

IMPORTANT

No. 2022/O&M/13/2/1

Date:10.08.2022

Sub.: Instructions on Preparation/Submission of notes for consideration of the Cabinet/Cabinet Committee.

Attention is invited to Cabinet Secretariat's OM dated 19.07.2022,(enclosed for ready reference) containing modified instructions specified in Handbook on Writing to be kept in view while preparation/submission of Cabinet Notes 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)

Advisor(Admin)/Railway Board

DG/RHS, DG/RPF

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) **Advisor/MR, EDPG/MR, OSD/Co-ord/MR, OSD/MR, Addl.PS/MR**

No.1/50/2/2022-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
—RASHTRAPATI BHAWAN

New Delhi, 19th July, 2022

OFFICE MEMORANDUM

Subject: Instructions on Preparation/ Submission of notes for consideration of the Cabinet and Cabinet Committees.

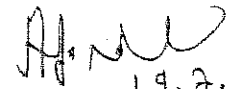
The undersigned is directed to refer to the guidelines contained in the Handbook on Writing Cabinet Notes and instructions issued by the Cabinet Secretariat from time to time regarding preparation of notes for consideration of the Cabinet/ Cabinet Committees.

2. In this regard, it has been decided that the Ministries/ Departments, while drafting Cabinet Notes for legislative proposals, should examine the matter holistically considering, inter-alia, the following:

- (i) Global practice i.e. laws promulgated in various countries which may be relevant to the proposal;
- (ii) Best practices on the subject;
- (iii) Present situation in the country and the objectives that we seek to achieve through the proposal/ road map for the future;
- (iv) Steps taken by States including laws, if any, made by them;
- (v) Laws should be so drafted that they do not require frequent amendment.

3. Further, the Notes for Cabinet/ Cabinet Committees should include relevant inputs in this regard in the paragraph on "Justification" and details may be included in an Annexure to the note.

4. The Checklist contained in the Handbook on Writing Cabinet Notes stands modified accordingly. The aforesaid instructions may be disseminated to all concerned for information and compliance.


19.7.2022

(Ashutosh Jindal)
Additional Secretary
Tele No. 23012697

To

All Secretaries to the Government of India.