

New Delhi, the 20<sup>th</sup> January, 2016

**OFFICE MEMORANDUM**

**Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.**

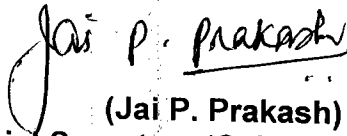
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The undersigned is directed to say that procedural requirements relating to preparation of notes for the Cabinet and its Committees have been specified in the Handbook on preparation of notes for Cabinet/Committees of the Cabinet. The Handbook has been placed on the website of the Cabinet Secretariat, viz. <http://www.cabsec.nic.in>.

2. In view of the fact that employment generation in various sectors is vital for country's socio-economic development, this aspect has to be an important criterion for any project/scheme appraisal. It has, therefore, been decided that henceforth all the notes for Cabinet and its Committees should separately and clearly reflect the Employment Generation Potential of each proposal. This detail is required to be indicated in the main body of the note in a separate Paragraph after the Paragraph on "Financial Implications" in the Draft Cabinet Note as well as the Final Cabinet Note.

3. It is requested that the above instructions may be disseminated to all concerned for strict compliance on an immediate basis.

4. The Handbook on preparation of notes for Cabinet/Cabinet Committees has been modified accordingly to include this requirement.

  
(Jai P. Prakash)  
Special Secretary (Cabinet)  
Tel: 2301 2697

To,

All Secretaries to the Government of India.