# Feedback Note (by all IAS officers / State Department Officers)

**Section 1: Officer Name and Details:**

* Name :
* Designation :
* Batch :
* Current Posting :

**Section 2: Feedback for Second National Chief Secretaries’ Conference**

1. **Name of the topic**

*(Choose from the topics of the conference)*

Creating Enabling Ecosystem for Services – Focus on Tier 2, Tier 3 cities

# Policy Gaps and Challenges

*(Current policy challenges, administrative and implementing challenges with respect to the topic selected)*

# Potential Solutions

*(Can potentially highlight new technology solutions, scope for convergence with other schemes/ programmes etc.)*

# Best Practices

*(Highlights the practices, which are sustainable, replicable, scalable, monitorable etc. Can also highlights the block/district/ State level practices)*

# Instructions for filing feedback note:

* 1. References :
     + In-text citing as well as the listing of all the references used for compiling the data and information.
     + Hyperlinks can be added in the document
  2. Documentation style:
* Microsoft Word - Paper Size A4 with one inch margin from all four sides
* Font: Times New Roman
* Font Size: Title 14 pt; Section Heading - 12 pt; Body Text 11 Pt ;
* Line Spacing : 1.25
* Use additional spacing for section heading with spacing (After) - 6 pt