

**IMPORTANT**

No. 2021/O&M/13/2

Date: 10.10.2021

**Sub.: Preparation/submission of notes to Cabinet/Cabinet Committee-Inclusion of background of proposals reg.**

Attention is invited to Cabinet Secretariat's OM dated 22.09.2021, (enclosed for ready reference) wherein it has been outlined to incorporate background of the proposal in such a manner that it should bring out the genesis of the proposal, earlier related decisions of the Cabinet/Cabinet Committee and subsequent developments leading to evolution of the proposal in the Cabinet Notes submitted for consideration of Cabinet and Cabinet Committees.

2. Accordingly, all concerned may please see for information and strict compliance of the instructions mentioned therein.

Encl: 1



(B. Majumdar)

Joint Secretary/Railway Board

DG/RHS, DG/RPF, DG/HR, DG/Safety  
All Additional Members/PEDs.  
All Executive Directors/Joint Secretaries

Copy to:-

- i) Chairman & CEO Railway Board
- ii) MF, M/Infra, M/TRS, M/O&BD
- iii) Secretary, Rly Board.
- iv) PS/MR, EDPG/MR, Addl.PS/MR & OSD/MR

S.No. 1/21

No.1/50/1/2021-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN

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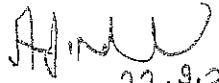
New Delhi, the 22<sup>nd</sup> September, 2021

OFFICE MEMORANDUM

**Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees - Background of the proposal -reg.**

The undersigned is directed to refer to the guidelines contained in the Handbook on Writing Cabinet Notes and instructions issued by the Cabinet Secretariat from time to time regarding preparation of notes for consideration of the Cabinet/Cabinet Committees.

2. The Handbook outlines the general structure of a Cabinet/Cabinet Committee note and *inter-alia* prescribes that the note should include an introduction that succinctly brings out the essence of the proposal in three-four sentences, followed by a brief background. It has been observed that the contents of the Background paragraph do not fully capture relevant details such as genesis of the proposal, earlier decisions of the Cabinet/Cabinet Committees on the subject and subsequent developments leading to evolution of the proposal in its present form. As a result, contextual perspective of the proposal is often missing.
3. Ministries/Departments may, therefore, ensure that while drafting the notes for consideration of the Cabinet/Cabinet Committees, care is taken to ensure that the "background" brings out the evolution of the proposal to its present form providing complete contextual perspective. If required, relevant details could be annexed to the note.
4. The Handbook on Writing Cabinet Notes stands modified accordingly. The aforesaid instructions may be disseminated to all concerned for information and strict compliance.

  
22, 9, 2021  
(Ashutosh Jindal)  
Joint Secretary  
Tele No. 23012697

To

All Secretaries to the Government of India.