5. Attention of Shri \_\_\_\_\_ is invited to **Rule 11 of the CCS (Conduct) Rules, 1964** and **Rule 14 of the CCS (CCA) Rules, 1965**.

6. Receipt of this memorandum may be acknowledged, and the acknowledgement should be sent to this office immediately.