

CIRCULAR NO.17/2014/TC

Sub:- TC – Estt – Noting and Drafting in files and the methods of preparing official communications - Instructions Issued

Despite of specific guidelines for Noting and Drafting incorporated under para 48 – 77 of the Manual of Office Procedures instances have been noticed that the Note File and Drafts thereon placed in the files are submitted to the higher officers without looking in to the provisions as envisaged.

As per para 51 of the Manual of Office Procedures:

- **Notes will be written in foolscap size sheets with 1/3 margin**
- On the top will be written the subject in red ink.
- The file number will be noted on the top left corner.
- Note sheets will be tagged to a yellow fly leaf.
- Pages on both sides and paragraphs will be given numbers.
- When a reference is issued, that fact will be indicated in square brackets underlined by red ink in the note.
- Similarly, receipt of communications will also be noted in square brackets in the note file.
- Officer's queries in the current file will be copied in the note file and answered in the note file.
- When drafts are put up for approval that fact should be indicated in the note file.
- Note file will be separate from the current file till its disposal.
- Note file will be placed above the current file always.
- While submitting the file to officers, blank sheets should be added to the note file.
- Handwriting should be legible and tidy.
- **A note should not end at the very end of a page. Below each completed note the clerk or superintendent who prepared it, should put his initials and date, in the left hand side.**

Para 60-77 of the MOP prescribing the methods of preparing 'Drafts'. According to which:

- **'Drafts' are written in separate sheets in 'Double Space'.**
- Long drafts must be typed. Sufficient space should be left for making corrections.
- They are placed above the current file and below the note file.
- At the head of every draft it should be noted whether it is a letter, memorandum or D.O. etc.
- In draft letters, the name, designation of the addressee will come above while in the proceedings, memorandum etc. the list of addressees will be given at the bottom of the draft.
- Draft should not contain information more than what is necessary.
- The matter in the draft should not drag government/HOD into controversies.
- Draft must be complete and brief.
- As far as possible enclosures should be minimized.

- Self contained drafts are always good. They should be written in polite but effective language which can convey the spirit of the decision taken in the office.
- Amount indicated in drafts should be written in words also; piecemeal correspondence should be avoided.
- **Drafts should be written or typed in half margin in separate sheets.**
- **The margin should not be used for writing explanatory notes.**
- Only the flag number of the disposal quoted or page number of the current file or note file quoted should be indicated in pencil in the margin.
- Drafts should be complete and brief. A slip bearing DFA (Draft For Approval) may be attached with the draft.
- Nature of disposal such as R Dis, D Dis, K Dis, etc. should be indicated above the draft.
- The next reminder date may be indicated below or in the margin.
- Enclosures, if any, to be sent to any of the addressee may be clearly specified.
- Care should always be given for correct usage and good language.

Besides the above form of official communications are enumerated in para 104-110 of the Manual of Office Procedures as mentioned below:

- **Letter Form** All official correspondence whether to non-officials or subordinates or higher authorities shall be in the form of letter. Letter form should be used in the following cases for correspondence:
 - Government
 - An equal or higher authority
 - The PSC
 - The Board of Revenue (Land Revenue Commissioner)
 - An Officer not in the administrative control of the Government of Kerala.
 - The Vice Chancellor or Registrar of the University.
 - Members of Legislative Assembly, Members of Parliament
 - The President or Chairman of any Local Self Governing Institution or Co-operative Society.
 - A non-official or a non-official association or society of distinction.
 - When one department addresses an officer of another department
 - Subordinates
- **Proceedings Form** When the Head of the Institution or the other authorized official takes an important decision or records his decision in exercise of a statutory power, such order is communicated in the form of proceedings.
- **Memorandum Form** It is used only for internal use of office such as to communicate and call for information between the sections of the same office. Charge memo and show case notice are issued in the Memorandum Form.
- **Endorsement Form** When a paper or its copy has to be sent to a subordinate office for information or remarks or disposal, it is sent in the form of an Endorsement. When it is for remarks it is 'N REFERENCE' and when it is for information it is N DISPOSAL.
- **Demi-Official Form** When an officer personally correspond with another officer or non official without the formalities of official procedure with the intention of interchange of opinion or information or with a view to get the personal attention of the officer concerned, DO letter form is used. DO Letters cannot be referred in Communication.

Circular Form

Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a circular.

- UO Note Form
- Office Order Form
- Telegram/Fax

Rules of correspondence:

- Only the Head of the Department can address the Government directly.
- Regional officers and District Officers can address the Government through the Head of the Department.
- The contents in any communication must be complete, condensed and without too much enclosures.
- Repetition and unnecessary details should be avoided.
- As far as possible one topic will be included in one communication.
- DO letter shall not be quoted in official correspondence.
- The Head of Office or the other competent official in the Office of the Head of the Office shall sign fair copies of letters addressed to higher authorities.
- In other cases, by the officer to whom this power is delegated.
- All communication must be issued in the name of Head of the office.
- All proceedings must be signed by the Head of office or the other competent official.
- If the Head does not sign the letter, the word 'for' should be entered before the designation and authorized person should sign.
- Communication to the High Court will be addressed to the Registrar and letters to Public Service Commission will be addressed to the Secretary.
- Letters to the Corporations/Municipalities will be addressed to the Commissioner or the Mayor.
- The prefix Shri, Smt, Kumari will be used as form of address.
- The salutation of letters should be 'Sir' or 'Madam' and the subscription should be 'Yours faithfully'.
- Amount, if any, specified in the communication should be written in figures and words.

All Section Heads are instructed to follow scrupulously the instructions as envisaged in the Manual of Office Procedures in the matter of preparation and submission of Note File, Drafts and other official communications. Necessary instructions and guidance to the Section Clerks under their control may also be issued at the level of the Section Heads.

Sd/-

C.V. SUNIL KUMAR
SENIOR ADMINISTRATIVE OFFICER

To

1. All Officers and Sections in the Transport Commissionerate
2. Stock File and Office Copy

Copy to: The C.A. to the Transport Commissioner

Forwarded By Order

Senior Superintendent