

Noting and Drafting

Elearning Course Title : Noting and drafting

Elearning Course Fee (including GST): Rs. 2000/-

About elearning Program-

Noting and drafting is the integral part of governance and the pillar on which the entire systems function. Efficient drafting and noting result in faster and correct decision making and policy formation. Both are the foundation of good governance and Better bureaucratic process.

Elearning Course Coverage:-

1. MODULE I - The Concept Of Communication
2. MODULE II - The Concept Of Noting
3. MODULE III – The Concept of Drafting

Register to learn

- Essential mode of communication in the government.
- Noting – its perfect structure, need and process.
- Drafting – skills, essential parts etc.
- Hindi - english conversion and essential dialogue.

Thanks & Regards

NPC Team