

**APPENDIX TO CABINET SECRETARIAT O.M. NO. 1/3/3/2011-CAB.
DATED 27.05.2011.**

**Subject: PREPARATION OF NOTES FOR THE CABINET/CABINET
COMMITTEES/ EMPOWERED GROUP OF MINISTERS/
GROUP OF MINISTERS- INSTRUCTIONS REGARDING.**

I. FORMAT AND PRESENTATION OF THE NOTE

1. The notes are to be prepared in the format at **Annex-I** and copies of the Notes made on A-4 size paper.
2. The copies of the Note are to be made both in English, and Hindi. Both versions are to be sent to the Cabinet Secretariat together.
3. The notes are to be typed in double space (in Arial font, size 12-14) and both sides of the paper are to be used.
4. The typing impression should be legible and clear in all pages.
5. In the documents annexed, marginal notings if any, must be removed. In case, such documents have a poor impression, these must be retyped.
6. The main note should, preferably, not exceed 7-8 pages in double space. Other details, especially tables, charts, diagrams, maps etc. which should, as far as possible be brief, can be relegated to annexes.
7. A wide margin (not less than 1.5 inch) should be left towards that edge of the paper which is put in the pads for the meetings i.e. the left edge on the obverse and the right edge on the reverse of the page.
8. All paragraphs and sub-paragraphs of the Notes are to be appropriately numbered. Bullets, arrows and other similar markings are not to be used as a replacement for paragraphs or sub-paragraphs.
9. The Notes are to be security graded "Secret" or "Top Secret". While assigning the security grading, the proposed classification should be properly evaluated with reference to the contents of the Note. However, all proposals to be brought before the Cabinet/Cabinet Committees are to be classified at least as

“Secret”. Depending on the content, the sponsoring Ministry/Department would examine whether the note should continue to be classified “Secret” or “Top Secret” after its consideration by the Cabinet, or after action on it is complete or over.

10. Copy number is to be indicated on the top right side on the first page of the note. Below that, in the centre, the file number and the name of the sponsoring Ministry and Department are to be indicated. Copy number is not required to be indicated on pages other than the first page of the main note.

11. The file number and the name of the Ministry/Department is to be indicated on each page of the note on the top including appendices and annexures.

12. The words “Note for the Cabinet” or “Note for the Cabinet Committee/ Empowered Group of Ministers / Group of Ministers on_____”, as the case may be, are to be indicated below the name of the Ministry/Department on the first page.

13. Below the caption “Note for the Cabinet/Cabinet Committee/ Empowered Group of Ministers / Group of Ministers”, a brief subject heading is to be given. While being brief, the heading should be fully indicative of the proposals contained in the Note.

14. Every note should, as far as possible, be so structured as to include paragraphs on introduction, background, proposal, justification, details of inter-ministerial consultations, financial implications, approval required and a paragraph stating that the note has been approved by the Minister-in-charge. **Appendix I** “Statement of Implementation Schedule, **Appendix II** “Statement on Equity, Innovation and Public Accountability” and **Appendix III** “Statement on Major Milestones and Corresponding Target Dates” (for infrastructure project related proposals only) should also be added and a reference made to that effect in the body of the note.

15. On the top right hand corner of the first page, the date of the note is to be indicated clearly. It has to be the date on which the note is signed and its copies 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. The date on the front page and all other pages that are signed by the competent officer should be the same, both in English, and Hindi versions.

16. All pages in the Note, including the annexes, appendices etc. are to 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 including appendices/Annexures.

17. The fact that Appendices/Annexes/Annexures are attached with the note should be indicated in the main note and also duly referenced wherever these are referred to for the first time. On each Appendix/Annex/Annexure, the relevant paragraph and page number of the main note, where these have been referred to, should be indicated, for easy reference.

18. Only relevant papers are to be annexed with the Note. Unrelated papers/annexures are not to be attached. Copies of old notes considered by Cabinet/Cabinet Committees are not to be attached. In cases, where the issue had previously been considered by the Cabinet/Cabinet Committees, only the relevant extracts from such notes and the decision(s) previously taken by the Cabinet/ Cabinet Committees are to be annexed or appropriately reproduced in the body of the note.

19. It should be indicated in the final paragraph of the Note that the proposals made therein have the approval of the Minister-in-charge of the sponsoring Ministry.

20. The Note should be properly tagged or stapled. No other form of binding is advised. There should be no spiral/hard binding of the note(s).

21. The note as well as the two or three Appendices, as the case may be, should be signed by a Joint Secretary or higher officer in the main Ministry/Department sponsoring the note. Joint Secretary equivalent officers even if working in the main Ministry/Department are not authorized to sign the notes for Cabinet/Cabinet Committees.

22. No note for the Cabinet/Cabinet Committees etc. should be signed by any officer in the Attached/ Subordinate Office.

23. The telephone number of the officer signing the note should necessarily be indicated in the note as well as Appendices.

II. CONTENTS

24. Special attention needs to be paid to the quality of drafting. The note while being brief should bring out all relevant details and no material fact should remain unstated. The main note should be self-contained, lucid, straightforward and contain only the relevant details.

25. All acronyms/abbreviations used in the text of a note are to be expanded when the term is first used in the note. Its full form, with the acronym/abbreviation given in brackets should be given. Acronyms that are not commonly used are to be avoided.

26. The note should have a brief introduction that succinctly brings out the essence of the proposal in three-four sentences, followed by a brief background, the details of the proposal, its financial implications, details of appraisal, if any carried out by the financial institutions or prescribed appraisal body/forum, inter-ministerial consultations, consultations with State Government, if relevant, recommendations of any expert bodies etc., details about Appendices/Annexures attached and approval required etc.

27. Proposals concerning sectoral policies/policy statements, should be accompanied by an action plan with clearly identifiable time-lines and milestones for different activities.

28. Proposals for creation or up-gradation of posts should not include proposals to appoint individuals against the newly created/up-graded posts as these would require consideration by the Appointments Committee of the Cabinet (ACC) separately. This would also apply to cases where such up-gradations are being considered to retain officers who have been empanelled for higher posts, but whose services are required in public interest.

29. The approval paragraph should be self-contained and it should indicate the specific point or points on which approval/decision is sought. Reference to proposals in earlier paragraphs should be avoided while formulating the approval paragraph. The paragraph should have absolute clarity and it should leave no scope for any differing interpretations. This paragraph should also not contain any proposal for which approval of the Cabinet/Cabinet Committee is not required.

30. In cases, where draft legislations are to be placed before the Cabinet, the draft Bill duly vetted by the Legislative Department should be attached to the note, as an annexure and specific approval of the Cabinet sought for the Bill and introducing it in the Parliament. The approval paragraph should necessarily provide flexibility to carry out changes of drafting/ consequential nature in consultation with the Ministry of Law & Justice, Legislative Department.

31. The Note should state that “the Statement of Implementation Schedule” is at **Appendix-I**; the Statement on Equity, Innovation and Public Accountability is at **Appendix-II** to the Note (the brief details of how the proposals in the note

will subserve the objective of 'Equity, Innovation and Public Accountability' are to be included in the main note), and the Statement on major milestones and corresponding target dates have been attached at **Appendix-III** (for infrastructure project related proposals only). These Appendices should be placed immediately after the main note. These should be properly referred to and cross-referenced.

32. Brief details of the three appendices are as below:

A. Appendix-I

(i). The Statement of Implementation Schedule, i.e. Appendix- I should be placed immediately after the main note and contain the following information:

- (a) Gist of the decision(s) sought- This has to correspond to the approval 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.

B. Appendix-II

(i). The aspects of equity, innovation and public accountability would, to the extent relevant, be incorporated as Appendix II to the Note. The paragraph immediately succeeding the paragraph in which the Statement of Implementation Schedule has been referred to in the main note would provide a gist of the contents of Appendix II in a few sentences. While reporting on how the proposal under consideration will advance the goals of equity or inclusion, innovation and public accountability, various aspects of these goals including the following may be kept in view:

- (a) equity could include geographical considerations, particularly for backward and special category regions and socio-economic equity in the context of disadvantaged communities, gender, poverty, etc.;
- (b) similarly, the dimension of public accountability could include (but not be limited to) increased stakeholder participation, awareness campaigns, cost benefit analysis, social audit, independent evaluation and the provision for greater transparency or information disclosure. The proposal should also detail how it is using

information tools for ensuring transparency and accountability as well as reporting in the public domain; and

- (c) as regards innovation, these could be improvements in the existing schemes/structures/practices/procedures etc. In this context, there could be innovations in policy, in institutional arrangements, management innovations or technological innovations, and so on. Innovation could be conceived of in the scheme design itself or room could be left for innovation during actual implementation at the State level by in-built flexibility in the scheme for local innovations. Innovation could also include documentation, dissemination and implementation of the best practices.
- (ii). Every proposal being put up for consideration by the Cabinet/Cabinet Committee/Group of Ministers might not necessarily respond to these three criteria or be amenable to this format or reporting. Where none of the goals can possibly be addressed because these dimensions are not relevant to the proposal under consideration in the Note, the reason for this may be briefly specified in the Note as well as in **Appendix-II**.
- (iii). Care needs to be taken by the Ministries to ensure that reporting on these goals does not become perfunctory or stereotyped. Where, for instance, equity or inclusiveness is furthered, there should be some attempt to quantify the likely impact through suitable indicators. Similarly, where relevant, it should be specified what innovation is being introduced, or exactly how public accountability is going to be strengthened.

C. Appendix- III

- (i) In all cases concerning infrastructure, the note for Cabinet/ Cabinet Committee shall clearly bring out the major milestones and the corresponding target dates for achieving them. This should be reflected in Appendix-III and mentioned specifically as part of the paragraph seeking their approval.
- (ii) Specimen formats of **Appendix- I**, **Appendix- II** and **Appendix-III** are enclosed.

33. All other Annexures/ Annexes should be placed after the prescribed Appendices. In no case, any Annexure/ Annex should be placed before the Appendices.

III. SUPPLEMENTARY NOTES

34. In cases, where the data/information, based on which the proposals had been formulated, undergo significant change(s) by the time the proposals are

actually considered by the Cabinet/Cabinet Committees, it would be advisable to either withdraw the Note for necessary updation and revision, or immediately bring the facts to the notice of the Cabinet Secretariat. In such cases, where the note is not withdrawn, a Supplementary Note should be prepared for consideration by the Cabinet/Cabinet Committees. In all such cases, the fact that there has been a change in the circumstances or new facts have come to light or new events have occurred in the interregnum, etc should be brought to the notice of the Cabinet Secretariat immediately. However, where it may not be feasible to prepare the Supplementary Note based on the new material in time or there is a requirement to further assess and analyze the issue, a request for withdrawal of the note should be sent to the Cabinet Secretariat immediately. Such a request should preferably be made with the approval of the Minister-in-charge. However, in exceptional cases, the request may be made with the approval of Secretary of the concerned Ministry/ Department.

35. A Supplementary Note will have the same format, style and presentational features and will explicitly state the updated/revised information and change in the approval sought, if any. A Supplementary Note can be sent only with the approval of the Minister in-charge and has to be signed by an officer competent to sign a Cabinet Note. Its subject should be the same as indicated on the first page of the main note. In cases, where the approval required undergoes change, Appendix-I and other Appendices should also, to the extent necessary, be changed.

IV. INTER-MINISTERIAL CONSULTATIONS

36. The sponsoring Ministry/Department should consult all Ministries/Departments which may be concerned with the subject matter. The draft note(s) should be sent to all the concerned Ministries/Departments, whose business is likely to be impacted by the proposal.

37. The views of the consulted Ministries/Departments should have the approval of the Minister-in-charge of consulted Ministries/Departments. While conveying the views on proposals contained in the draft notes for the Cabinet/Cabinet Committees to the sponsoring Ministry/Department, the consulted Ministries/Departments should categorically state that the same have the approval/concurrence of their Minister-in-charge. In cases, where approval at the level of the Minister-in charge in the consulted Ministries is not indicated by them, it will be presumed that the comments had been approved at the level of the Minister-in-charge.

38. When the differing Ministry/Department's remarks are reproduced in the final Note, no second reference to the differing Ministries/Departments

concerned is necessary. However, 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 to sending a copy of the note to such Ministry/Department and not to securing their 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 clearly reflected in the Note.

39. The details of inter-ministerial consultations i.e. the comments of consulted Ministries are required to be incorporated in the main note. The views of the consulted Ministry/Departments need to be faithfully reflected in the main note to ensure that the Cabinet/Cabinet Committees could peruse them before arriving at a decision. The comments of the consulted Ministry should not be edited or para-phrased in a manner as to alter their connotation and all the comments/ conditionalities should be incorporated in the note/ annexures.

40. Only in cases where the comments of the consulted Ministries/Departments are very lengthy and it may not be possible to incorporate them in the main note, may these be reproduced in the Annexure without being para-phrased or edited along with the comments of the sponsoring Ministry in a tabular format. However, the gist of such comments shall necessarily be incorporated in the main body of the note even in such cases.

41. The proposals contained in the final note forwarded by the sponsoring Ministry/Department to the Cabinet Secretariat should be the same as those included in the note circulated to the Ministries/Departments at the time of inter-ministerial consultations. If a sponsoring Ministry/Department makes a substantive change in original proposal(s) after inter-ministerial consultations, it would be incumbent upon them to re-circulate the note for completing inter-ministerial consultations. A failure to do so would render the institutional mechanism of inter-ministerial consultations infructuous, while giving the impression that the requisite inter-ministerial consultations have been undertaken.

42. All notes for the Cabinet/Cabinet Committee etc. must specifically mention the dates on which comments of the consulted Ministries/Departments were finalized or received by the administrative Ministry/Department.

43. A copy of the draft note should necessarily be forwarded to the Prime Minister's Office at the time when notes are sent for inter-ministerial consultations and their comments awaited for 15 days. In cases, where the proposal needs to be cleared/appraised by bodies such as EFC/PIB etc., a copy

of the EFC/PIB Memo etc. should also be forwarded to PMO. Comments, if any, received from PMO should be duly taken into account while finalizing the note. It is, however, clarified that the consideration of the proposal by the appraising bodies should not be delayed for reasons of non-receipt of comments from PMO.

44. The fact that a copy of the note was forwarded to PMO and their comments, if received, were taken into account while finalizing the note for the Cabinet/Cabinet Committee, may be indicated in the forwarding communication sent to the Cabinet Secretariat, but the details of the views of PMO should not be made in the body of the note for consideration of the Cabinet/Cabinet Committees. The fact that the draft note had been sent to PMO, can, however, be mentioned in the paragraph on inter-ministerial consultations without referring to what comments were received from PMO.

45. Notes for consideration of the Cabinet, the Cabinet Committee on Security (CCS) and the Cabinet Committee on Political Affairs (CCPA) which clearly contain any security related aspects should also be sent by the concerned Ministry/Department to the National Security Council Secretariat/NSA for their views at the time of inter-ministerial consultations.

46. National Manufacturing Competitiveness Council should be consulted in all cases relating to manufacturing sector.

47. All proposals concerning revival or restructuring of public sector undertakings should be first referred to BRPSE and thereafter brought up before the Cabinet/Cabinet Committees after necessary inter-ministerial consultations.

48. In respect of proposals concerning North Eastern Region, consultations with the Ministry of Development of North Eastern Region should be carried out before finalizing the proposals(s) for consideration of the Cabinet/Cabinet Committees.

49. In respect of social sector schemes, the Ministries/Departments should necessarily consult the Ministry of Panchayati Raj to enable empowerment of these democratic institutions at grass root level. The Ministry of Panchayati Raj should also be consulted in all cases relating to centrally sponsored Programmes/ Schemes.

50. Launching of a new Centrally Sponsored Scheme requires prior approval of the Full Planning Commission before the proposal is brought before the Cabinet/Cabinet Committee on Economic Affairs.

51. Planning Commission should be consulted in all cases concerning matters involving economic policy.

52. 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 may be given in the meetings, would, normally be an unacceptable departure. Vigorous and pro-active efforts are required to be made to obtain the views of the Departments concerned, the difference of opinion, if any, reconciled, and the resultant position incorporated in the Note appropriately.

53. In order to ensure that communication seeking comments/concurrence of the Ministries/Departments concerned on Cabinet proposals receive due attention at appropriate level, the administrative Ministry/Department has to ensure that at least one copy of all such communication is invariably addressed to the Secretary of the Department by name, *inter-alia*, indicating the urgency.

54. In some cases, where the Ministries/Departments make presentations before the Prime Minister/the Cabinet/the Cabinet Committees prior to the note being submitted for consideration by the Cabinet or Cabinet Committees, the directions given during the course of such presentation(s) for processing the cases further are erroneously construed as superseding the laid down procedures for processing such proposals including those relating to clearance by the Expenditure Finance Committee (EFC), Public Investment Board (PIB) and the Planning Commission. To remove any ambiguity in this regard, it is clarified that presentations made before the PM/the Cabinet/CCEA do not *ipso facto* imply dispensing with the prescribed modes of inter-ministerial consultations/appraisal of proposals by the concerned authorities such as EFC, PIB etc. In such cases, the following procedure shall be adopted:

- (a) issues concerning policy without financial implications may be processed in accordance with the directions given during the course of such presentations for being placed before the appropriate authority; and
- (b) in respect of issues where approval is sought for commencement of the schemes, programmes etc. having budgetary implications/ financial outgo, the prescribed procedures for EFC/ PIB/ Planning Commission approval(s) and necessary inter-ministerial consultations are not to be dispensed with.

V. TIME-LINES FOR INTER-MINISTERIAL CONSULTATIONS

55. Commencing from the date, the draft note is received by the Ministry/Department being consulted, the comments of consulted

Ministries/Departments shall, in all cases, where there are no financial implications, be finalized and communicated to the sponsoring Ministry/Department in 15 days, and in cases, where there are financial implications, the time limit for finalization and forwarding comments shall be four weeks.

56. In cases, where the comments/concurrence of the consulted Ministry/Department is not received within the prescribed time-limits, the sponsoring Ministry/Department would bring the fact regarding non-receipt of comments to the notice of the concerned Secretary and wait for one more week. The sponsoring Ministry/Department may, at the end of the stipulated time-limit, move the note seeking approval of the Cabinet/Cabinet Committees even in cases where comments of some of the consulted Ministries/Departments have not been received except in rare cases covered by next paragraph.

57. In rare cases, where any of the consulted Ministries/Departments consider that the issue(s) under consideration are complex and further time is required by them to analyze the proposal, such Ministry/Department will, appropriately request the Secretary of the sponsoring Ministry/Department for additional time and also endorse a copy of such a request to the Cabinet Secretariat for information. However, the total time available for finalization of comments will in no case, exceed six weeks. In all cases, where the consulted Ministries/Departments have not given their views/comments within the stipulated time, the forwarding memo and the main note must bring out this fact clearly.

VI. APPRAISAL BY BODIES SUCH AS PIB/EFC ETC.

58. Proposals involving projects and/or schemes involving outflow of funds are considered and appraised in inter-ministerial meetings before their consideration by the Cabinet/ Cabinet Committees. In respect of such proposals, simplified procedure of inter-ministerial consultations has been devised. While details in this regard have been laid down in separate orders/instructions, brief summary of these is as below:

(a) Copies of the memo sent for consideration of the appraisal bodies should also be sent to PMO at the time, these are sent to the concerned Ministry/Department to convene the meeting of such appraisal bodies.

(b) The Ministries/Departments represented on the EFC/PIB etc. should check that their viewpoint has been correctly reflected in the minutes. Secretaries participating in the deliberations of these bodies/appraisal fora would 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 issue of the minutes of the Board/Committee meeting failing which the formal concurrence of their Ministry will be assumed. Any comments received from the consulted Ministries should be duly reflected in the note for the Cabinet/Cabinet Committees by the sponsoring Ministry. The notes for Cabinet/Cabinet Committees 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-in-charge of the Department of Disinvestment.
2.	Public Investment Board (PIB), Expenditure Finance Committee (EFC)	Minister-in-charge of the Administrative Ministry and the Minister of Finance.
3.	Expanded Board (EB)	Minister of Railways and the Minister of Finance.
4.	Foreign Investment Promotion Board (FIPB)	Minister of Finance.
5.	Central Empowered Committee (CEC)	The 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 the Minister of Finance.

Note: The above table is an illustrative list. The Government has set up some more bodies for considering Ministry/Department specific schemes as approved by the Cabinet/Cabinet Committees from time to time. The proposals in such cases should be processed in accordance with the specific procedure laid down for the purpose.

(c) If the recommendations made by these bodies/appraisal fora are not accepted by the sponsoring Ministry, it will be obligatory for the sponsoring Ministry to show the Note for the Cabinet/Cabinet Committees to all concerned Ministries and obtain their comments before the note is finalized for submission to the Cabinet/ Cabinet Committees.

(d) In all other cases, namely, those in which the recommendations of these bodies/appraisal *fora* are acceptable to all Ministries concerned, the sponsoring Ministry will finalise the note after following the procedure summarized in the table in sub-paragraph (b) above and send a copy of the final Note for the Cabinet/Cabinet Committees together with the minutes of the Board/Committee meeting as an annexure thereto to the Prime Minister's Office. A copy of the note should also be sent to the Cabinet Secretariat simultaneously. After waiting for a period of 7 working days, the requisite number of copies of the note should be forwarded to the Cabinet Secretariat provided no observations are received from PMO on the note. A copy of the Note should be sent by the sponsoring Ministry/Department to all Ministries concerned when the requisite number of copies are sent to the Cabinet Secretariat.

59. Subject to conditions elaborated in subsequent paragraphs, no fresh inter-ministerial consultations would be required if the recommendations of appraisal bodies are proposed to be accepted by the sponsoring Ministry.

60. After receipt of the recommendations of the EFC/PIB, the sponsoring Ministry/Department will, as soon as feasible, finalize the note for the Cabinet/Cabinet Committees with the approval of the Minister-in-Charge of the sponsoring Ministry/Department. The note will, thereafter, be referred to the Ministry of Finance for obtaining the approval of the Minister of Finance. Simultaneously, a copy of the draft note will also be forwarded to the Prime Minister's Office.

61. Proposals on which the appraising bodies and the CoS have given their recommendations shall be placed before the Cabinet or its Committees within 60 days from the date of the meeting of the concerned appraising body/CoS. In all cases, where the Secretary of the concerned Ministry/Department expects delay beyond 60 days in submitting the Cabinet/Cabinet Committee notes, Cabinet Secretary shall be apprised of the reasons for delay which will also be appropriately reflected in the body of note for the Cabinet/Cabinet Committees. Further, it will be necessary to obtain the approval of the Chairperson of the Board/Committee for condonation of delay. The reasons for such delay should be indicated in the body of the note.

62. Proposals required to be placed before various appraising bodies such as the EFC/PIB/PPPAC/HPC/EBR/CoS, and other such bodies shall, if the Note/Memo for their consideration is complete in all aspects, and no further inputs are considered essential on any specific aspect, be disposed of by the concerned appraising body/CoS within a period of four weeks.

63. The appraisal process in the Planning Commission shall, in all cases be completed within a period of four weeks.

64. All concerned Ministries/Departments will put in place a system under which the status of pending proposals for consideration by the appraising bodies EFC/PIB/PPPAC/HPC/EBR/CoS, etc. will be reviewed on a fortnightly basis. Copies of the minutes of such a review shall be endorsed to the Cabinet Secretariat.

VII. MATTERS CONSIDERED BY COMMITTEE OF SECRETARIES

65. In cases considered by the CoS on the directions of the Cabinet/Cabinet Committees, it will be the responsibility of the concerned Secretary to communicate the approval or otherwise of the Minister-in-charge of his Ministry/Department within a week from the date of issue of the minutes of the meeting of the CoS and in the event no such comments are sent to the sponsoring Ministry, it will be presumed that the Ministry concurs with the decision taken in the CoS meeting.

66. In all other cases considered by the Committee of Secretaries, the usual procedure of inter-ministerial consultations will continue to be followed as consultation process includes approval of the Minister-in-charge of the consulted Ministry/Department and consideration of a matter by a CoS is not a substitute for consideration of the issues at the Ministers' level.

67. In all cases, where the issue has been considered by a CoS, a copy of the comments/ feedback sent to the sponsoring Ministry, should also be endorsed to the Cabinet Secretariat.

68. 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 Ministries to convey their views on the draft note before the same is finalized 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 the Cabinet Secretariat as soon as such notes are circulated.

VIII. NEED TO AVOID LAST MINUTE RUSH OF PROPOSALS

69. The Ministries/Departments must plan their activities in such a manner that the proposals for consideration of the Cabinet/Cabinet Committee(s) are not sent just before these are to be announced or operationalised leaving little time

for examination of the pertinent issues and modifications/ interventions, if any required.

IX. NO. OF COPIES

70. The number of copies of the notes required to be sent to the Cabinet Secretariat are as below:

Cabinet/Cabinet Committee	No. of copies
Note for Consideration of Cabinet.	60 copies in Hindi and English [+ additional copies equivalent to the number of Departments consulted in the matter].
Notes for Cabinet Committee on Economic Affairs/Cabinet Committee on WTO Matters/Cabinet Committee on Prices/Cabinet Committee on Accommodation and Cabinet Committee on Infrastructure/Cabinet Committee on Unique Identification Authority of India and related issues.	45 copies in Hindi and English [+ additional copies equivalent to the number of Departments consulted in the matter].
Cabinet Committee on Political Affairs/Cabinet Committee on Security.	20 copies in Hindi and English.
Empowered Group of Ministers.	As advised by the Cabinet Secretariat on a case to case basis.

71. Cabinet Secretariat shall, where necessary, request for additional copies of the notes for Cabinet/Cabinet Committees.

X. COPIES OF BULKY DOCUMENTS

72. While generally it would be desirable to annex documents referred to in the body of the note, in cases where the documents are rather bulky, it would be in order to enclose the executive summary or relevant extracts from the documents. However, 5 copies each of the Act(s), Ordinance(s), Rules and Regulations referred to in the note should be sent to the Cabinet Secretariat along with the copies of the note for the Cabinet/Cabinet Committees/GoM/EGoM, in cases where these are not attached with the note, being bulky. However, copies

of the relevant extracts from such rules/Acts/instructions should be annexed to the note and duly referred to in the body of the note.

XI. CLEARANCE BY ELECTION COMMISSION OF INDIA

73. During the period when elections have been announced and the Model Code of Conduct for political parties and candidates issued by the Election Commission of India (ECI) is in force, the Ministries/Departments forwarding proposals for consideration of the Cabinet/Cabinet Committees should ensure that provisions of the Code are not violated. It would be advisable for the Ministries forwarding such proposals to make a reference to the ECI and obtain their prior clearance before forwarding the note for consideration of the Cabinet/Cabinet Committee to the Cabinet Secretariat.

XII. FORWARDING OF NOTES TO CABINET SECRETARIAT

74. **After the Minister-in-charge of a Department/Ministry has approved a note for submission to the Cabinet or any Cabinet Committee chaired by the Prime Minister, a copy of the note should be forwarded to the Principal Secretary to the Prime Minister immediately and thereafter, comments/advice of the PMO awaited for seven working days. Simultaneously, a copy of the final note will also be forwarded to the Cabinet Secretariat.** Accordingly, only after expiry of seven working days, the final note should be sent to the Cabinet Secretariat for placing it before the Cabinet/Cabinet Committees. The note should bear the date on which it is sent to the Cabinet Secretariat. The fact of compliance with the aforesaid instructions will be clearly stated in the forwarding memo *vide* which the notes are sent to the Cabinet Secretariat.

75. The forwarding memo should be addressed to and all copies of notes sent to Director (Cabinet), Room No. 12, Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, New Delhi- 110004 and not to any other senior officer in the Cabinet Secretariat. Where it is considered expedient or necessary to draw the attention of senior officers in the Cabinet Secretariat, an additional copy of the note may be forwarded to them directly.

76. For inclusion of proposals in the agenda of the meetings of the Cabinet/Cabinet Committees, which are generally held on Thursdays, procedurally correct notes should be sent to the Cabinet Secretariat at the earliest possible and those notes received by Wednesday evening of the previous week would only be considered for being included in the agenda for the next week subject to the condition that such notes are procedurally in order and had been sent to the Prime Minister's Office and the Cabinet Secretariat at least 7 working days prior to its despatch to the Cabinet Secretariat.

77. The forwarding Memo should categorically mention that the time-lines stipulated for completion of inter-ministerial consultations have been adhered to, and the Ministry/ Department had proactively pursued the Ministries/ Departments required to be consulted, in cases where their comments were not received within the stipulated time-frame. Names of Ministries/Departments, who have not responded despite follow-up should be indicated in the forwarding memo as also the main body of the note.

78. Further, in cases where there are differences between the Ministries/ Departments, these should be highlighted in the forwarding Memo to be sent to the Cabinet Secretariat.

XIII. PRESS BRIEF

79. 'Draft Press Brief' prepared on the assumption that the proposal would be approved as such by the Cabinet/Cabinet Committee with two copies each of the same in Hindi and English should 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. The press briefs should bring out the essence of the proposals or highlight the details about their possible impact, implementation strategy, targets and benefits expected to be achieved through the programmes/schemes approved by the Government. A suggested template for the purpose is at **Annex- II** at the end of this section.

80. In the event, there has been a lapse of two or more 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 a day prior to the date of the meeting for taking 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.

81. While media is generally not briefed in respect of ordinances and proposals on purely administrative matters with which the public at large is not directly concerned, a final view in the matter is to be taken by Cabinet Secretary. Further, when Parliament is in session, no media briefing is done in respect of proposals relating to major questions of policy. The Ministries/ Departments should, however, send the brief to the Cabinet Secretariat even in such cases.

SPECIMEN FORMAT OF THE MAIN NOTE

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 EMPOWERED GROUP OF MINISTERS/ GROUP OF
MINISTERS ON _____

Subject: _____

1. INTRODUCTION

A snapshot of the proposal in 3 or 4 sentences.

2. BACKGROUND

A brief background of the proposal to understand its genesis. This would include consideration of the matter earlier by Cabinet/Cabinet Committees/EGoM/GoM or Commissions/High level committees etc., if relevant, and other pertinent details.

3. PROPOSAL

The proposal may be stated with clarity and precision so that there is no ambiguity in what the Ministry/Department aims to achieve by implementing the proposal. The time-lines for completion of different stages of the projects/scheme/plan etc, where relevant, need to be clearly spelt out.

4. JUSTIFICATION

Rationale of the proposal may be brought out in this part of the note.

5. INTER-MINISTERIAL CONSULTATIONS

Details of all inter-ministerial consultations and their views/comments as elaborated in the consolidated instructions should be brought out in this section. This should also give details of the appraisal of the proposal by any appraisal bodies or financial institutions.

6. FINANCIAL IMPLICATIONS

The financial implications of the proposal may be worked out as accurately as possible and should be detailed in this section. Further, the manner in which the expenditure is proposed to be borne may also be clearly indicated.

7. APPROVAL PARAGRAPH

The approval paragraph is the most crucial paragraph containing the proposal on which consideration and approval of the Cabinet/ Cabinet Committee is solicited. It should be a self contained paragraph and drafted with clarity and precision leaving no scope for ambiguity or differing interpretations.

8. STATEMENT OF IMPLEMENTATION SCHEDULE (APPENDIX- I)

As per prescribed format and conforming to the approval paragraph.

9. STATEMENT OF EQUITY, INNOVATION AND PUBLIC ACCOUNTABILITY (APPENDIX- II)

As per prescribed format. Brief details of how the proposal will subserve the three criteria to be included in the main body of the note.

10. STATEMENT ON MAJOR MILESTONES AND CORRESPONDING TARGET DATES (APPENDIX- III) –

In the format prescribed for the purpose. (This is required only for Infrastructure Project related proposals)

11. APPROVAL OF THE MINISTER-IN-CHARGE

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

Signature _____
Name _____
Designation _____
(Joint Secretary or higher in the
sponsoring Ministry/Department)
Telephone No. _____

Note:- The above format is indicative and the exact headings may vary.

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_____

(Joint Secretary or higher in the sponsoring Ministry/Department)

Telephone No._____

SECRET

No.-----

Ministry of-----

Department of-----

STATEMENT OF EQUITY, INNOVATION AND PUBLIC ACCOUNTABILITY

Subject:_____

S.No.	The required goal	How does the proposal advance this goal?
1.	Equity or Inclusiveness	
2.	Innovation	
3.	Public Accountability	

Signature_____

Name_____

Designation_____

(Joint Secretary or higher in the sponsoring Ministry/Department)

Telephone No._____

SECRET

No.-----

Ministry of-----

Department of-----

STATEMENT ON MAJOR MILESTONES AND TARGET DATES

Subject:_____

S.No.	Major milestones	Time Frame for completion/ Target date
1.		
2.		
3.		

Signature_____

Name_____

Designation_____

(Joint Secretary or higher in the
sponsoring Ministry/Department)

Telephone No._____

SPECIMEN FORMAT FOR THE PRESS BRIEF

Ministry name

Date of decision

Subject of the Note for the Cabinet/Cabinet committees

1. Decision
2. Point-wise details
3. Background
4. Implementation strategy and targets
5. Major impact
6. Expenditure involved
7. No. of beneficiaries
8. States/districts covered
9. Details and progress of scheme if already running