

No.21/1/5/2016-Cab.
GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAWAN

New Delhi, the 11th January, 2017

OFFICE MEMORANDUM

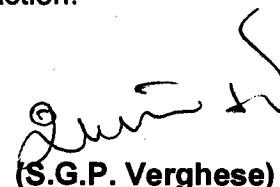
Subject: Number of copies of notes required to be forwarded by Ministries/ Departments to the Cabinet Secretariat for consideration by Cabinet/ Cabinet Committees - reg.

The undersigned is directed to refer to the Handbook on writing Cabinet notes, Section 3: Consolidated Instructions, paragraph 74, which specifies the number of copies of the Cabinet/ Cabinet Committee notes required to be forwarded by the Ministries/ Departments to the Cabinet Secretariat.

2. The requirement of number of copies of notes has been reviewed in this Secretariat and it has been decided that henceforth, the number of copies of English and Hindi versions of the notes which are required to be forwarded by Ministries/ Departments concerned to the Cabinet Secretariat, may be as under:

| Cabinet/ Committee of the Cabinet | Number of copies |
|---|---|
| Note for Cabinet | 50 copies in Hindi and English [+ additional copies equivalent to the number of Ministries/ Departments consulted in the matter] |
| Note for Cabinet Committee on Economic Affairs | 40 copies in Hindi and English [+ additional copies equivalent to the number of Ministries/ Departments consulted in the matter] |
| Note for Cabinet Committee on Security | 20 copies in Hindi and English |
| Note for Cabinet Committee on Political Affairs | 30 copies in Hindi and English |
| Note for Cabinet Committee on Accommodation. | 25 copies in Hindi and English [+ additional copies equivalent to the number of Ministries/ Departments consulted in the matter] |

3. This may be disseminated to all concerned for information and necessary action.
4. The Handbook on writing Cabinet notes shall accordingly stand modified.



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To

All Secretaries to the Government of India.