

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 Institutional Area, Shahdara, Behind Karkardooma Courts,
 Shahdara Delhi-110032

Training Module on Noting-Drafting
 03.07.2026 (Friday)

Session	Topics	Faculty
Session-I 10:00 AM to 11:15 AM	DAK & Receipts	Sh. Apendu Ganguly (9718408104)
	DAK: • Receipt & Acknowledgement of DAK • Registration & Distribution of DAK • Stamp Account Register Receipts: • Diarising, Sorting, Marking and Distribution	
	Tea Break	
	Filing/File Numbering System & File Movement: • Broad classification of files • Other classification of files • Filing System • File Movement	
Session-II 11:30 AM to 12:45 PM	Noting & Drafting • General instructions on Noting • Noting on Inter-Departmental references • Noting under Single File System • Functional Approach to Noting • General instructions regarding drafting • Letter drafting	
	Lunch Break	
Session-III & I 01:45 PM to 03:00 PM	Drafting of various communication used in Government: • D.O. Letters and other references • Office Memo • Inter-departmental Note • Fax • Various orders • Notification • Resolution • Press Note • Endorsement • Circular • Advertisement • E-Mail • Replies to Parliament/Assembly • Questions/Assurances	Sh. U.S. Chattopadhyay (98996 28850)
	Tea Break	
	Drafting of VIPs/VVIPs correspondence • With MLAs • With MPs • With Ministers • With State Governments • With UT Administration • With CAT on pending cases • With Lok Sabha & Rajya Sabha Secretaries • With Foreign Governments	
Session-IV 03:15 PM to 04:30 PM	Practice session on Noting & Drafting.	