

**PROCEDURAL REQUIREMENTS TO BE MET WHILE PREPARING/SUBMITTING NOTES
FOR THE CABINET/ CABINET COMMITTEES/GROUPS OF MINISTERS.**

I. FORMAT AND PRESENTATION OF THE NOTE:

1. The copies of the Notes **should be made on A-4 size paper;**
2. The copies of the Note should be made ***in both English and Hindi versions and both versions should be made available together to the Cabinet Secretariat*** for placing before the body for whose consideration it is submitted;
- 3.(a) The note should be typed in ***double space (in font size 12-14)*** and preferably both sides of the paper should be used. Care should be taken to ensure that the impression is legible and clear in all the pages in all the copies/ photocopies;
- (b) A **wide margin (not less than 1.5 inch)** should be left towards that edge of the paper (the left edge on the obverse and the right edge on the reverse) which is put in the pads for the meetings; and
- (c) All the Paragraphs and sub-paragraphs of the Notes should be appropriately numbered and bullets and such markings should be avoided.
4. The Note should be ***security graded 'Secret' or 'Top Secret', as required.*** The copies of the note should also be numbered. While giving the security grading, the proposed classification should be properly evaluated with reference to the subject matter of the Note;
5. On the first page of the note security grading and below that copy number should be indicated on the top right side. Below that, in the centre, the file number and the name of the Sponsoring Ministry and Department should be indicated;
6. The words ***"Note for the Cabinet" or "Note for the Cabinet Committee/GOM on _____"***, as the case may be, should appear below the name of the Ministry/Department on the first page;
7. Below the caption "Note for the Cabinet/Cabinet Committee/GOM", ***a brief subject heading should be given.*** The heading should be fully indicative of the proposals contained in the paper;
8. The note ***should bear a date on the top page***, which should be the date on which its copies are sent to the Cabinet Secretariat. In those cases where the Note is required to be rectified/revised and resubmitted, it should be given a fresh date accordingly;

9. All the pages in the Note, including the annexes, should carry continuous page numbers on the bottom extreme right hand corner, simultaneously indicating total number of pages, in the manner “page x of y”, where “x” is the running serial number of the page and “y” is the total number of pages in the note;
10. ***Each page of the Note including its Appendix and Annexes should bear the continuous page numbering, security grading, name of the sponsoring Department and the file number.*** The fact that Appendices/Annexes are attached with the note should be indicated at appropriate place in the main note. Continuous page numbers of the Appendices/Annexes should also be indicated in bracket against each. On each Appendix/Annex the relevant paragraph of the main note should be indicated, for easy reference.
11. The penultimate paragraph of the Note should state that ***"the Statement of Implementation Schedule in respect of the above proposals has been given in Appendix to the note"***. The Statement of Implementation Schedule marked as Appendix should be placed immediately after the main note and it should be followed by other Annexes. It should contain the following information :-
 - (a) Gist of the decision(s) sought;
 - (b) Likely benefits arising out of the decisions (in physical/financial or social terms, e.g. employment generation, development of backward areas, benefits to target groups, etc.); and
 - (c) Time-frame and manner of implementation of the decision and its reporting to the Cabinet Secretariat.
12. It should be indicated at the end of the body of the note (last paragraph) that the proposals made therein have the approval of the Minister-in-charge of the sponsoring Ministry;

(Specimen formats for the main note as well as the Statement of Implementation Schedule are enclosed at Appendix - I and Appendix II.)
13. The note as well as Statement of Implementation Schedule ***should be signed by an officer not below the rank of Joint Secretary*** in the main Ministry/ Department sponsoring the note;
14. Note should be properly tagged or stapled. ***Spiral/hard binding of the note should be avoided;***
15. The papers should be ***sent to the Cabinet Secretariat well in advance of the meeting*** at which they are sought to be considered. It should be borne in mind that the papers are required to be circulated by the Cabinet Secretariat among the members of the Cabinet/Cabinet Committees ***normally 72 hours before the time of the commencement of their meeting;***

16. **The telephone number of the officer forwarding the note should invariably be indicated in the forwarding memo.**

II. CONTENTS:

17. Special attention needs to be paid in regard to the drafting quality of the notes. *The main note should be self-contained, lucid, straightforward and contain only the relevant details. It should not in any case exceed the prescribed length of 7-8 pages in double space in font size 12-14.* Most of the details, which should also be brief as far as possible, should be relegated to annexes or appendices.
18. It may be ensured that all acronyms/abbreviations used in the text of a note are explained when the term is first used in the note by writing its full form, with the acronym/abbreviation given in brackets. Acronyms that are not commonly used may be avoided.
19. *The approval paragraph should be self-contained* and it should indicate the specific point or points on which the approval/decision is sought, together with the recommendations of the Minister-in-charge. *Reference to proposals in earlier paragraphs should be avoided;*
20. *The names as well as the observations of the Ministries/Departments consulted should be briefly indicated in the main note.* The detailed comments if any along with the observations of the sponsoring Ministry thereon should be tabulated and attached as an annex.
21. There have been instances in which the data/information, based on which proposals are formulated, has undergone significant changes by the time the proposals are actually considered by the Cabinet/Cabinet Committees/GOM. In such cases, it would be advisable either to withdraw the Note for necessary updating and revision or bring the facts to the notice of the Cabinet Secretary/Cabinet/Cabinet Committees/GOM for consideration, before the note is taken up for consideration;

III. NO. OF COPIES:

22. Number of copies of the notes required to be sent to Cabinet Secretariat are indicated below (**modified vide OM No. 1/13/4 /2005-Cab. dated 23.2.2006**):-

| | |
|--|---|
| Note for consideration of <i>Cabinet</i> . | 60 copies in English and Hindi plus additional copies equivalent to the number of Departments consulted in the matter. |
| Notes for <i>Cabinet Committees</i> | 45 copies in English and Hindi plus additional copies equivalent to the number of Departments consulted in the |

| | |
|---|---------------------------------------|
| | matter. |
| Notes for Cabinet Committee on Political Affairs/ Cabinet Committee on Security | 20 copies in English and Hindi |

23. **5 copies each of the Acts, Ordinance, rules and Regulations referred to in the note** should be sent to the Cabinet Secretariat along with the requisite number of copies of the Note for placing before the Cabinet/Cabinet Committee/ GOM;

IV. PRESS BRIEF:

24. (a) As per the existing instructions, a '**Draft Press Brief**' on the assumption that the proposal will be approved by the Cabinet/Cabinet Committee/GOM should be prepared and **2 copies** of the same be enclosed with the communication forwarding the note for the Cabinet/Cabinet Committee. In case the 'Draft Press Brief' is not attached to the note, the reasons for not doing so may be mentioned in the forwarding communication; and
- (b) ***In the event there has been a lapse of two weeks between the date of preparation of the brief and the date on which the item is taken up in the Cabinet meeting, an updated brief inter alia indicating subsequent developments, if any, should be handed over to the Cabinet Secretariat*** on the date of the meeting for taking further necessary action. In case of any significant development, an updated brief may be given even if the gap between the preparation of the brief and the date of the meeting is less than two weeks.
- (c) ***No press brief would be necessary in respect of ordinances and proposals on purely administrative matters*** with which the public at large is not directly concerned.
- (d) ***When Parliament is in session, no draft press brief needs to be sent*** in respect of proposals ***relating to major questions of policy.***

V INTER-MINISTERIAL CONSULTATIONS:

V(A) Normal Procedure:

25. The sponsoring Ministry/Department should consult all the Ministries/Departments which may be concerned with the subject matter and should also show them, wherever necessary, the draft note in order to ensure that the views of other Ministries/Departments are properly brought out in the note. The views of consulted Ministry/Department should have the approval of their Minister-in-charge. It is, therefore, essential that while conveying the views on the proposals contained in the draft notes to the sponsoring Ministry/Department, the Ministries/Departments should categorically state that the same have the concurrence of their Minister-in-charge. The sponsoring Ministry/Department, on their part, need to invariably

indicate in the final notes that the views of the consulted Ministries/Departments brought out therein have the concurrence of the Minister-in-charge.

26. ***When the differing Ministry / Department's remarks are reproduced in extenso in the final Note, no second reference to the differing Ministries/ Departments concerned is necessary.*** However, this is subject to the proviso that if any addition is made to the Note by the sponsoring Ministry to rebut the arguments advanced against its proposal, it should be shown to the differing Ministries/Departments. The obligation would, however, be limited only to showing the paper and not to securing consent to the views expressed by the sponsoring Ministry/Department in rebuttal. In such cases, the fact that the note, in its final form, has been shown to the differing Ministry/Department should be reflected in the Note;
27. ***The suggestion either in the Note or in the forwarding memo. to the effect that the views of the Ministries/Departments concerned have not been received and they may be obtained in the meetings would normally be an unacceptable departure from the rules and instructions.*** The appropriate adherence to the Rules demands that vigorous efforts are made to obtain the views of the Departments concerned, the difference of opinion, if any, is reconciled and the resultant position is incorporated in the Note;

V(B) Urgent and time bound proposals:

28. In the case of urgent and time bound proposals, the following procedure may be followed :-
- (a) The Ministries/Departments should furnish their comments/concurrence on Cabinet proposals to the administrative Ministry/Department ***within 15 (fifteen) days of receipt of the same;***
- (b) In order to ensure that communication seeking the comments/ concurrence of the Ministries/Departments concerned on Cabinet proposals receive due attention at the appropriate level, it has to be ensured by the administrative Ministry/Department that ***at least one copy of all such communications is invariably addressed to the Secretary of the Department by name, inter-alia indicating the urgency;***
- (c) In exceptional cases when it would not be feasible to furnish comments within the stipulated period of 15 days, the Ministries/Departments consulted should indicate this position immediately with reasons to the administrative Ministry/ Department and the Cabinet Secretariat;
- (d) In case the comments/concurrence are not communicated by the Ministries/ Departments consulted within the stipulated 15 days period and also no communication has been received from that Ministry/Department seeking additional time for furnishing the comments, it would be appropriate if a demi official letter to the Secretary to that Department is issued bringing to his notice the lack of comments from his department, so that there is no communication gap. It may also be mentioned therein that the note is proposed to be submitted to the Cabinet Secretariat, by a given date. While forwarding the note to the Cabinet Secretariat an advance copy of the note in the final form may also be sent to the Department

concerned; and

- (e) If the comments are received after the note in final form has been sent to the Cabinet Secretariat, and these involve substantial differences or modification of the proposal, an attempt should be made to send a supplementary note dealing with the comments at the earliest possible, but before the proposal comes up for consideration in the Cabinet.

V(c) Cases considered by PIB/EFC etc.

29. Certain types of cases are considered in inter-ministerial meetings before their consideration by the Cabinet. In respect of the proposals considered by the following Committees viz. Core Group on Disinvestment (**CGD**), Public Investment Board (**PIB**), Expenditure Finance Committee (**EFC**), Expanded Board (**EB**), Foreign Investment Promotion Board (**FIPB**), Central Empowered Committee (**CEC**), High Powered Price Monitoring Board (**HPPMB**) and Export Promotion Board (**EPB**) a simplified procedure of inter-ministerial consultations would be followed, which is given below :-

- (a) Secretaries participating in the deliberations of the CGD, PIB, EFC, EB, FIPB, CEC, HPPMB and EPB should obtain the orders of their respective Ministers immediately after the Board/Committee takes a decision and communicate their comments, if any, to the Secretary of the Ministry sponsoring the proposal **within a week** of the receipt of the minutes of the Board/Committee meeting **failing which the formal concurrence of their Ministry will be assumed**;
- (b) **If the recommendations** made by the CGD, PIB, EFC, EB, FIPB, CEC, HPPMB, EPB **are not accepted** either by the Minister of the sponsoring Ministry or any other Minister, it will be obligatory for the sponsoring Ministry to show the Note for the Cabinet/Cabinet Committees/GOM to all concerned Ministries before it is finalised for submission;
- (c) In all other cases, namely, those **in which the recommendations** of the CGD, PIB, EFC, EB, FIPB, CEC, HPPMB, EPB **are acceptable to all Ministries concerned, the sponsoring Ministry will send the Note for the Cabinet/Cabinet Committees/GOM together with the minutes of the Board/Committee meeting as an annexure thereto to the Cabinet Secretariat with the request that it will be placed before the Cabinet/Cabinet Committee/GOM at the first meeting which is held 7 days after its receipt.** A copy of the Note should be simultaneously sent by the sponsoring Ministry to all Ministries concerned. **The rationale of the proviso for holding back submission to the Cabinet/Cabinet Committees/GOM for 7 days after the receipt of the Note is that the other Ministries should have an opportunity to check that their viewpoint has been correctly reflected therein.** The notes for Cabinet/Cabinet Committees/GOM being submitted accordingly should have the approval of the competent authorities as indicated below:-

| Sl. No. | BODY | APPROVAL REQUIRED |
|---------|-----------------------------------|----------------------------|
| 1 | Core Group on Disinvestment (CGD) | Minister of Disinvestment. |

| | | |
|---|--|---|
| 2 | Public Investment Board (PIB), Expenditure Finance Committee (EFC) | Minister-in-charge of the Administrative Ministry and Finance Minister. |
| 3 | Expanded Board (EB) | Minister of Railways |
| 4 | Foreign Investment Promotion Board (FIPB). | Minister of Commerce and Industry. |
| 5 | Central Empowered Committee (CEC) | Minister-in-charge of the Ministry of Statistics and Programme Implementation and Deputy Chairman, Planning Commission. |
| 6 | High Powered Price Monitoring Board (HPPMB). | Minister of Consumer Affairs, Food and Public Distribution or Minister of Commerce and Industry depending on the case. |
| 7 | Export Promotion Board (EPB) | Minister of Commerce and Industry and Finance Minister. |

- (d) Should the submission of a Note to the Cabinet/Cabinet Committee/GOM be delayed by the Administrative Ministry concerned for more than three months after the approval of the proposal by the PIB,EFC,EB, FIPB, CEC, HPPMB, EPB, it will be necessary to obtain fresh clearance from the Chairman of the Board/Committee;
- (e) In respect of urgent cases being submitted for consideration of the Cabinet Committee on Prices (CCP), which have not been considered by the HPPMB, the Administrative Departments may normally give seven days time to all concerned to convey their views on the draft note before the same is finalised and submitted for consideration of the CCP. However, in cases of extreme urgency, a shorter period may be allowed depending on the situation. In such cases, the Administrative Department will inform Cabinet Secretariat as soon as such notes are circulated;

SECRET

Copy No. _____

No. _____
MINISTRY OF _____
DEPARTMENT OF _____

New Delhi, the _____
(date of the note)

NOTE FOR THE CABINET
OR
NOTE FOR THE CABINET COMMITTEE ON.
OR
NOTE FOR THE GROUP OF MINISTER ON.

Subject : _____

- (a) Contents should be typed in double space (in font size of 12-14) not exceeding 7 to 8 pages. All pages of all copies should be legible.
- (b) Each paragraph and sub-paragraph should be appropriately numbered.
- (c) The fact that Appendix and Annexes are attached with the note should be indicated at relevant place(s) in the note. Continuous page numbers of the Appendices/ Annexes should also be indicated in bracket against each. On each Appendix/Annex the relevant paragraph of the main note should be indicated, for easy reference.
- (d) The names of the Ministries/Departments consulted on the proposal(s) should be indicated in a separate paragraph. Their views together with the comments of administrative Ministry/Department thereon should be briefly indicated in the note. The details in this regard may be indicated in a tabular form in annexes to be attached with the note.
- (e) There should be a separate approval paragraph which should be self-contained and seek approval to the specific proposal/proposals.
- (f) The penultimate paragraph should indicate about the Implementation Schedule attached as Appendix. (This appendix is to be

placed immediately after the main note).

(g) The last paragraph should indicate about the approval of the Minister-in-charge to the proposal(s) contained in the note.

Signature _____

Name _____

Designation _____

(Not below the rank of Joint Secretary in the sponsoring Ministry/Department).

Telephone No. _____

APPENDIX-II

**SPECIMEN FORMAT FOR THE STATEMENT OF
IMPLEMENTATION SCHEDULE**

APPENDIX

SECRET

No. _____

MINISTRY OF _____

DEPARTMENT OF _____

STATEMENT OF IMPLEMENTATION SCHEDULE

Subject : _____

| | | |
|---------------------------|--------------------------|---|
| Gist of decision required | Project benefits/results | Time-frame and manner of Implementation / Reporting to Cabinet Secretariat. |
|---------------------------|--------------------------|---|

| | | |
|--|--|--|
| | | |
|--|--|--|

Signature _____

Name _____

Designation _____
(Not below the rank of Joint Secretary
in the sponsoring Ministry/Department)

Telephone No. _____