

Z-18025/10/2021-Admn.I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(Administration-I Section)

Nirman Bhawan, New Delhi.

Dated the 24th August, 2021

OFFICE MEMORANDUM

Subject: Template for Preparing the Notes on file/e-file - Reg.

The undersigned is directed to refer to the subject mentioned above and to enclose herewith a 'Template' of note making which may be used as a guiding tool while preparing the notes on file/e-file for better understanding of the subject.

This issues with the approval of DGHS.

Encl.-As above.

Signed by Jitender Singh
Date: 24-08-2021 17:24:32
Reason: Approved

(Jitender Singh)
Dy. Director (Admn.)
Ph. no. 011-23062814

To,

All Officers/Sections/Cells of Dte.GHS including NML/MSO/CHEB/
CDSCO.

Copy to:- Sr. PPS to DGHS.

Template for Preparing Note

The following should be the contents of a note file:

- Statement of the Case.
- Relevant facts and figures.
- Procedures prescribed and precedents.
- Laws / Rules etc on the subject and their application.
- Advises / views of others, if consulted.
- Possible course of action.
- Implications of the various courses of action.
- Suggested course of action.

Further attention should also be given on following points:

- Matter to be arranged in paragraphs.
- Para numbers to be assigned to each paragraph.