

PREFACE

The book has been designed to meet the needs of those who wish to read it generally and those who wish to dip into particular sections, as the need arises. Readers in the former category, who read the book from cover to cover, will discover some repetition, while others with more particular interests will occasionally find the need to cross-refer to other sections. Whilst the tabulated examples illustrate and confirm to the rules contained in the text.

Every type of writing has a style, tone and some restrictions. Most of these elements focus on language. The language guidelines for noting and drafting are basic. Thus, I have set out the fundamentals before focusing on the issues specific to the particular skill, just as the aspiring musician must first learn the scales before beginning to improvise, so the beginner needs ground rules for noting and drafting.

The importance of comprehensive noting and drafting knowledge has been enhanced with the passing of RTI Act. Any citizen, by law can request for file notings and other documents by simply submitting an application to the PIO. Hence, the need for effective noting and drafting has become even more pressing. Effective noting and drafting not only inform the citizen, but also hold the power to safeguard any Govt. official from unnecessary litigation.

During its preparation I have discussed it with many people. Some of whom have been good enough to read portions of the manuscript and to comment on it. I wish to thank all these people here.

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Dr. Nasreen Malik

HOD, Deptt. of English

Govt. Amar Singh College, Srinagar