



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat UT Ladakh
E-mail Id: gadutladakh@gmail.com

Time Bound

O.M No:-LA/CB-Training/UTL/2020(08)1790-93
Dated:-09.11.2020

OFFICE MEMORANDUM

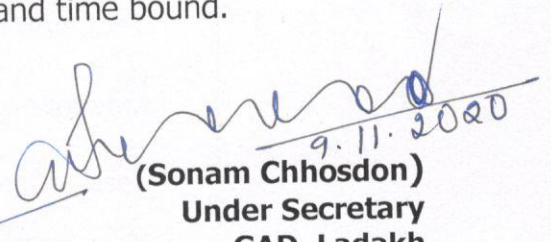
Subject:- Training and Capacity Building of Government Employees, UT Ladakh.

In continuation to this department's circular dated 07.11.2020 regarding the captioned subject, the undersigned is directed to enclose herewith the program scheduled for the said two days virtual training to be conducted on 12th and 13th November 2020.

2. Also attached herewith is copy of brief study material on noting and drafting skills, same of which would be send via mail, to each participant after the particulars of the officers (Under Secretary/Deputy Secretary) and officials are furnished to this department today by 4 pm positively.

May kindly treat matter as important and time bound.

Enclosure as above.


(Sonam Chhosdon)
Under Secretary
GAD, Ladakh
9.11.2020

All Administrative Secretaries.

Copy to the:-

- ✓ 1. District Informatics Officer, NIC, Ladakh for uploading on the UT website and coordinating with the recourse person/master trainer whose particulars was forwarded vide earlier communication dated 07.11.2020.
2. Private Secretary to Commissioner/Secretary General Administration Department, Ladakh for information of Commissioner/Secretary.

ADMINISTRATION OF UNION TERRITORY OF LADHAK
Workshop on Noting and Drafting

Objective of the workshop:

AT the end of the workshop, you will be able to:

1. list the purpose of writing a note;
2. list five categories of cases of functional approach to noting (FAN);
3. apply the concept of FAN technique in given situations
4. demonstrative the skill of developing a standard process sheet
5. list the various forms of communication used in Government of Department;
6. choose the appropriate form of communication in given situations;
7. drafting skills
8. share experience on noting and drafting skills

Programme Schedule

Session	Topics
12 th November, 2020 (Friday)	
I 09:15-10:30	Noting skills (1/3) 1. What is noting? 2. Purpose of recording a note 3. Structure of note 4. Oral discussions 5. Oral instructions or orders 6. Channel of submission 7. Running summary of case
II 10:45-12:00	Noting skills (2/3) 1. Functional approach to noting (FAN) technique 2. How to apply FAN technique to given situations? (Quiz on noting) 3. How to take action through "Correspondence Handling Cases" 4. How to develop standard process sheet? (Case study)
III 12:15-13:30	Noting skills (3/3) 1. Structure of a problem solving case 2. Noting skills 3. Case study on "Problem solving case"
13 th November, 2020 (Friday)	
I 09:15-10:30	Drafting skills (1/3) What is drafting? Why drafting? Various forms of communication used in Departments (Letter; Demi-Official letter; Office Memorandum; Inter-departmental note; Order; Office Order; Endorsement; Notification)

	Difference between form and medium of communication e-mail etiquette
II 10:45-12:00	Drafting skills (2/3) Selecting appropriate form of communication in given situations What is drafting? Drafting Skills DTC technique of drafting
III 12:15-13:30	Drafting skills (3/3) Case study: Editing a letter Editing a Demi-Official letter Drafting Office Memorandum