

Govt. of National Capital Territory of Delhi  
Office of Member Secretary  
National Capital Civil Service Authority

F. No. MS/NCCSA/2024/N-117/ND-13-107

Dated: 03/12/2024

To,

All Administrative Secretaries/Heads of Department  
GNCT of Delhi

Sub: Preparing Note for the National Capital Civil Service Authority (NCCSA) - Format-Reg.

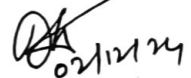
Sir/Madam,

I am directed to enclose the format for preparing Note for placing before the National Capital Civil Service Authority (NCCSA), Govt. of NCT of Delhi in terms of the provisions of the Government of National Capital Territory of Delhi (Amendment) Act, 2023.

2. GNCTD Departments shall prepare Note for NCCSA as per the enclosed format and six copies of the Note for NCCSA on A-4 size paper (with both side print), shall be sent to the Member Secretary (NCCSA)-cum-Principal Secretary (Home), 5<sup>th</sup> Level, C-Wing, Delhi Secretariat, I.P.Estate, new Delhi-110002.

(Encl.-As above)

Yours faithfully,



Section Officer (NCCSA)

F. No. MS/NCCSA/2024/N-117/ND-13-107

Dated: 03/12/2024  
Section officer (NCCSA)

Copy for information and necessary action to:-

1. Secretary to Hon'ble Chief Minister, Delhi
2. Staff Officer to the Chief Secretary, Delhi.
3. P.A. to the Secretary Services, Delhi.
4. P.A to the Special Secretary, Services-I, Delhi.
- ✓ 5. S.O. (Coordination Branch) to get this letter uploaded on GNCTD website.
6. Guard File.

Section Officer (NCCSA)

Section officer (NCCSA)

O/o M.S/Pr. Secy. (Home), GNCTD

**SPECIMEN FORMAT OF THE MAIN NOTE\***

**ANNEXURE**

No. \_\_\_\_\_

Copy No. \_\_\_\_\_

DEPARTMENT OF \_\_\_\_\_, GNCTD

New Delhi, the (date of the note)

**NOTE FOR THE NATIONAL CAPITAL CIVIL SERVICE AUTHORITY (NCCSA)**

Subject: \_\_\_\_\_

**1. INTRODUCTION**

A snapshot of the proposal in 3 or 4 sentences.

**2. BACKGROUND**

A brief background of the proposal. This would include consideration of the matter earlier by NCCSA, if any, and other pertinent details, as may be required.

**3. PROPOSAL**

The proposal may be stated with clarity and precision so that there is no ambiguity.

**4. APPROVAL PARAGRAPH**

The approval paragraph is the most crucial paragraph containing the proposal on which consideration and recommendation of the NCCSA is solicited. It should be a self contained paragraph and drafted with clarity and precision leaving no scope for ambiguity or differing interpretations.

**5. This note has the approval of the Administrative Secretary concerned.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Jt. Secretary or higher in the sponsoring  
Department of GNCTD)

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

\*(Note: The above format is only indicative and the exact headings may vary as per the context)

