DISTRICT COURT, MALKANGIRI

INDUCTION TRAINING STUDY MATERIAL — 2026

NOTING & DRAFTING

(Official Communication in Government Offices)

Based on: Model Noting & Drafting

Government of Odisha | Orissa Secretariat Instructions, 1940

Orissa Records Manual, 1964

Prepared for — Trainees

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TABLE OF CONTENTS

PART I — LANGUAGE OF OFFICIAL CORRESPONDENCE

Section	Topic	Ref
Section A	Qualities of Good Official Language	
Section B	Numbering System in Official Correspondence	
Section C	Common Abbreviations Used in Official Work	
Section D	Punctuation Marks and Their Correct Use	
Section E	Translation Principles (English ↔ Odia)	

PART II — NOTING (TIPPANI) — ■■■■■■ II

Section	Topic	Ref
Section 1	Structure of a File — Notes Side & Correspondence Side	
Section 2	Purpose and Principles of Noting	
Section 3	Rules for Good Noting — 10 Golden Rules	
Section 4	Standard Model Phrases for Noting (English & Odia)	
Section 5	Types of Orders/Marginal Instructions	
Section 6	Specimen Notes — Appointment, Leave, Transfer, Salary	

PART III — DRAFTING (CHITHA PRASTUTI) — ■■■■■■ III

Section	Topic	Ref
Section 1	What is Drafting? — Types of Official Letters	
Section 2	Format of a Standard Official Letter	
Section 3	D.O. (Demi-Official) Letter	
Section 4	Office Memorandum (O.M.) and Endorsement	
Section 5	Office Order and Circular	
Section 6	Reminder / Memory Letter	
Section 7	U.O. Note (Unsigned Office Note)	
Section 8	Acknowledgement and Forwarding Letter	
Section 9	Specimen Drafts — 15 Subject Areas	

PART IV — QUICK REFERENCE CARDS

Section	Topic	Ref
Card A	Model Noting Phrases — Complete Reference	
Card B	Types of Official Communication — Comparison Chart	
Card C	Do's and Don'ts of Noting & Drafting	

PART I — LANGUAGE OF OFFICIAL CORRESPONDENCE

Section A — Qualities of Good Official Language

Orissa Sec. Instructions	Six Qualities of Official Language
	1. Understandable (■■■■■■■■): Language should be simple and easily understood by the reader.
	2. Fluent (■■■■■■■■■): Natural and smooth — no clumsy or forced construction.
	3. Concise (■■■■■■■■■■): No unnecessary words; say only what is needed.
	4. Clear (■■■■■■■): No ambiguity — the meaning should be unmistakable.
	5. Restrained (■■■■■): Measured language — no exaggeration, no personal criticism.
	6. Courteous (■■■■■■): Polite and dignified tone — even when conveying refusal.

> ***NOTE:*** *Orissa Secretariat Instructions, 1940 and Orissa Records Manual, 1964 lay down the detailed language and style standards for all official noting and correspondence in Odisha.*

Section B — Numbering System in Official Correspondence

Odia Language Rule	Numerals in Official Odia
	When writing in Odia, use **international (Arabic) numerals** — 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.
	Do NOT use Odia numeral script when the Odia Language Act 1954 applies.
	Roman numerals (i, ii, iii, iv...) shall be used for **serial/ordinal numbering** in translation.
	Cardinal numbers: 1, 2, 3 (for counting) | **Ordinal numbers:** 1st, 2nd, 3rd (for sequence).

Section C — Common Abbreviations in Official Work

Abbreviation	Full Form & Meaning
P.U.C.	Paper Under Consideration — the letter/document being processed
D.F.A.	Draft For Approval — a draft letter placed for the approving authority
D.O.	Demi-Official — a semi-formal letter from one officer to another by name
U.O.	Unsigned Office Note — internal note between departments, not signed
O.M.	Office Memorandum — official memo between departments or to staff
b.d.i.	Both Days Inclusive — counting both start and end dates
E.L.	Earned Leave
C.L.	Casual Leave

H.P.L.	Half Pay Leave
H.O.D.	Head of Department
D.D.O.	Drawing and Disbursing Officer
F.D.	Finance Department
L.D.	Law Department
P.O.	Presenting Officer (in departmental inquiry) / Passed Order
I.O.	Inquiry Officer
L.P.C.	Last Pay Certificate — issued when an employee is transferred
G.P.F.	General Provident Fund
D.C.R.G.	Death-cum-Retirement Gratuity
N.O.C.	No Objection Certificate
S.O.	Section Officer / Standing Order
R.T.I.	Right to Information (Act)
P.A.	Personal Assistant / Personal Account

Section D — Punctuation Marks and Their Correct Use

Mark / Name	When to Use
Full Stop (.)	At end of a complete sentence. Also after abbreviations (e.g., etc., viz.).
Comma (,)	Separating items in a list; after an introductory clause; before a conjunction in a compound sentence.
Semicolon (;)	When the flow of thought continues without break across two or more complete clauses — used instead of full stop where ideas are closely connected.
Colon (:)	Before a list or enumeration; before a lengthy quotation. E.g.: "The files are: A, B, C."
Colon-Dash (:-)	Before examples, lists or elaboration. Common in Odia official writing.
Quotation Marks (" ")	To reproduce exact words/text verbatim from a document or spoken statement.
Hyphen (-)	Joining two parts of a compound word. E.g.: well-known, fire-arm.
Dash (—)	Indicating a break in thought or showing a range (e.g., 2020—2025).
Apostrophe (')	Possessive case (officer's report) or contractions (it's). Avoid contractions in official writing.
Brackets ( ) [ ]	Enclosing explanatory text; section numbers; cross-references.

Section E — Principles of Translation (English ↔ Odia)

Model Noting & Drafting	Ten Rules of Good Translation
	Rule 1: Translate thought-for-thought, not word-for-word. A sentence must convey the complete meaning — single words alone do not carry meaning.
	Rule 2: The language changes in translation; the meaning must NOT change.
	Rule 3: Use simple, correct Odia — not colloquial or regional dialect.
	Rule 4: English word order differs from Odia — do not follow English word sequence when writing Odia.
	Rule 5: For technical terms with no established Odia equivalent — use the Odia word first and put the English term in brackets; e.g., ■■■■■■■■■■■ (Engineer).
	Rule 6: Refer to the Government-approved Prashasan Shabdakosha (Administrative Glossary) for standard Odia equivalents of English administrative terms.
	Rule 7: When translating English forms — first fill in blanks in English, then translate the completed form into Odia.
	Rule 8: Roman numerals in original become Odia ordinal: i→ ■ ■, ii→ ■ ■ etc.
	Rule 9: Do not translate English abbreviations into Odia abbreviations — spell out the full Odia equivalent or keep the English abbreviation.
	Rule 10: Proofread translation carefully — ensure that no part of the original meaning is omitted or added.

PART II — NOTING (TIPPANI / ■■■■■■■ ■■■■■■■■■)

Section 1 — Structure of a File

Records Manual 1964	Two Parts of a File
	Every Government file has **two distinct sides**:
	Left side — Notes (Tippani): Remarks, comments, proposals and orders by staff and officers.
	Right side — Correspondence: Letters received from other offices and copies of letters sent out.
	Page numbers on the Correspondence side run from the back; on the Notes side from the front.
	The Correspondence side pages are numbered before the Notes side as a file grows.

Section 2 — Purpose and Principles of Noting

Model Noting & Drafting	What is a Note (Tippani)?
	A **Note (Tippani)** is the record of consideration given to a matter by an officer/staff and the decision or proposal made thereon.
	It is written on the **left side of the file** (Notes portion) in the first person.
	Notes serve as the history of every transaction — they record **why** a decision was made.
	A good note saves time by putting all relevant facts before the decision-making authority **without requiring him to read the entire file**.

Section 3 — Ten Golden Rules for Writing a Good Note

1	**Read the P.U.C. carefully**	Read the entire Paper Under Consideration — understand the full context before writing anything.
2	**Don't quote verbatim**	Never copy out the P.U.C. word for word. Give a precise, relevant summary. For a very important or complex document, a brief summary/gist is acceptable.
3	**Identify the real question**	State clearly what the file/letter requires a decision on. Focus on the issue, not the background.
4	**Put relevant facts only**	Refer only to facts, rules and precedents that are directly relevant to the matter at hand.
5	**Cite rules / precedents accurately**	Quote the relevant rule, section, circular or precedent precisely — with number and date. Never cite from memory.
6	**Make a specific proposal**	End the note with a clear, actionable proposal/recommendation. Never leave a note without a concrete next step.
7	**Use first person**	Notes are written in first person — "It is submitted…", "It is proposed…", "It is requested…"

8	**Keep it concise**	No unnecessary elaboration. Every sentence should add something. Redundant and repetitive content wastes the superior officer's time.
9	**Correct errors, don't argue**	If a note contains a factual error — ask for rewriting. Do not argue or write a counter-note to contradict.
10	**Sign with date**	Every note must be signed with date by the officer/staff writing it. Unsigned, undated notes have no authority.

Section 4 — Standard Model Phrases for Noting

A. Opening / Reference Phrases

English Phrase	Odia Equivalent / Meaning
P.U.C. along with its enclosures may please be seen	■■■■■■■■■■ ■■■■■ ■■■■ ■■■■■■■ ■■■■■ ■■■■■■■ ■■■■
For information only	■■■■■ ■■■■■■ ■■■■■■■■
Notes above for kind perusal	■■■■ ■■■■■■ ■■■■■■■■ ■■■■ ■■■■ ■■■■■■■■
Notes above explain the position fully	■■■■ ■■■■■■ ■■■■■■■■■■ ■■■■■■■ ■■■■■■■■■■ ■■■■■ ■■■■■■■■■
This is in accordance with the advice of Law Department	■■■■ ■■■■■ ■■■■■■■ ■■■■■■■■ ■■■■■■■■ ■■■■■■■
The letter at page .../C is self-explanatory	■■. .../■■■■■ ■■■■■■■■■ ■■■■■ ■■■■■■■ ■■■■■■ ■■■■■■■■■
Attention is invited to the letter at flag "A"	■■■■■■■■■ "■" ■■■■■ ■■■■■ ■■■■■ ■■■■■■ ■■■■■■■ ■■■■■■■ ■■■■■■■■■■
With reference to our discussion over telephone	■■■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■■ ■■■■■■■■■■

B. Proposing / Recommending Phrases

English Phrase	Odia Equivalent / Meaning
Submitted for orders / For orders	■■■■■ ■■■■■■■■ ■■■■■■■■■■ / ■■■■■ ■■■■■■■■
Draft submitted in anticipation of approval	■■■■■■■■■■■■ ■■■■■■■■ ■■■■■■ ■■■■■ ■■■■■■■■■■ ■■■■■■
Draft for approval	■■■■■■■■ ■■■■■■■■ ■■■■■
It is therefore submitted that	■■■■■ ■■■■■■■ ■■■■■■■■■■ ■■
It appears quite reasonable	■■■■ ■■■■■■■■ ■■■■■■■■■■■■ ■■■■ ■■■■
It can safely be presumed that	■■■■■■■ ■■■■■■ / ■■■■■ ■■■■■■■■■■ ■■■■ ■■■■■■■ ■■■■■■ ■■
It is supported by documents	■■■■ ■■■■■■■ ■■■■■ ■■■■■■■ ■■■■■■■■
He fulfils all the conditions required	■■■■■■■ ■■■■■■ ■■■■■ ■■ ■■■■■ ■■■■■■■■■
Finance Department concurred in the proposal	■■■■■■■■■■■ ■■■■■ ■■■■■■ ■■■■■
Before taking any action, the Home Department may be consulted	■■■■■■ ■■■■■■■■ ■■■■■■ ■■■■■■■■ ■■■■ ■■■■■■■■■ ■■■■■■■■ ■■■■■■■

C. Disposal / Action Phrases

English Phrase	Odia Equivalent / Meaning
No action appears to be necessary	■■■■■■ ■■■■■■■■■■■■■■■■■ ■■■■■■■ ■■■■ ■■■■ ■■■■■■
No action is necessary. The file may be closed	■■■■■■ ■■■■■■■■■■■■■■■■■ ■■■■■■ ■■■■■■■ ■■■■■■ ■■■■■ ■■■■■■■
The letter may be filed	■■■■■ ■■■■■■■■■■■■■■■■■■■ ■■■■■■■ ■■■■■■■■■ ■■■■■■■
Reminder may be issued for a reply	■■■■■■ ■■■■■■ ■■■■■■■■■■■ ■■■■■■■
The fact of rejection may be communicated	■■■■■■■■■■■■■■■■■ ■■■■■■■■■ ■■■■■■■■ ■■■■■■■
He may be asked to explain / explain his conduct	■■■■■■■■■■ ■■■■■■■ ■■■■■■■ / ■■■■■ ■■■■■■■ ■■■■■■■■■ ■■
Delay is regretted	■■■■■■■ ■■■■■ ■■■■■■■
Put up at once / Put up after my return	■■■■■■■ ■■■■ / ■■■■ ■■■■■■■ ■■■■■■■ ■■■■ ■■■■
Status quo may be maintained	■■■■■■■■■■■■ ■■■■■ ■■■■
The file is re-submitted for orders	■■■■■■ ■■■■■ ■■■■■■■■■ ■■■■■ ■■■■■■■■■■■ ■■■■■■

D. Marginal Order Phrases (Written by Superior Officer)

English Marginal Order	Meaning / Odia
Approved	■■■■■■■■■ — Sanctioned as proposed
Approved in toto	■■■■■■■■■■ ■■■■■■ ■■■■■■■■■■ — Approved entirely
I agree	■■■■ ■■■■■ — Concurrence with the note
Approved as at "A"	■■■■■■ "■" ■■■■■■■■ ■■■■■■■■■■
Seen / Noted	■■■■■■■ / ■■■■■■■ — Merely acknowledged
Leave granted	■■■■■ ■■■■■■■ ■■■■■■
Prayer disallowed	■■■■■■■ ■■■■■■■■■■ ■■■■■■
Issue / Issue and put up	■■■■■■■ / ■■■■■ ■■■■■■■■■■■ ■■■■
Not up to the mark	■■■■■■■■■■ ■■■■■■
F.D. concur	■■■■■ ■■■■■■ ■■■■■
F.D. regret	■■■■■ ■■■■■■ ■■■■■■ / ■■■■■ ■■ ■■■■■■■■■■
Put up to my successor	■■ ■■■■■■■■■ ■■■■■■■■■■■■ ■■■■■■■■ ■■■■
Remind me on 10th Jan	■■■■■■■■■ ■■ ■■■■■■■■■ ■■ ■■ ■■■■■■■■■■
Put up with previous papers	■■■■■■ ■■■■■ ■■■■■ ■■■■
This may be treated as top priority	■■■■■■ ■■■■■■■■■■■■ ■■■■■■■■

Section 5 — Specimen Notes

A. Leave Application Note — Noting Pattern

SPECIMEN: Leave Application Note (Junior Clerk ↑ Head Clerk ↑ Admin Officer ↑ D&SJ;)

Desk Officer / Junior Clerk:

P.U.C. may please be seen.

Shri/Smt. …….. (Designation) …….. (Section), has applied for …….. days Earned Leave from …… to …… on account of …….. .

His/Her leave account shows …… days of Earned Leave at credit as on date.

He/She fulfils the conditions required for grant of the leave applied for.

Shri/Smt. …….. (name) has been identified for officiating arrangements during the leave period.

Draft order placed at Flag "A" for approval.

Submitted for orders.

Signature & Date

Head Clerk:

The above note is in order. The leave may please be sanctioned.

Signature & Date

Administrative Officer:

Leave for …… days is sanctioned. Draft order at Flag "A" may be signed for issue.

Signature & Date

Presiding Officer / D&SJ;:

Leave granted.

Signature & Date

B. Annual Increment Note — Noting Pattern

SPECIMEN: Annual Increment Sanction Note

Desk Officer / Junior Clerk:

P.U.C. may please be seen.

From the service book of Shri/Smt. ……. (Designation) ……. (Section), it is seen that he/she has completed one year of service in the pay scale of Rs. …… and has earned his/her next increment w.e.f. …….. .

His/Her increment was not withheld on any occasion. He/She has not been on Extraordinary Leave/Dies Non during the year.

The increment w.e.f. ……. is in order and may be sanctioned.

Draft order placed at Flag "A".

Submitted for orders.

Signature & Date

Head Clerk / Administrative Officer:

The increment of Rs. ……. is sanctioned w.e.f. ……. Draft order at Flag "A" may be signed for issue.

Signature & Date

PART III — DRAFTING (CHITHA PRASTUTI / ■■■■ ■■■■■■■■■)

Section 1 — What is Drafting? Types of Official Letters

Drafting is the preparation of official letters, orders, circulars and other communications based on the orders/decisions recorded in the notes. The drafter translates the decision into appropriate, precise and polished official language. The draft is first placed for approval before the competent authority; after approval it is typed, signed and despatched.

Type	When Used	Key Features
Official Letter (Govt. Letter)	Communication from one Govt. office to another or to a private party/individual	Formal; has "From", "To", "Subject", salutation, body, complimentary close; signed by officer; has Memo No. & date
D.O. Letter (Demi-Official)	Semi-formal; from one officer to another by name; on personal stationery of that officer	Less formal than official letter; first person; addressed by name; no complimentary close normally; no Memo No.
Office Memorandum (O.M.)	Communication between departments at Secretariat level; or to staff within same office	Has "Memorandum No." & date; no salutation or complimentary close; signed by issuing officer
Endorsement (Prishthangkar)	Forwarding a received document to another office with brief remarks — without issuing a separate letter	Written below or on the reverse of the original; brief; no full format required; signed
Office Order (Karyalay Adesh)	Formal order issuing an administrative decision — appointment, transfer, sanction, leave, promotion	Formal; "Office Order" as heading; numbered; signed by competent authority
Circular (Paripatra)	Communication addressed to many offices/persons simultaneously on the same subject	Heading "Circular"; single communication reaches all addressees; for policy/general instructions
U.O. Note (Unsigned Office Note)	Inter-departmental note for exchange of information/opinion — does not commit any Department	No signature; no Memo No. ordinarily; informal; not binding; for seeking views
Reminder (Anusmar)	When no reply has been received within reasonable time to a previous letter	Brief; must mention previous letter No. & date; sent from lowest-level officer to counterpart first

Acknowledgement (Praptyaswikruti)	To confirm receipt of a letter/document — especially when processing will take time	Brief; only confirms receipt; does not imply any decision
Forwarding Letter (Derkhastha Prerana)	To forward an application, document or report to the appropriate authority	Brief covering letter; states what is being forwarded and for what purpose

Section 2 — Format of a Standard Official Letter

SPECIMEN: Standard Official Letter — Format

[Government Crest / Seal]
IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI

Memo No. ……./ Date: …….

From:
The Administrative Officer / Head Clerk,
District Court, Malkangiri.

To,
The …… ,
…… .

Subject: …… .

Sir/Madam,

[Body of the letter — in 2–4 paragraphs]
1. …… .
2. …… .

Yours faithfully,

(Signature)
Administrative Officer / Head Clerk
District Court, Malkangiri.

Copy to: …… for information.

Section 3 — D.O. Letter (Demi-Official)

D.O. Letter	Key Features and Rules
	Written on the **personal letterhead** of the officer — bearing his name, designation and contact.
	Addressed to the **counterpart officer by name** — "My dear ……" or "Dear Shri ……".
	First person throughout — "I am directed to…" or "I am writing to…"
	Used for: (i) matters requiring urgent personal attention; (ii) matters of a sensitive nature; (iii) follow-up when official letter went unanswered.
	No Memo No. required ordinarily but the subject matter and reference should be clearly stated.
	End with "Yours sincerely," and sign with name and designation.

Section 4 — Office Memorandum and Endorsement

SPECIMEN: Office Memorandum — Format

ODISHA GOVERNMENT / IN THE COURT OF D&SJ;, MALKANGIRI
…… DEPARTMENT / SECTION

Memorandum No. ……/ Date: …….

[Body — impersonal; no salutation; no complimentary close]

Copies forwarded to:
1. …… for information.
2. …… for necessary action.

(Signature)
(Designation)

Note: No "Sir/Madam" — no "Yours faithfully" — start directly with substance.

Endorsement	When and How to Use
	An endorsement is used when a **received document is to be forwarded** to another office with brief remarks — without writing a separate letter.
	Written **below the original letter** or on its reverse side.
	Format: "Memo No. …/Date:… Copy forwarded to …… for information and necessary action. (Signature)(Designation)"
	Endorsements to multiple offices may be at the bottom of the original or on a separate sheet if the original must go to one particular office.

Section 5 — Office Order and Circular

SPECIMEN: Office Order — Format (e.g., Leave Sanction)

IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI
OFFICE ORDER

Office Order No. ……/ Date: …….

Shri/Smt. …… (Designation) ……. is hereby granted …… days Earned Leave from ……. to …….. (b.d.i.) on account of …….. .

Shri/Smt. …… will officiate in the above post during the leave period.

District & Sessions Judge / Administrative Officer
Malkangiri

Copy to: (1) Shri/Smt. ……. (2) Service Book (3) Office File

Circular	Form and Use
	A Circular is issued when the **same communication is to be sent to many offices simultaneously**.
	Heading: **"CIRCULAR"** in capitals; numbered in a separate series (Circular No. ……).
	The body contains general instructions applicable to all addressees.
	At the bottom: list of offices/persons to whom it is addressed.
	For District Court: used for internal instructions to all Sections/Courts under the D&SJ.;

Section 6 — Reminder Letter

SPECIMEN: Reminder — Format

IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI

Memo No. ……/ Date: …….

Sub: …… — Reminder.

A reference is invited to this Court's letter No. …… dated …… on the above subject.
As no reply has been received so far, it is requested that the matter may please be attended to at the earliest and a reply sent to this office.

Administrative Officer / Head Clerk
District Court, Malkangiri.

Rule: Always mention the previous letter number and date in a reminder.
Rule: Reminder sent first from lowest-level officer to counterpart; if still no reply, D.O. from senior officer.

Section 7 — U.O. Note (Unsigned Office Note)

U.O. Note	Nature and Use
	A **U.O. (Unsigned Office Note)** is an **informal inter-departmental communication** used at the Secretariat level to seek opinion, information or concurrence of another Department.
	It does NOT bear a signature and does NOT commit any Department to any decision.
	Because it is not signed, no inference should be drawn from it as to the views of the Department.
	For District Courts: U.O. Notes may be used internally between sections (e.g., Accounts Section to Administrative Section) for seeking information without creating a formal record.
	A U.O. Note does not replace a formal noting in the file — it supplements it.

Section 8 — Acknowledgement and Forwarding Letter

SPECIMEN: Acknowledgement Letter — Format

IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI

Memo No. ……/ Date: …….

Receipt of the letter/application No. ……. dated ……. from
Shri/Smt./M/s. ……. on the subject of ……. is hereby acknowledged.
The matter is receiving attention.

Administrative Officer / Head Clerk
District Court, Malkangiri.

SPECIMEN: Forwarding Letter — Format

IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI

Memo No. ……/ Date: …….

Sub: Forwarding of application of Shri/Smt. …… for …… .

The undersigned is directed to forward herewith the application of Shri/Smt. …….. (Designation) …… for …… for perusal and necessary action.

The application is submitted as received from the applicant.

Administrative Officer / Head Clerk
District Court, Malkangiri.

Section 9 — Specimen Drafts for Key Subjects

A. Appointment Letter

SPECIMEN: Appointment Order — Format

ODISHA GOVERNMENT / IN THE COURT OF D&SJ;, MALKANGIRI
…… DEPARTMENT

Office Order No. …… Bhubaneswar / Malkangiri, the ……

Sub: Appointment of Shri/Smt. …….. as …… .**

In pursuance of the recommendation of the Recruitment Committee and with the approval of the competent authority, Shri/Smt. …… is hereby appointed as …… on temporary basis until further orders in the pay scale of Rs. …….. + allowances as admissible under rules. He/She shall join duty on or before …… .

District & Sessions Judge / Administrative Officer
Malkangiri

B. Transfer Order

SPECIMEN: Transfer Order — Format

ODISHA GOVERNMENT / IN THE COURT OF D&SJ;, MALKANGIRI
Office Order No. …… Malkangiri, the ……

Shri/Smt. …… (Designation) …… is hereby transferred and posted as …… at …… with immediate effect / w.e.f. …… .

He/She will be relieved immediately on receipt of this order and shall join the new place of posting within the joining time admissible under rules.

District & Sessions Judge
Malkangiri

C. RTI Reply — Forwarding Letter to SPIO

SPECIMEN: RTI Reply — Standard Forwarding Format

IN THE COURT OF THE DISTRICT & SESSIONS JUDGE, MALKANGIRI
PUBLIC INFORMATION OFFICER

Memo No. ……/RTI/ Date: …….

Sub: Reply to RTI Application No. ……. dated ……. filed by Shri/Smt. …… .

The undersigned, being the Public Information Officer of ……, hereby furnishes the following information in response to the above RTI application:

Point No. 1: ……
Point No. 2: ……
[Continue for all points]

[If information not available in this office: Section 6(3) of the RTI Act applies — transfer to the concerned Public Authority within 5 days.]

Public Information Officer
District Court, Malkangiri

CARD A — COMPLETE MODEL NOTING PHRASE REFERENCE

Purpose	English Phrase	Odia Equivalent
Opening/Reference	P.U.C. may please be seen	■■■■■■■■■■ ■■■■■ ■■■■■■■ ■■■
Opening/Reference	Notes from preceding page / N may be perused	■■■■■■ ■■■■■■ / ■■■■■■■■ ■■■■■ ■■■■■■■■■■
For Attention	Attention is invited to the letter at flag "A"	■■■■■■■■■ "■" ■■■■■ ■■■■■ ■■■■■ ■■■■■■ ■■■■■■■ ■■■■■■■
Noting Proposal	It is therefore submitted that	■■■■■ ■■■■■■■ ■■■■■■■■■■ ■■
Noting Proposal	Draft submitted in anticipation of approval	■■■■■■■■■ ■■■■■■■■ ■■■■■■ ■■■■■ ■■■■■■■■■■
Concurrence	Finance Department concurred	■■■■■ ■■■■■■ ■■■■■
Asking for action	He may be asked to explain his conduct	■■■■■■ ■■■■■ ■■■■■■■ ■■■■■■■■■ ■■
Follow-up	Reminder may be issued for a reply	■■■■■■ ■■■■■■ ■■■■■■■■■■ ■■■■■■■
Closing	Submitted for orders	■■■■■ ■■■■■■■■ ■■■■■■■■■■
Closing	No action is necessary. File may be closed	■■■■■■ ■■■■■■■ ■■■■■■ ■■■■■■■ ■■■■ ■■■■■ ■■■■■■■
Approval	Draft for approval	■■■■■■■■ ■■■■■■■■ ■■■■■
Status	Status quo may be maintained	■■■■■■■■■■■■ ■■■■■ ■■■■
Leave	He may be allowed to prefix / suffix holiday	■■■■■ ■■ ■■■■■■■ ■■■■■ ■■■■ ■■/■■ ■■■■■ ■■■■■■■ ■■■■■
Personnel	Finalise his pension papers immediately	■■■■■■ ■■■■■■■■ ■■■■■ ■■■■■■■ ■■■■■■ ■■■■
Urgency	This may be treated as top priority	■■■■■■ ■■■■■■■■■■■ ■■■■■■■
Apology	Delay is regretted	■■■■■■■ ■■■■■ ■■■■■■■

CARD B — TYPES OF OFFICIAL COMMUNICATION — COMPARISON CHART

Type	Salutation	Complimentary Close	Memo No.?	Signature?	Main Use
Official Letter	"Sir/Madam,"	"Yours faithfully,"	Yes	Yes	Formal inter-office or to public
D.O. Letter	"Dear Shri…,"	"Yours sincerely,"	No (usually)	Yes	Semi-formal; person to person
Office Memo (O.M.)	None	None	Yes	Yes	Dept. to Dept.; internal notice
Endorsement	None	None	Yes	Yes	Forwarding a received document
Office Order	None	None	Yes	Yes	Admin decisions, sanction, posting
Circular	None	None	Yes	Yes	One message to many offices
U.O. Note	None	None	No	No	Inter-dept. informal consultation
Reminder	"Sir/Madam,"	"Yours faithfully,"	Yes	Yes	Follow-up on unanswered letter
Acknowledgement	None	None	Yes	Yes	Confirm receipt of communication
Forwarding Letter	"Sir/Madam,"	"Yours faithfully,"	Yes	Yes	Send documents to higher authority

NOTE: *Abbreviation Reminder: In all official correspondence and noting, the following standard abbreviations are universally used: P.U.C. (Paper Under Consideration), D.F.A. (Draft For Approval), b.d.i. (Both Days Inclusive), E.L. (Earned Leave), C.L. (Casual Leave), G.P.F. (General Provident Fund), D.C.R.G. (Death-cum-Retirement Gratuity), L.P.C. (Last Pay Certificate), N.O.C. (No Objection Certificate).*

CARD C — DO's AND DON'Ts OF NOTING & DRAFTING

DO's ✔	DON'Ts ✘
✔ Read the P.U.C. fully and understand the complete context before writing a note.	✘ Never copy out the P.U.C. word for word in the note — give a concise, relevant summary only.
✔ Write only relevant facts in the note — no unnecessary background or padding.	✘ Never write a lengthy note without a concrete proposal or recommendation at the end.
✔ End every note with a clear, specific proposal/recommendation and "Submitted for orders".	✘ Never mix up letter types — do not use D.O. format when an official letter is required.
✔ Cite every rule, circular and precedent with number and date — never cite from memory.	✘ Never use colloquial or regional language in official noting or drafting.
✔ Sign every note with date — an unsigned/undated note carries no authority.	✘ Never write arguments or counter-notes against a superior officer's order — resubmit with correct facts.
✔ Use simple, direct, understandable language — avoid archaic or verbose phrases.	✘ Never leave a draft without the Memo No., date, subject line and "To" address filled in properly.
✔ For letters: match the format (official/D.O./O.M.) to the nature and purpose of communication.	✘ Never use "I" or "We" in an official letter — use impersonal/passive construction ("It is submitted that…").
✔ Always mention the reference letter No. and date at the beginning of a reply.	✘ Never despatch a letter without the approving authority's signature and office seal.
✔ In a reminder, always mention the earlier letter No. and date.	✘ Never write a U.O. Note when a formal official letter/O.M. is required.
✔ Place the draft letter (D.F.A.) at a flag and refer to it in the note: "Draft at Flag 'A' for approval."	✘ Never omit the subject line in any official letter — it is mandatory.
✔ Use "Yours faithfully" for official letters; "Yours sincerely" for D.O. letters.	✘ Never omit acknowledgement of a letter/application from the public — reply/acknowledge promptly.