

NOTING

1 Definition of Note

- a) Note are written remarks recorded on a paper under consideration to facilitate its disposal.
- b) It should consist of a précis or previous paper, the statement of analysis of the question of questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
- c) A note recorded by a minister, the prime minister, the vice-president or the president should be referred to as a 'Minute'
- d) The name, designation and, where necessary, the telephone number of the officer signing a note should invariable be typed or stamped with a rubber stamp below the signature which should be dated . In recording the date, the month and the year should also be indicated.

2 Guidelines on Noting

- (a) All notes should be concise and to the point. Excessive noting should be avoided.
- (b) Notes and orders should normally be recorded on note sheets.
- (c) Notes should not be recorded on the receipt itself except in very routine matters.
- (d) 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification. After Docketing, if the branch officer or any higher officer has made any remark on the receipt, it should be reproduced in the manner indicated below and then the note should follow.

S.NO.23(Receipt)p.70/Cor

" We need to keep Cab Sec informed .PI put up today.

Sd/-XXX

JS(Policy)

23/10" /

DS(/Proj) Sd/-

- (e) A simple and direct style of writing should always be adopted use of complicated and ambiguous language should be avoided.
- (f) Verbatim reproduction of extracts from, or paraphrasing of the P.U.C or of notes of other Ministries recorded on the same file should be avoided.

- (g) Even if apparent errors or misstatements have to be pointed out or to an opinion expressed therein has to be criticized, care should be taken to couch observation in courteous and temperate language free from personal remarks.
- (h) A note will be divided into paragraphs of a convenient size paragraphs should be serially and may also have brief titles, if necessary.
- (i) The dealing hand will append his or her full signature with date on the below the note .an officer will append full signature on the right hand side of the note with name, designation and the date.
- (j) When passing orders or making suggestion, an officer should continue the note to the actual points rather than repeating or reiterating the ground already covered in the previous notes. If the line of action suggested in the preceding note is corrects, the officer should merely append signature.
- (k) Modification of notes:-The higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes. In any case, the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted. Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or wrong facts or wrong interpretation of rules due to misunderstanding or otherwise, such replacement or modification of a note may have also legal implications. In all such cases, wherever necessary, review of the decision should be examined and the revised decision shall be taken in consultation, if so required, with the Ministry of Law and with the approval of an officer higher than the one who took the original decision. The reason(s) for the reversal or modification of the earlier decision shall duly be recorded on the file. Under no circumstances a note shall be pasted over or removed from the file. In case of mistake in the note or disagreement with a previously recorded note a new note shall be recorded, keeping the previously recorded note on the file.
- (l) When a paper under consideration raises several major points which require examination and respective order on each point (or group of related points) it will be noted upon separately in "Sectional" notes. Such sectional notes will each begin with a list of the major points(s) dealt with therein.
- (m) Routine note means a note of a temporary value or ephemeral importance recorded outside the files, e.g., a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case higher officers.

- (n) Running summary of facts in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. It is prepared to avoid repeated re-capitulation of the case through self-contained notes. Wherever a running summary of facts is available on the file, it should be referred to without repeating any part of the facts in the note.

2.1 Types of Cases, Quantum of /noting and Functional Approach

Most of the cases dealt with in Government of India can be divided into the following five categories.

- (i) Ephemeral cases
- (ii) Routine & Repetitive cases
- (iii) Action in Correspondence cases
- (iv) Problem Solving cases
- (v) Planning and Policy cases

The following approach could be adopted for noting on various categories of cases:

1. Ephemeral Cases-

These cases are also known as “no-Noting” cases. The Section Officer or desk functionary should record the reason, in brief, why no action is necessary and file such cases at the dak stage itself. Such cases should be kept in the file “O” bundle and destroyed on 31st December of every year. These may also be returned in original to the sender recording requisite factual information.

2. Routine or Repetitive Cases-

In cases of repetitive nature, ‘a **standard process sheet**’ which means a standard skeleton note should be developed indicating pre- determined points of check. In respect of other routine cases, a fair should be put up without any noting.

3. Action – in - Correspondence Cases-

These cases also do not require detailed noting. It would be sufficient if a brief note (a paragraph or so) were recorded indicating the issue under consideration and the suggested action.

4. Problem Solving Cases-

In these cases a detailed note providing maximum information on each aspect will be necessary, even then, the note should be concise and to the point, covering the following aspects: -

- i. What is the problem?
- ii. How has it arisen?
- iii. What is the Rule, 'policy' or 'precedent'?
- iv. What are the possible solution?
- v. Which is the best solution? Why?
- vi. What will be the consequences of the proposed solution?

5. **Policy and Planning Cases-**

These types of cases would not be large in number in any organization. They would, however, require a thorough examination, particularly because important decisions are to be taken at top management level. A note in such cases should be structured in the following manner: -

- (i) Problem: - State the problem. How it has arisen? What are the critical factors?
- (ii) Additional Information: - Give additional information to size up the problem. The information would be available on the files and other paper in the Section. If sufficient information is not available to enable thorough examination, it should be collected before attempting a note.
- (iii) Rule, policy etc: - Precedent cues having a bearing on the issue under consideration should be put up. If there are varying precedents or any precedent differs in certain respects from the case under examination, the difference should be brought out so as to arrive at a correct decision.
- (iv) Precedents - Precedent cases having a bearing on the issue under consideration should be put up. If there are varying precedents or any precedent differs in certain respects from the case under examination, the difference should be brought out so as to arrive at a correct decision.
- (v) Critical analysis: - the case should then be examined on merits answering questions like 'what are the possible alternative solutions/ which is the best solution? It should be ensured that views of other Divisions/Ministries etc. have been obtained where necessary. Attention should also be paid to other aspects like the financial and other implications, repercussions, and the modality of implementing the decision and the authority competent to take a decision.
- (vi) Concluding para: - the concluding para should suggest a course of action for consideration. In cases where a decision is to be taken by a higher authority like committee, Board etc. the point or points on which the decision of such higher authority is sought should be specifically mentioned.

6. **Guidelines for noting**

- (1) All notes will be concise and to the point. Lengthy notes are to be avoided, by shifting bulk of material to statements placed below.
- (2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- (3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered

in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

- (4) Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- (5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note with proper referencing, rather than reproducing the relevant provisions in the note.
- (6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained note will be put up with every case submitted to the Minister. Such a note will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.
- (7) If apparent errors or incorrect statements in a case have to be pointed out or if an opinion expressed therein has to be criticized, care should be taken to couch the observations objectively, in courteous and temperate language free from personal remarks.
- (8) When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in sectional notes; such notes will each begin with a list of the major point(s) dealt with therein and placed below the main note in a separate folder.
- (9) Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only an officer of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases.
- (10) The dealing hand will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.
- (11) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first few paragraphs will give the profile of the problem, position of rules, precedents and the position of resources with proper analysis and sequence and an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary.
- (12) In writing notes, the observations made in **Appendix 1- 'Style in notes and drafts'** will be kept in view.

- (13) A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of the note sheet to ensure better preservation of notes recorded on the files as at times the paper gets torn from the edges making reading of the document difficult. However, notes should be typed/written on both sides of the note sheet as per instructions of Department of Expenditure.
- (14) While preparing/submitting of papers for consideration of the Committee of Secretaries, the required procedure as detailed in **Handbook for Preparation of Cabinet Notes** published in the website of Cabinet Secretariat will be kept in view.

7. Arrangement of papers in a Case

While submitting a case, the papers, folders, reference book etc, are to be arranged in the following order from top downwards: -

1. Reference books;
2. Notes proton of the current file ending with the note for consideration;
3. Running summary of facts;
4. Draft for approval, if facts;
5. Correspondence portion of the current file ending with the latest receipt or issue, as the case may be
6. Appendix to notes and correspondence;
7. Standing guard file, standing notes or reference folder, if any;
8. Other papers, if any, referred to e.g. extract of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological orders, resolutions, gazettes, arranged in chronological, the latest being placed on the top;
9. Recorded files, if any, arranged in chronological order, the latest being placed on the top;
10. Routine notes and papers arranged in chorological order and placed in a separate cover.

8. Referencing

Referencing is the process of identifying a document, decision and facts mentioned in a note, draft or office copy of communication issued. It involves a series of activities. These are described in the succeeding paragraphs.

- a) Every page in each part of the file (viz, notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.

- b) Each item of correspondence in a file whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the top middle portion of its first page.
- c) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'F.R'. In no circumstances, will a slip, other than 'PUC and 'FR' be attached to any paper in a current file. If there are more than one 'F.R-I', 'FR-II' etc. (However, in practice other slips are also attached to a paper in the current file. All the slips should be removed after the action is over).
- d) In referring to the papers flagged 'PUC' or 'FR' the relevant page numbers will be quoted invariably in the margin. Their page numbers will refer to other papers in a current file.
- e) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A'/23 n., 'A'/17 C and so on.
- f) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note. The relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used, will be indicated in the margin.
- g) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.
- h) The reference slips will be pinned neatly on the inside of the papers to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slips are easily visible.

9. Linking and De-linking of files

- a) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on the first file.
- b) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file. The file board or flap of the upper file will be tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- c) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

Styles in Noting and Drafting

The style/clarity/ precision/format in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes :-

- a. "Information" is singular. If information is called for on many points, it does not become "Information's."
 - b. The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and they possess no recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
 - c. "The same" must not be used instead of "it" or some other simple word.
 - d. Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
 - e. The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is understood" for "I do not understand" or "The date of issue of the order should be reported by him" for "he should report when he issues the order". A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of "make the assessment" to "assess", "purchase", to "buy", "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquires" for "enquire"; "building purposes" for "buildings" Where "omit" by itself is proper and sufficient. The love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Secretary orders that an assistant should be punished "for being corrupt" he does not mean "in order to make him corrupt".
 - f. Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
1. Split infinitives should be avoided. Write "Kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to"

2. Do not write “marginally noted” which could only mean “having marginal notes”. Write “noted on margin”. Similarly, “Plan marked” could only mean “marked with plans” (Compare “pock- marked”), and “plaint mentioned” neither does nor possibly could mean anything.
3. Instead of such a phrase as “the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively” which is confusing, write “the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348”. This is a little, if at all, longer and is perfectly clear. “Former” and “latter” should also be avoided as they are constant sources of confusion.
4. Do not ride any phrase to death. Some persons begin every letter with the phrase “with reference to”, It is better to vary the phrase so as to make it definite. Say “In reply to”, “As directed in” and so on; or begin in narrative form “In their order Government directed” Avoid the phrase “with advertence to”.
5. In ordinary English “in case” does not mean the same as “if ” “I shall take my umbrella in case it rains” means “so as to be prepared for rain”. Nor does “as well as” mean the same as “and”. It is much more emphatic. It would be absurd to say “a man was 5 feet 8 inches high as well as 21 years of age”, But you might well say that “he was a good painter as well as a remarkable musician”. The fondness for writing “as well as” for “and” and “in case” for “if ” presumably arises from the fondness of the users for a longer expression. “In case “if ” is a stage further on the downward path. “I am unable to” for “I cannot” and “hand over” for “give” are other common examples of the preference for the longer phrase. “By the time” is sometimes wrongly used for “then”. “By that time” is sometimes wrongly used for “then”. “By that *time*” means “*then*”. “By the time that” means “*when*”. Always be as definite as possible.
6. “As such” is often misused. It is correct to say “Mr. A was then the Superintendent and as such was bound to report-”but “Mr. A was not then the Superintendent and as such he is not to be blamed” is meaningless. “While such being the case” is a familiar embellishment of criminal complaints, etc. “While” is here redundant.
7. Tenses and moods are misused in almost every note or draft. The misuse of “had” is one of the commonest errors. The pluperfect “had” is rightly used to emphasize the priority of one event in the past to another. It is correct to say “I had gone to bed when the house caught fire” but senseless to say “I had gone to bed at 10 O’clock last night” (“I went” is correct)- unless the meaning is that you had gone to bed before 10 O’clock. The present tense is wrongly used for the incomplete perfect, as in “I am

record-keeper from 1906. "I have been record-keeper since 1906" is correct. "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or, habitually act"; "are acting" emphasizes the fact that they are doing so now.

8. "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is not to be used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January last" implies that a reply was received on January 1st but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English- Up to January 1st, I had received no reply".
9. Distinguish "all the stamps have not been punched" which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched", which mean that some have been punched and some not. These phrases are commonly confused. "He has yet to collect Rs.1 ,000", is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g., "has not yet applied" and is only used with a positive a verb in special phrases such as "I have yet to learn".
10. "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent" "I warned him so many times" meaning "very impertinent", "very often". "Not so bad" means "rather goods", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies exacts relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases such as "it is too bad"); but it is commonly written "it is too hot" meaning "it is very hot".
11. The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a natural word such as "think", and thereby producing comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy-not elsewhere. But articles must be used correctly. The statement "appellant is the inhabitant of Jaipur," implies that there is only one inhabitant. "An inhabitant of Jaipur" is correct "This is serious omission" should be "This is a serious omission".
12. "As to" is common redundant form e.g. "The Deputy Commissioner is directed to report as to whether", "whether" alone is sufficient. So also "as against "or" as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last

harvest, the yield was poor”, but not the “yield was 4 rupees as compared with 8 rupees last year”. “As” mean, nothing in the latter phrase.

13. Pseudo-accuracy account for much unnecessary verbiage. “If any” is a common example of this fault. It is quite unnecessary to say “The Deputy Commissioner is requested to report the number of cases if any”. If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say “The Deputy Commissioner is requested to report whether it is advisable or not to” The use of the word “ask” instead of “order” or “direct” produces a curiously important effect when a lower subordinate is referred to. “The S.D.O. may be asked to report” sounds silly.
14. On the other hand, the use of such phrases as “at all”, “in spite of ” sometime sounds needlessly discourteous as well as unidiomatic. “In spite of three reminders the Deputy Commissioner has not at all cared to reply” is rude as well as un-English “It will be enough if the Deputy Commissioneris not English. The more appropriate phrase is “the Deputy Commissioner need only”. Avoid pretentious words such as “penultimate”. “Last but one” is quite good enough.
15. “I am directed to request that you will be so good as to furnish me with information as to whether” is the sort of stuff that we come across frequently. “I am directed to enquire whether” means exactly the same and is not unduly curt. Never use several words where one will do. Do not write “make an application” but “apply” or “a liable of the value of fifty paise only” instead of “a fifty paise stamp”. Addition of the word “only” after any sum of money is in place in a bill or cheque not elsewhere.
16. “In this connection” at the beginning of a sentence is a favorite bit of hackneyed padding. It means nothing at all. “In returning herewith” a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of “returning” or by changing to the passive construction. You can say “In returning, instead of,” I am directed to point out”. You must not say “In returning herewith the statement received with his letter.... the Deputy Commissioner is informed”. But this is quite common. On the other hand, such phrases as “Turning to paragraph.... it may be observed” and so on (“Regarding”, “Concerning”, “Considering”, etc.), are unobjectionable though “Turning to paragraph 1” is no doubt more strictly correct.
17. A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man’s name, an assistant will say “the individual” which is not

good English. The use of “former and latter”, “respectively” and “the same” have been mentioned already and also come under this head.

18. The words “Comprise”, “compose” and “consists” are confused with each other. It is written “the land comprises of 3 plots” or “is comprised of”. The correct forms are “the land comprises/ consists/ is composed of three plots”. It is also written “the old building was substituted by a new one”. You can say “a new building was substituted for the old one” “or” “the old building was replaced by a new one”. “Dispose it off” is a common error for “dispose of it”, also “tear off” for “tear up” and “stick up” for “stick in” (You can stick a thing “up” on a wall of course but not “up” in a book). “Stick up too” is used for “Stick to” itself a slang phrase. “He stuck up to the agreement” is wrong. It is also written “slips have been pasted” and the “papers have been stitched” whereas “pasted in” and “stitched (or preferable ‘Sewn’) together” are correct.
19. “Agree” and “tally” cannot be used actively. Figures may agree or tally. You cannot “agree” figures or “tally” them. Generally, use unpretentious words rather than pompous ones. “I went to camp” not “I proceeded”, “live” or “dwell”, not “reside”. “Instead of” is much more usual in ordinary English than “in lieu of”, which is a phrase used mainly in legal documents. “Stamp” is the ordinary English not “label”; and “Envelope” or “letter” not “cover”.
20. You cannot say “He told/expressed that he was unwilling”. It must be “he told me that he was unwilling”, “he expressed his unwillingness”, “he expressed himself strongly”. “Enough of money” is not good English. Say “enough money”; “of follows”, “enough” when for any reason it is necessary to use “enough” as a substantive, e.g. “I have had enough of this” “I don’t know enough of the language, to “but I know enough English to” “None” for “no one” is obsolete or poetical. Do not write “None made any offer” but “no one made any offer”. Do not say “it is not used by any” but “but it is not used by anyone”. Do not say “this is known to all” but “everyone knows this”. “There is no use of sending” is wrong. It should be “it is no use sending”, “it is no use to send” or “there is no use in sending”.
21. Do not qualify expressions, needlessly. To do so produces flabby style. Words like “it seems” and “it appears” are used when there is really no doubt. “He was absent in his house” meaning that he was elsewhere than in his house, is a contradiction in terms. “Absent from” is correct, but the ordinary English would be “he was not at home”, or simply “he was away” or “was out”. “Also” is misused with negatives. “He did not address the letter and did not also stamp it” should be “nor did he stamp it”.

22. "He puts himself up at..." or "he is put up at", are wrong. The correct English (and it is colloquial) is "He is putting up at", "Wooden piece" for "piece of wood" is a common error.
23. "Inquired/enquired into the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case", one "investigates it". 'Male member' should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members" but "members of my family". "Through" meaning "past" and "cross" meaning "went past" are frequently used e.g., "I went through the temple", or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other.
24. Do not use such phrases as "has breathed his last", or "is no more", for "is dead". "It is high time to do so and so" is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
25. "In view to do" "so and so" is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to" is impossible.
26. "You should insist on the Under Secretary to reply" is wrong. It should be "should insist on his replying". "Address" is used sometimes as though it meant "ask". "Government will be addressed to reconsider their order" is, strictly speaking, meaningless.
27. "Government sanctioned a peon to the Deputy Secretary" should be "for the Deputy Secretary". "Petitioner wants that the land should be transferred" is wrong. It should be "wants the land transferred/to be transferred."
