GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (CABINET-II) DEPARTMENT

Circular Memo. No. GAD01-CAB08BSRL (UPDA) /1/2018

Sub:- E-Office- Secretariat procedure-noting & Drafting- Certain
Instructions issued-Reg.

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In Secretariat Office manual, General Instructions of the procedure on Noting and
Drafting were given. There is a need to revisit and prescribe procedure in a simple and
clear way. Further due to implementation of E-office for processing of files in A.P.
Secretariat, the procedure on Noting and Drafting has been prepared, and notified as
follows:-

1 Structure and format of note file

1.1 Structure

(1) Notes are written remarks recorded on a paper under consideration to facilitate its
disposal.

(2) Keep in mind the following while preparing a note.

(i) Concise
(ii) Simple language
(iii) Short sentences
(iv) No repetition of words or ideas
(v) No unnecessary information
(vi) No superlatives
(vii) Correct spelling and grammar
(viii) Use comparative tables instead of paragraphs

(3) Run the check list below for the note you write

(i) Facts
   □ Facts of case are presented
   □ Facts presented are correct
   □ Calculations are accurate

(ii) History
   □ Past history of case is presented
   □ Precedents are presented
   □ Analogous decisions are presented
   □ Conflict of proposals with precedents/ analogous decisions brought out

(iii) Acts/rules
   □ Provisions of governing law/ rules quoted
   □ No Acts violated
   □ No statutory rules violated
   □ No executive rules violated
   □ provision of Business Rules/Secretariat Instructions quoted

(iv) Referencing is done to the following:
   □ Current file
   □ Previous correspondence
   □ Acts
   □ Official publications

(v) Decision
   □ Points for decision are listed and numbered
1.2 Format
(1) Arial font, 14 points size, Single line spacing
(2) Header, top centre, red letters:
   (i) Security grading: ORDINARY/ SECRET/ TOP SECRET
   (ii) Title
   (iii) Current number [page no's to of current file]
   (iv) Officer from whom communication received
   (v) Communication number
   (vi) Communication date
(3) Margins - 1 inch inner, 1 inch outer, 1 inch top, 1 inch bottom.
(4) All paras and officers notings numbered serially.
(5) Referencing contents of current file
   (i) Red letters in [ ] brackets,
   (ii) Format: [Current number, Authority from whom received, Communication number, Communication date]
(6) Final disposal at end of note,
   (i) Disposal number, date

2. Structure and format of consultation/ circulation notes
(1) Two types of notes are prepared in the course of putting up a file.
   (i) Note for consultation, and
   (ii) Note for circulation.
(2) The structure of these notes shall be as follows.
   (i) Issue - One sentence problem statement
   (ii) Proposal - Proposed approach
   (iii) Rationale - Background of the proposal, justification, options with Comparative analysis.
   (iv) Considerations and Due Diligence - Non-financial implications; Likely problems and strategies; Financial, Asset and Staff implications.
   (v) Consultations (applicable only in notes for circulation) - Finance, Law, services, public enterprises and departments whose business is acted.
   (vi) Recommendation of the Secretary - View of the sponsoring secretary on course of action to be adopted.
   (vii) Plans - Implementation plan, Communication plan and Legislative plan.
(3) The format of the note shall be as follows.
   (i) Title: Subject on top of note
   (ii) Maximum 2000 words. Annexures are in addition. Tables, charts, diagrams, maps etc. in annexures.
   (iii) Arial font, 14 points size
   (iv) 1.5 line spacing
   (v) All paras and sub-paras numbered

3. Role of ASOs/ SOs
(1) General
   (i) After referencing the papers, submit note to officers along with anote or draft reference/disposal.
   (ii) If tabular statements are short include them in the note, else attach them separately and reference them.
   (iii) Run the note continuously until final orders are passed.
   (iv) Add all intermediate references/ correspondences chronologically in the current file and make a note in the note file with referencing in [ ] brackets.
   (v) After final disposal of case, write the disposal number and date attached end of note.
   (vi) Affix digital sign or e-sign prior to forwarding the file.
(2) Simple cases
   (i) Submit a file for orders along with a draft wherever possible.
   (ii) Don't repeat content of draft in note file.

(3) Handling information in currents
   (i) Don't write noting on current unless they are very brief.
   (ii) Don't reproduce content of a current or note of another department; but correct any error / explain any ambiguity.
   (iii) Draw attention to information gaps that need to be filled before a decision can be taken.
   (iv) If report is full and clear, write a short summarizing note with salient Points for decision.
   (v) Prepare a single page precise only if note file contents are very lengthy or if an officer asks for it.

(4) Sectional notes
   (i) If a case involves several points for orders, take instructions of an officer / Minister and start part file for each point for orders.

(5) Queries of officers
   (i) Give A, B, C etc. numbering to questions of officers and give answers to each question in the note.

(6) Further noting
   (i) Don't repeat and rewrite the notes as the case progresses.
   (ii) Don't note unnecessarily.

(7) No opinion
   (i) Don't give any suggestion or opinion on a note. It can only be expressed by an officer.
   (ii) Only in cases founded on stature/ rule/ precedent/ routine cases, officer a suggestion.

(8) Referencing previous cases
   (i) If a summary of facts/ discussion on principles is already available in another file, simply refer to that discussion and do not start a note afresh.
   (ii) Bring out only fresh points, if any, as continuation.

(9) Routine note
   (i) Place all ephemeral matter (reminders, letters, DO letters etc. not relevant) as part of ‘Routine note’ and not as part of current file.
   (ii) Use routine notes to minimize noting on main file.

(10) One note per case
     (i) Submit one and only one note for each case or sectional case.
     (ii) Any superior officer, if he finds a note improper, may discard the note of a subordinate and write his own note under his signature.

(11) No cumulative noting
     (i) Avoid cumulative noting.
     (ii) Hold oral discussions with officers concerned to prepare note on correct lines and avoid congestion of work at top.

(12) Fresh subject
     (i) If a fresh subject arises when dealing with a case, open a new file and record its number in the note file of the main file.
(13) Special notes

| Public Accounts Committee/ Supplementary estimates | Follow instructions issued by Finance department. |
| Governor's address | Circulate notes on address to Governor for his interviews/ press meets etc. through Minister-in-charge and Chief Minister. |
| Cabinet notes | Follow Business Rules/ Secretariat Instructions/ Cabinet Hand book |
| Resolutions of bodies/ associations | Follow the special instructions on petitions. |

4. Inter-departmental consultation - Role of Secretary

(1) Follow provisions of Business Rules and Secretariat Instructions.
(2) Use personal discussions with other secretaries and officers as far as possible to reduce the volume of noting.
(3) Don't send a case to another department unless the business of that department is affected.
(4) List out the specific points on which views are sought from a department.
(5) Send proposals to advisory departments along with draft orders to save time.

5. Style in notes and drafts

(1) The style/clarity/precision/format in notes and drafts is as important as their contents.
(2) Use simple words and note clearly expressing the contents.
(3) All Drafts which have to be communicated outside the office should be in Telugu as per rules issued under G.O.Ms .No.40, YAT&C Department, Dt:10.7.2018.

2. All Departments of Secretariat shall make use of the above procedure on Noting and Drafting while dealing with the cases.

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLITICAL)

To
All Departments of Secretariat,
SC/SF

//FARWARD BY ORDER //

SECTION OFFICER