



# **Government of India Cabinet Secretariat**

**Handbook on writing notes for the  
Cabinet and Cabinet Committees**

**January 2011**



**CABINET SECRETARIAT  
Government of India**

## **FOREWORD**

The decisions taken by the Cabinet and Cabinet Committees are fundamental to the governance of the country and form the basis of policy formulation as also for evaluating the impact of programmes, policies, plans, projects and schemes of the Government. The preparation of correct, accurate and concise Cabinet notes is essential to facilitate decision-making at the highest level of the Government.

2. For helping the Ministries/Departments to write good quality Cabinet notes that are conceptually clear, lucid and well-organized, the Cabinet Secretariat has prepared this Handbook. It seeks to capture all necessary information on the subject. It is hoped that the compilation will facilitate the Ministries/Departments in improving the quality of Cabinet notes. A series of Workshops will also be conducted to ensure that all concerned officers in the Ministries/Departments get fully acquainted with this important work.

3. Suggestions for improvement in the Handbook, if any, are welcome and may be forwarded to Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan or e-mailed to [dir.cab-cabsec@nic.in](mailto:dir.cab-cabsec@nic.in).



**(K.M. Chandrasekhar)**  
**Cabinet Secretary**

January 7, 2011

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# 1. Some Introductory Issues

## **Cabinet Notes as instruments of policy making**

1. The decisions taken by the Cabinet and Cabinet Committees are fundamental to the governance of the country. Various matters of national and international importance impacting different facets of governance get flagged and placed before the Cabinet and Cabinet Committees. The notes for their consideration are, therefore, central to policy making and to successful execution of different programmes. They should have the highest degree of clarity and all pertinent details should be brought out in the right perspective in such notes.

2. The proposals that are placed before the Cabinet and Cabinet Committees are often the culmination of a series of steps. These include consultations with the stakeholders within the Central Government and outside, consultations with the State Governments, inter-ministerial consultations and in many cases, appraisal by designated bodies or financial institutions. The final document and the proposals contained in such notes should therefore be of very high quality.

## **Clarity of language and thought**

3. The language of the notes for the Cabinet/Cabinet Committees should be clear, concise and incapable of misconstruction. Style of presentation is as important as the content of the notes. While avoiding needless verbosity, it is advisable to use short sentences. Lengthy sentences, abruptness, redundancy, superlatives and repetition, whether of words, observations or ideas, often lead to confusion. Care also needs to be taken to ensure correct usage of spelling and grammar and to avoid typographical errors. Foreign or classical words and expressions should be avoided as far as possible. In the English text, vernacular words should be used only when their meaning cannot be expressed equally well in English. Comparative statements indicating the existing provisions and the proposed changes in a tabular format are preferable as compared with running matter. Such tabular statements are also useful while considering amendments to Acts or recommendations of the Parliamentary Committees etc.

## **Centre – State Partnership**

4. India is a Union of States with authority delineated between the Central and the State Governments. The Three lists in the Seventh Schedule of the Constitution of India viz. **List-I – Union List; List-II – State List; and List-III- Concurrent list**, spell out the respective domains of the Central and the State Governments. Therefore, while deciding to place any proposal before the Cabinet or the Cabinet Committees, the Departments should check that either the subject falls within the business of the Union Government or that appropriate procedures have been followed to empower the Central Government to take decisions in the matter in terms of the constitutional provisions or other relevant laws. It needs to be ensured that proposals to be placed before the Cabinet/Cabinet Committees do not lead to transgression of the authority of the State Governments. Though, the Government business is disposed of by the concerned Governments in terms of the respective domains, its implementation is done largely by

the States. It would, therefore, be desirable to build some stake for the State Governments and to the extent feasible, link the release of central funds to achievement of pre-defined milestones.

## **Disposal of the business of the Government of India**

5. The business of the Government of India is disposed of at various levels within the Ministries/Departments in terms of the Government of India (Allocation of Business) Rules, 1961 by, or under the general or special directions of the Minister-in-charge. However, Government of India (Transaction of Business) Rules, 1961, stipulate that such disposal of business is subject to the provisions relating to consultation with other Ministries/Departments, approval of the Prime Minister, the Cabinet and its Committees and the President. Accordingly, while a significant portion of the Government Business gets disposed of at the departmental level, certain cases, or class of cases that are important from the national perspective, require approval of the Cabinet or one of the Cabinet Committees.

6. Detailed guidelines/instructions regarding preparing notes for the Cabinet and Cabinet Committees have been issued by the Cabinet Secretariat. These are available on the Cabinet Secretariat website viz. [www.cabsec.nic.in](http://www.cabsec.nic.in). and also included in this Handbook. These instructions are also to be followed for writing notes for the EGoMs and GoMs.

7. The Government of India (Allocation of Business) (AoB) Rules, 1961 and the Government of India (Transaction of Business) (ToB) Rules, 1961 have been framed under Article 77 (3) of the Constitution of India. These specify the business allocated to different Ministries/ Departments of the Government of India. The cases that require approval of the Cabinet, are indicated in the Second Schedule, and those requiring approval of the Cabinet Committees are indicated in the First Schedule to the Government of India (Transaction of Business) Rules, 1961. Updated versions of the Government of India (Allocation of Business) Rules, 1961 and the Government of India (Transaction of Business) Rules, 1961 are available on the Cabinet Secretariat's website.

8. Some of the illustrative cases required to be placed before the Cabinet are:

- (a) Cases involving legislation including the issue of Ordinances.
- (b) Cases involving negotiations with foreign and Commonwealth countries on treaties, agreements and other important matters.
- (c) Proposals to appoint public commissions or committees of inquiry and consideration of the reports of such commissions or committees.
- (d) Proposals relating to creation of posts of the level of Joint Secretary to the Government of India or higher.

- (e) Cases in which a difference of opinion arises between two or more Ministers and a Cabinet decision is desired.
- (f) Proposals to vary or reverse a decision previously taken by the Cabinet.

9. Similarly, the cases to be placed before the Cabinet Committees are listed in the First Schedule of the ToB Rules.

10. Broadly, in terms of the existing delegation of authority, the Departments take decisions as per the authority delegated to them. Cases involving expenditure up to ₹ 300 crore, are disposed of either within the Ministry or in consultation with the Ministry of Finance as per the threshold laid down for submission of cases to the Cabinet or Cabinet Committees in the TOB Rules. Higher powers have separately been delegated in some cases such as those considered by the Public Private Partnership Appraisal Committee (PPPAC), High Powered Inter-Ministerial Committee (HPC) for Special Accelerated Road Development Programmes in North Eastern Region and also in respect of cases concerning the Ministry of Defence. The Department of Public Enterprises has also delegated higher powers to different categories of PSUs. Subject to such exceptions, all proposals involving expenditure of over ₹ 300 crore are required to be placed before the Cabinet or the concerned Cabinet Committee for approval.

11. The proposal sought to be placed before the Cabinet/Cabinet Committees, should either be the concern exclusively of the sponsoring Department, or it should primarily concern the Department in terms of the Government of India (Allocation of Business) Rules, 1961. In cases, where it does not exclusively concern the sponsoring Department, the concurrence of the Departments whose business is impacted, must be obtained. In the event of such concurrence not being possible, the views of the differing Departments are to be appropriately included in the note seeking approval of the Cabinet or the Cabinet Committee. In the latter case, where there is difference of opinion between the sponsoring and the consulted departments, the views of the consulted departments need to be reflected honestly in the note. However, the Ministries can, in terms of the instructions relating to consideration of matters by the Committee of Secretaries, also place such cases before the Committee of Secretaries for narrowing down or eliminating the differences.

12. The process of inter-ministerial consultations is a critical component of the process of writing notes for the Cabinet/Cabinet Committees. Three major problems have, in general, been noticed with regard to inter-ministerial consultations. These are:

- (i) the notes do not reflect the views of the concerned Departments at all;
- (ii) these are paraphrased sometimes in a manner that does not correctly reflect the viewpoint of the consulted Department; and
- (iii) the comments of the consulted Ministries are brushed aside and counter comments of the sponsoring Department provided, which are not based on merit.

13. The detailed instructions regarding inter-ministerial consultations and other procedural aspects have been reproduced in section 3 of this Handbook.

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## **2. Rules of Business in brief**

1. The executive power of the Union is, as per the Constitution of India, vested in the President, who may exercise it either directly, or through officers subordinate to him/her in accordance with the Constitution and the rules framed thereunder. The President has, in exercise of the powers conferred under Article 77(3) of the Constitution of India, framed the Government of India (Allocation of Business) Rules, 1961 and the Government of India (Transaction of Business) Rules, 1961 for disposal of Government Business. In this section, the salient features of these rules are being recapitulated. The full and up to date text of the Government of India (Allocation of Business) Rules, 1961 and the Government of India (Transaction of Business) Rules, 1961 is available on the website of the Cabinet Secretariat ([www.cabsec.nic.in](http://www.cabsec.nic.in)).

### **Government of India (Allocation of Business) Rules, 1961**

2. The AoB rules comprise three parts:

(i) the main rules;

(ii) the First Schedule indicating the names of the Ministries, Departments, Secretariats and Offices under the Government of India. The correct name(s) of the Ministries/Departments should be taken from this Schedule; and

(iii) the Second Schedule indicating the distribution of subjects among the Ministries/Departments. This gives details of the items of business allotted to the individual Ministries and Departments. The business so allocated to Ministries and Departments includes Attached and Subordinate offices, and other organizations including Public Sector Undertakings administered by them.

3. The Government of India (Allocation of Business) Rules, 1961 are illustrative and not exhaustive and therefore, in many cases, there would be some degree of overlap between the business allocated to different Departments.

4. Amendments in these Rules could be initiated by the concerned Ministry/Department and forwarded to the Cabinet Secretariat. Such a proposal should have the approval of the Minister-in-charge of the sponsoring Ministry/Department and if the proposed amendment(s) impact the business of other Ministries/Departments, the sponsoring Ministry should obtain the concurrence of all such Ministries/ Departments at the level of the respective Minister(s)-in-charge.

### **Government of India (Transaction of Business) Rules, 1961**

5. Most of the powers of the Union are not exercised by the President in person and the Government of India (Transaction of Business) Rules, 1961, as amended from time to time, lay down the procedure to be complied with for the disposal of the business allocated to various Departments including submission of cases to the Prime Minister, the Cabinet and its Committees and the President.

6. The ToB Rules comprise:
- (a) the main rules;
  - (b) the 'First Schedule' which lists the functions of the various Cabinet Committees;
  - (c) the 'Second Schedule' which details the cases that are required to be brought before the Cabinet;
  - (d) the 'Third Schedule' which lists the cases to be submitted to the Prime Minister and the President; and
  - (e) the 'Fourth Schedule' that lists the periodical reports etc. required to be submitted to the President for information.

7. The two key features of the ToB Rules are that: (i) all business allotted to a Department under the Government of India (Allocation of Business) Rules, 1961, is to be disposed of by, or under the general or special directions of, the Minister-in-Charge, except where such authority is required to be exercised by some other competent authority under these Rules; and (ii) when the subject of a case concerns more than one Department, a decision can be taken or order issued only after such Departments have concurred, or, failing such concurrence, a decision thereon has been taken by or under the authority of the Cabinet.

8. Procedurally, therefore, the Minister-in-Charge of the Department would be within his right to bring the matters before the Cabinet in all cases of difference of opinion with the Ministries whose business is impacted. However, in all such cases, it is incumbent upon the sponsoring Ministries to honestly reflect the views/comments of the consulted Ministries/Departments along with their counter views, if any. The sponsoring Department should not cursorily brush aside the views of the consulted Department.

9. These rules also bring out the need for consultation with the nodal Ministries such as the Ministry of Finance in respect of financial matters, the Ministry of Personnel, Public Grievances and Pensions in respect of personnel matters; and the Ministry of Law and Justice in legal matters. As an illustrative analogy, in matters relating to financial outgo, the rules prescribe that the cases cannot be decided without the concurrence of the Ministry of Finance except when these fall within the delegated authority of the concerned Ministry. Similarly, in personnel matters, the necessity of consultation with the Ministry of Personnel, Public Grievances and Pensions is specified. In matters relating to proposals for legislation, the making of rules and orders and preparation of important contracts to be entered into by the Government, etc., the Ministry of Law & Justice has to be consulted. Similarly, the Ministry of External Affairs should be consulted on all matters affecting India's external relations including agreements and treaties with foreign countries. However, in case of international agreements or treaties etc. which impact our domestic laws, concurrence of or consultation with the Ministry of Law & Justice, Department of Legal Affairs is also necessary.

10. To meet a situation of extreme urgency or unforeseen contingency in any particular case, Rule 12 of the Government of India (Transaction of Business) Rules, 1961 empowers the Prime Minister to permit or condone a departure from these rules, to the extent deemed necessary.

11. In such situations also, the process of examination and inter-ministerial consultations would need to be followed. All cases under Rule 12 are mandatorily

required to be routed through the Cabinet Secretary and should, in no case, be sent directly to the Prime Minister.

12. The following guidelines are required to be followed in cases where rule 12 is proposed to be invoked:

- i) proposals shall be moved only by the administrative Ministry/ Department concerned with the subject, under the Government of India (Allocation of Business) Rules, 1961;
- ii) proposals shall be accompanied by a detailed justification clearly bringing out the urgency involved in the matter and the exceptional circumstances that require it to be processed under Rule 12 along with a statement specifying the reasons, why it could not be processed for obtaining the approval of the competent authority in time;
- iii) Secretary of the Department/Ministry will ensure that all essential requirements including inter-ministerial consultations, have been met before submitting the proposals for approval under this rule. This fact is to be mentioned in the proposal submitted for approval under Rule 12;
- iv) the Ministry/Department concerned shall route the proposal through the Cabinet Secretary after obtaining the approval of the Minister-in-charge in all cases and also of the Minister of Finance in matters involving outgo of funds, or other concerned Ministers, where the subject matter impinges on their business; and
- v) proposals of the Ministry/Department of which the Prime Minister is the Minister-in-charge, are to be routed through the Cabinet Secretary by the Secretary of the Department concerned. However, in case, the Department has a Minister of State, his/her approval is to be obtained in the first instance, and thereafter the proposal routed through the Cabinet Secretary.

13. In all such cases, where approval under rule 12 has been obtained, it is necessary to obtain the *ex-post-facto* approval of the Cabinet/concerned Cabinet Committee unless the Cabinet Secretariat has, while communicating the approval, advised to the contrary.

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# **3. Consolidated Instructions for writing Cabinet Notes\***

## **I. FORMAT AND PRESENTATION OF THE NOTE**

1. The notes are to be prepared in the format at **Annex-I** at the end of this section 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.

**\* These instructions apply to notes for Cabinet/Cabinet Committees/EGoM/GoMs**

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 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). All notes for consideration of the Cabinet/Cabinet Committees shall indicate how the proposal under consideration will enhance the goals of equity or inclusion, innovation and public accountability. 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 specifically be mentioned and brought to the attention of the Cabinet/Cabinet Committee on Infrastructure as part of the paragraph seeking their approval.

(ii) Specimen formats of **Appendix- I, Appendix- II and Appendix-III** have been included at the end of this section.

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. In cases, where the Ministries/Departments do not agree with the views of PMO, the details of the views expressed by PMO and the views of the sponsoring Ministry/Department should be attached in a tabular format along with the forwarding memo and sent to the Cabinet Secretariat. A copy thereof should also be forwarded to 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 receipt 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:

<b>Sl. No.</b>	<b>BODY</b>	<b>APPROVAL REQUIRED</b>
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 send 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. A copy of the Note should simultaneously be sent by the sponsoring Ministry/Department to all Ministries concerned.

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:

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 would 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.

\*\*\*\*\*

( As per Cabinet Secretariat Memo. No.1/13/2/2010-Cab. dated 23.12.2010)

**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.	<b>Equity</b> <b>Inclusiveness</b>	or
2.	<b>Innovation</b>	
3.	<b>Public Accountability</b>	

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

## **4. Forwarding Cabinet Notes**

All notes for the Cabinet and Cabinet Committees should be forwarded to Director (Cabinet), Room No. 12, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi and not to any other officer(s) in the Cabinet Secretariat to ensure that there is no delay in receipt or processing of such notes. However, in cases, where the concerned Ministry considers it necessary to draw the attention of any senior officer of the Cabinet Secretariat to the urgency involved etc., they may write a DO letter to the concerned senior officer enclosing an additional copy of the note.

2. In order to ensure that none of the facts required to be brought to the notice of the Cabinet Secretariat while forwarding the notes for the Cabinet/Cabinet Committees, are missed out, a model Office Memorandum for forwarding the notes to the Cabinet Secretariat has been devised and reproduced overleaf.

3. It must be ensured that the notes are stapled at the left hand top corner and are not bound spirally or otherwise.

# Model Forwarding Office Memorandum

Copy No.

Secret

No.

Ministry/Department of

New Delhi, dated

## Office Memorandum

Subject: XX

The undersigned is directed to enclose.....<sup>1</sup> copies of the note (both in Hindi and English versions) on the above mentioned subject for consideration by the Cabinet/Cabinet Committee on.....

2. It is informed that the Ministries/Departments of ....., and .... and the Prime Minister's Office have been consulted at the draft stage. The comments of the consulted Ministries/Departments have been included in the main body of the note.

3. Since the proposal does not have any financial implications, the stipulated period of 15 days for inter-ministerial consultations was over on..... **OR** Since the proposal has financial implications, the stipulated period of four weeks for inter-ministerial consultations was over on..... However, despite having taken pro-active steps to solicit the views/comments of the concerned Ministries including a *demi-official* reminder at the level of Secretary, the comments of the Ministry/ Department of ....., .....were not received. **OR** This being a complex case, the Ministry/Department of .... had requested additional time. **OR**

The proposal has been appraised by the EFC/PIB/ other appraisal bodies (specify the body). The recommendations of the EFC/PIB/other appraisal bodies (specify the body) have been accepted. The Cabinet/ Cabinet Committee note has been approved by the Minister of Finance (where relevant). Copies of the EFC/PIB Memo were sent to PMO on .....

4. No comments were received from PMO within the stipulated period of 15 days after sending the draft note **OR** The comments received from PMO on the subject have duly been factored into the proposal; however, the Ministry/Department does not agree with some of the points raised by PMO and a tabular statement indicating the point(s) raised by PMO and our counterviews thereon are annexed herewith.

5. A copy of the final note for the Cabinet/Cabinet Committee on..... had been forwarded to PMO on..... Seven working days, after sending the final note to PMO, lapsed on..... No comments have been received from PMO on the subject **OR** The

---

<sup>1</sup> 60+ number of Ministries/Departments consulted in case of note for the Cabinet; 50+ number of Ministries/Departments consulted in case of note for all the other Cabinet Committees except CCPA and CCS, where 20 copies may be forwarded.

comments received from the PMO have duly been taken into account while finalizing the note. A copy of the final note had also been sent to the Cabinet Secretariat on the day it was sent to PMO.

6. A tabular statement indicating the views/comments of PMO and action taken thereon by the Department/comments of the Department are annexed with this Office Memorandum.

7. There has been a delay in submitting this case as the prescribed period of 60 days after appraisal by EFC/PIB was over on ..... The reasons for the delay are..... , ....., and .....

8. It is also stated that there are no differences on the proposals with the consulted Ministries/Department **OR** there are differences on certain proposals and brief details thereof are as below:

.....  
.....  
.....

9. The concerns expressed by the consulted Ministries/Departments have duly been addressed.

10. It is requested that the note may be placed before the Cabinet/ Cabinet Committee at an early date **OR** there is urgency for consideration of this item by the Cabinet/Cabinet Committee keeping in view..... (reasons to be given) and therefore, it is requested to place the note in its next meeting.

**(XYZ)**  
**Designation**  
**Tel. No.**  
**E mail....**

**Cabinet Secretariat { Director (Cabinet)}**  
**Room No.12, Rashtrapati Bhawan,**  
**New Delhi 110004.**

## 5. Checklist for avoiding Common Deficiencies

(A checklist for use in Ministries/Departments)

<b>A</b>	<b>Competence of the Central Government to consider the matter.</b>	
1	Does the subject matter of the note for the Cabinet/Cabinet Committee concern the Government of India exclusively?	
2.	If not, have the State Governments been consulted?	
3.	In case the subject does not fall in the Union or Concurrent list, or consultations with the State Governments have not been held or their concurrence has not been obtained, does the Central Government have the competence to take decision in the matter? Have the details in this regard been brought out in the note?	
4.	In case the subject is covered by the Union List or the Concurrent list, but part of the expenditure has to be borne by the State Governments, has consultation been carried out with the States or is it left optional to the States to implement the proposal?	
5.	In case of schemes/projects to be implemented by the State Governments, does the proposal seek to create a stake for the State or has the release of payments been linked to the achievement of clearly defined periodic milestones?	
<b>B</b>	<b>Competence of the Department to consider the matter.</b>	
6.	Does the subject matter concern the Department, proposing to move the note, in terms of the Government of India (Allocation of Business) Rules, 1961?	
7.	Does it, besides concerning the sponsoring Ministry, also impact the business of other Ministries/Departments? Have the requisite inter-ministerial consultations been held?	
<b>C</b>	<b>Competence of the Cabinet/Cabinet Committee to consider the matter.</b>	
8.	Does the proposal fall within the mandate of the Cabinet/Cabinet Committee for whose consideration the note is being prepared or is it required to be disposed by some other competent authority in terms of various schedules of the ToB Rules or specific decisions taken by	

	Cabinet/Cabinet Committees?	
<b>D</b>	<b>Physical Presentation of the note</b>	
9.	Whether the name of the Ministry/Department, security grading, page number, file number etc. have been indicated correctly on each page of the note?	
10.	Whether it has been ensured that bullets are not used in the note and each paragraph or sub-paragraph is distinctly numbered?	
11.	Have all the abbreviations been expanded when used for the first time in the note?	
12.	Has the date of the note been given on the front page of the note and is it the same as given by the officer signing the Note?	
13.	Has the note been typed in double space on A-4 size of paper with font size of 12-14 (Arial)?	
14.	Whether 1.5 inch left margin has been provided?	
15.	Whether 'back to back' printing has been done?	
16.	Whether Annexures have any notings in the margin or are Annexures not legible, partly, or fully? If yes, have they been replaced with legible copies without any notings in the margin? [Annexures could be retyped, if these are not legible]	
17.	Have any unrelated Annexures or papers including previous notes of the Cabinet/Cabinet Committees been attached? (If so, they may be removed. In respect of old notes of Cabinet/Cabinet Committee, only relevant extracts and minutes may be enclosed).	
18.	If there are Annexures within Annexures, have these been numbered distinctly to ensure that there is no confusion?	
19.	Have copies of the Reports / Acts / Orders etc. referred to in the body of the note been duly attached with the note or have these been forwarded separately to the Cabinet Secretariat?	
20.	Have the notes been properly stapled? (spiral binding or any other form of binding is not permitted, only stapling of notes is allowed).	
21.	(a) Has the proposed Agreement or MoU with any of the foreign Governments been vetted by the Legal & Treaties Division of the Ministry of External Affairs and attached with the note?  (b) In cases, where such Agreements also affect our domestic laws, has the draft been vetted by the Ministry of Law and Justice?	
22.	Has a copy of the draft Bill vetted by the Legislative Department been	

	attached, in case of proposals relating to legislation?	
<b>E</b>	<b>Details regarding earlier consideration of the note.</b>	
23.	(a) Has the note been considered previously by the Cabinet/Cabinet Committee?  (b) If yes, have the facts/details regarding previous consideration including date of such consideration been mentioned in the note and copies of the minutes/approval accorded and only relevant extracts from the note considered earlier attached with it or reproduced in the note?	
<b>F</b>	<b>Financial Implications.</b>	
24.	Have the financial implications been worked out and reflected correctly in the note?	
25.	Are the requisite funds available with the Department and has the proposal been cleared by the Ministry of Finance?	
<b>G</b>	<b>Statement of Implementation Schedule and Statement of Equity, Innovation and Public Accountability.</b>	
26.	(a) Are these attached immediately after the main note and marked as Appendix I & II respectively?  (b) in respect of infrastructure proposals, has Appendix III indicating milestones also been attached?	
27.	Is Appendix-I in conformity with the approval paragraph and the prescribed format?	
28.	Is Appendix-II in conformity with the prescribed format?	
29.	Have all these statements been signed by the competent officer?	
30.	Is the fact regarding Statements having been attached with the note appropriately stated in the body of the note?	
<b>H</b>	<b>Applicability of Model Code of Conduct relating to Elections</b>	
31.	(a) Is the Model Code of Conduct (concerning elections) for political parties applicable?  (b) If yes, will the proposal be affected by the code and whether concurrence of the Election Commission of India has been obtained?	
<b>I</b>	<b>Inter-ministerial consultations.</b>	

32.	(a) Does the proposal in any manner impact the business of any other Department(s)? (b) If so, have they been consulted or their concurrence obtained?	
33.	Does the proposal have financial implications beyond the authority delegated to the Ministry/ Department and if so, has the Ministry of Finance been consulted?	
34.	In case of legislations, the making of rules or the orders of a general character in exercise of a statutory power conferred on the Government and the preparation of important contracts to be entered into by the Government, has the Ministry of Law (Department of Legal Affairs and the Legislative Department, as applicable) been consulted and the draft vetted by them?	
35.	Whether in cases relating to the number or grade of posts, or to the strength of a service or to the pay or allowances of Government servants or to any other conditions of their service having financial implications, concerning the Ministry of Finance prior concurrence of the Department of Personnel & Training has been obtained or consultation carried out with that Department?	
36.	(a) Is the case fully covered by a decision or advice previously given by the Department of Personnel & Training in respect of determination of the method of recruitment and conditions of service and interpretation of the existing orders of general application relating to such recruitment or conditions of service? (b) If not, has the Department of Personnel & Training been consulted?	
37.	(a) Is the case fully covered by instructions issued or advice previously given by the Ministry of External Affairs in respect of matters affecting India's external relations; and (b) if not, has the Ministry of External Affairs been consulted?	
38.	(a) Does the proposal require approval of the Planning commission and has it been so approved? or (b) Does it require appraisal by any of appraisal bodies? If yes, has the proposal been so appraised? Have the minutes of the meeting of the appraisal body been attached with the Cabinet/Cabinet Committee note?	
39.	Has the note been sent within two months from the date of clearance of the appraising body?	
40.	In case of delay, has the delay been condoned by the competent authority and reasons of delay explained in the Note?	
41.	(a) Whether the recommendations of the appraisal body are proposed to be accepted <i>in toto</i> ? (b) In case, the recommendations of the appraising body are not	

	proposed to be accepted, has it been circulated to the concerned Ministries, their comments/concurrence obtained and appropriately reflected in the note with counter-comments of the Department?	
42.	Has the proposal been approved by the Minister of Finance where financial implications are involved?	
43	Whether all Ministries whose business could be impacted, have been consulted as per the time-lines prescribed?	
44.	Has consultation required with the Ministries of Panchayati Raj, Women and Child Development, Social Justice & Empowerment, Tribal Affairs, DONER etc been carried out?	
45.	Has the note been sent to the Prime Minister's Office (PMO) at draft stage and their comments awaited for 15 days?	
46.	Have the views of the consulted Ministries been reflected properly in the main body of the note along with the counter-comments of the sponsoring Ministry?	
47.	Are the names of the Ministries/Departments correctly written in the body of the note as these exist in the Gol (AoB) rules?	
48.	Have copies of the Note been sent to differing Ministries and the fact mentioned in the body of the Note and reconfirmed in the forwarding Memo?	
49.	In cases where comments have not been received from the consulted Ministries/Departments despite the lapse of the prescribed time limits, has an effort been made to pro-actively pursue the concerned Ministries?	
50.	Has National Security Council Secretariat been consulted in matters relating to national security?	
51.	(a) Has consultation with National Manufacturing Competitiveness Council been undertaken in cases concerning manufacturing sector? (b) Has consultation with BRPSE been undertaken in cases concerning restructuring/revival of CPSE?	
<b>J</b>	<b>Consultation with PMO</b>	
52.	Have PMO's views duly been factored in while finalizing the Note? In cases, where their views are not being accepted, have the counter views of the sponsoring Ministry/Department and PMO views been mentioned in the forwarding Memo and where necessary, a tabular statement attached with the forwarding memo indicating the view of the PMO and the sponsoring Ministry? (PMO's views can be referred to/reproduced in the forwarding memo and not in the main note).	

53.	<b>Has a copy of the final note been endorsed to PMO at least seven working days before its dispatch to the Cabinet Secretariat? Has a copy also been sent to Cabinet Secretariat on the same date?</b>	
54.	Has a reference been made to the views of PMO/Cabinet Secretariat in the note? If yes, such references be deleted. It is clarified that indicating that the note had been sent to PMO is not prohibited and what is prohibited is that their no views are attributed to PMO/Cabinet Secretariat in the note.	
<b>K</b>	<b>Changes in the notes after inter-ministerial consultations.</b>	
55.	Are the proposals in the note the same as those included in the draft note circulated to Ministries/Departments at the time of inter-ministerial consultations? If the sponsoring Department has made substantial changes in the original proposals, had the note been re-circulated for completing inter-ministerial consultations?	
<b>L</b>	<b>Presentations made before the Cabinet/ Cabinet Committees/ the PM.</b>	
56.	In case, presentations are made before the PM/Cabinet/Cabinet Committees prior to the note being submitted for consideration of the Cabinet/Cabinet Committees, whether the following procedure has been adopted:  (i) 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  (ii) in respect of issues, where approval is sought for commencement of the schemes, programmes etc. having budgetary implications/financial outgo, has the prescribed procedure for EFC/PIB/Planning Commission approval(s) and necessary inter-ministerial consultations been followed?	
<b>M</b>	<b>Press Brief</b>	
57.	Have two copies of the press brief in Hindi and English been sent with the note to Cabinet Secretariat? <b>(This is mandatory).</b>	
<b>N</b>	<b>Hindi version</b>	
58.	Has Hindi version been attached with all Annexures and is it complete in all respects? <b>(This is mandatory).</b>	

<b>O</b>	<b>Approval Paragraph</b>	
59.	(i) Is the approval paragraph self contained, brief and excludes any facts/details on which approval of the Cabinet/Cabinet Committee is not required?  (ii) Do the contents of <b>Appendix I</b> correspond to the approval paragraph?	
<b>P</b>	<b>Approval of Minister-in-charge.</b>	
60.	Has the approval of the Minister-in-charge been taken for placing the note before the Cabinet/Cabinet Committees and indicated in the note?	
<b>Q</b>	<b>Change in the facts/circumstances after submission of notes</b>	
61.	Has there been any change in the facts/circumstances after submission of the note for consideration of the Cabinet/Cabinet Committee including receipt of comments from the Ministries/Departments or State Government or other authorities. If so, (a) has the Cabinet Secretariat been informed about it? and (b) has a <b>Supplementary Note</b> been prepared and requisite copies sent to the Cabinet Secretariat or (c) is the note required to be withdrawn for recasting?	
<b>R</b>	<b>Prescribed time-lines.</b>	
62.	Have the time-lines prescribed for various activities including inter-ministerial consultations and reference to PMO been followed?	

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## **6. Specimen Cabinet/Cabinet Committees Note**

*(This note has been prepared only for training purposes and is not an actual note).*

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**SECRET**  
File No. XXXXXXXX  
Ministry of Shipping

New Delhi, Dated the XXXX, 2010

### **NOTE FOR THE CABINET COMMITTEE ON ECONOMIC AFFAIRS**

**SUBJECT: Financial support to the Indian Maritime University for augmentation of facilities for providing reservation of seats to 'Other Backward Classes' (OBCs).**

#### **1. Introduction**

The present proposal seeks approval of the Cabinet Committee on Economic Affairs (CCEA) for augmenting the facilities available at the Indian Maritime University (IMU), Chennai and its other campuses for complying with the requirements relating to reservation of seats for 'Other Backward Classes' (OBCs) in educational institutions at an estimated cost of ₹ 500 crore to be incurred during 2010-11, 2011-12 and 2012-13 including non-recurring expenditure of ₹ 475 crore and recurring expenditure of ₹ 25 crore.

#### **2. Background**

2.1 Based on the approval accorded by the Cabinet in its meeting held on 18.12.2006 (**Annex I, p. 9**), the University was established on 14.11.2008 in Chennai with campuses at Chennai, Kolkata, Mumbai and Vishakapatnam as a Central University under the IMU Act, 2008 (22 of 2008).

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**Ministry of Shipping**

2.2 While setting up the University, the existing seven Government and Government aided maritime training and research institutes viz. Marine Engineering & Research Institute, Kolkata, Marine Engineering & Research Institute, Mumbai, Lal Bahadur Shastri College of Advanced Maritime Studies and Research, Mumbai, T.S. Chanakya, Navi Mumbai, National Maritime Academy, Chennai, Indian Institute of Port Management, Kolkata and National Ship Design and Research Centre, Vishakapatnam, were merged with it.

**3. Proposal**

3.1 It is now proposed to augment various facilities, including hostel, the academic blocks, administrative blocks, computing facilities, laboratories and sports infrastructure in all the campuses of the IMU by providing a one time budgetary support of ₹ 500 crore.

3.2 In terms of the decision of the Cabinet, the University is a self funding institution and no financial support is to be provided to it for its normal operations by the Government. However, in order to comply with the law enacted by the Government relating to reservation of seats for OBCs in educational institutions, additional infrastructural and other facilities are required to be created in different campuses of the IMU. This is proposed to be done over a period of next three years. It is clarified that except for this assistance, the IMU would continue to be run on self-financing basis.

**4. Financial implications**

4.1 The details of non-recurring expenditure involved for augmentation of these facilities, campus-wise, has been assessed as below:

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**Table: Details of Non-Recurring Expenditure**

₹ in crore

<b>Name of Campus</b>	<b>Hostel</b>	<b>Academic and Administrative blocks, computer facilities</b>	<b>Sports infrastructure</b>	<b>Total</b>
<b>Chennai</b>	75	75	50	200
<b>Kolkata</b>	25	55	25	105
<b>Mumbai</b>	25	50	25	100
<b>Vishakapatnam</b>	15	35	20	70
<b>Total</b>	140	215	120	<b>475</b>

4.2 The year-wise outgo of funds on account of non-recurring expenditure would be ₹ 100 crore in 2010-11, ₹ 275 crore in 2011-12 and ₹ 100 crore in 2012-13.

4.3 Besides, there would also be a recurring expenditure of ₹ 25 crore during the next three years on account of salary and wages due to creation of new posts at various levels and outsourcing of certain services. All the additional posts will be created in accordance with the norms relating to creation of teaching and non-teaching posts for which a separate reference will be made to the Department of Expenditure, Ministry of Finance. It is confirmed that none of the new posts will be of the rank of Joint Secretary to the Government of India or higher. The year-wise outgo of funds on account of recurring expenditure would be ₹ 5 crore in 2010-11, ₹ 10 crore in 2011-12 and ₹ 10 crore in 2012-13.

4.4 The additional funds required for the purpose would be provided through plan support from within the existing allocations of the Ministry of Shipping.

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4.5 Various activities proposed to be undertaken for construction of hostel and academic blocks are proposed to be completed during 2010-11 and 2011-12. The quota for reservation of seats will be filled up in a phased manner and in the academic session 2014-15, IMU will be fully complying with the statutory requirements of reserving 27% seats in all its campuses for OBC students.

**5. Justification**

The IMU is a self-sustaining institution and would be generating sufficient funds for meeting all its expenditure for its normal activities. Without taking into account the requirements arising due to augmentation of facilities at IMU, the total revenue and expenditure of the IMU between 2010-11 to 2013-14 have been assessed at ₹ 449.44 crore and ₹ 436.04 crore respectively. There will, as such, be an overall surplus of ₹ 13.40 crore at the end of this period. IMU plans to utilize this surplus amount for enhancing the quality of teaching faculty at all its campuses for which a separate action plan is being drawn up by the University. However, since augmentation of facilities at IMU is required for creation of additional seats in the University to meet the statutory requirements, it is necessary to provide additional funds for creation of facilities at IMU. Keeping in view the decision of the Government that introduction of reservation for OBCs will not result in any reduction in the number of seats for general category students, overall, 450 additional seats will need to be provided at all campuses of the IMU. There is no scope for any cost cutting or internal generation of resources by the IMU without compromising the quality of education and training being imparted by it.

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**6. Inter-ministerial consultations/ appraisal by EFC**

6.1 The draft memo for the Expenditure Finance Committee (EFC) had been circulated on 30.08.2010 and the comments of the consulted Ministries/ Departments had been received by the Ministry of Shipping. The Ministries consulted and the date of the receipt of their comments were: the Planning Commission (15.09.2010), Ministry of Finance, Department of Economic Affairs (21.09.2010) and Department of Expenditure (22.09.2010), Ministry of Human Resource Development, Department of Higher Education (21.09.2010). The Planning Commission had while supporting the proposal, highlighted the need for augmenting the capacity of the institutions to ensure that world class education could be imparted. The Department of Expenditure, Ministry of Finance, had stated that the Ministry must explore the feasibility of meeting the additional expenditure from the internal resources of the IMU. Based on the comments of the consulted Ministries, the Memo for the EFC was finalized and sent to the Department of Expenditure for appraisal of the proposal on 30.09.2010. Copy of the draft EFC Memo and the final EFC Memo were also forwarded to the Prime Minister's office on 30.08.2010 and 30.09.2010 respectively.

6.2 The EFC, chaired by Secretary, Department of Expenditure considered the proposal in its meeting held on 20.10.2010 and recommended the proposed financial support to the IMU with the stipulation that no grant or budgetary support would be provided by the Government to IMU in addition to ₹ 500 crore now proposed. A copy of the Minutes of the EFC is at **Annex II (p.10)**.

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**Ministry of Shipping**

6.3 The recommendations of EFC have been accepted by the Ministry. The proposal has been approved by Minister of Finance.

6.4 A copy of final note for consideration of the CCEA had been forwarded to PMO on 27.10.2010. One copy of the note had also been forwarded to the Cabinet Secretariat on the same date.

7. **Approval sought**

Approval of the Cabinet Committee on Economic Affairs is solicited for providing one time budgetary support of ₹ 500 crore (₹ 475 crore non-recurring and ₹ 25 crore recurring for three years to provide plan support as a one time grant to IMU to enable compliance with the statutory requirements of reservation of seats for OBC students in terms of the Central Educational Institutions (Reservation in Admission) Act, 2006.

8. The Statement of Implementation Schedule is at **Appendix I (p-7)**.

9. The Statement of Equity, Innovation and Public Accountability is at **Appendix II (p-8)**. The proposal would enhance equity by providing additional seats in the IMU for OBC students and also increase the overall number of seats in the University.

10. The Note has been seen and approved by the Minister of Shipping.

**(ABCD)**  
**Joint Secretary to the Government of India**  
**Tel 2371XXXX**  
**XXXX. 2010**

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**Ministry of Shipping**

**APPENDIX-I**  
**(Refer para 8, page 6 of the Note)**

**STATEMENT OF IMPLEMENTATION SCHEDULE**

**Subject:** Financial support to the Indian Maritime University for augmentation of facilities for providing reservation of seats to 'Other Backward Classes' (OBCs).

<b>Gist of decision required</b>	<b>Projected benefits/results</b>	<b>Time-frame and manner of Implementation/ Reporting to the Cabinet Secretariat.</b>
1	2	3
Providing one time budgetary support of ₹ 500 crore (₹ 475 non-recurring and ₹ 25 crore recurring) for three years as a one time grant to IMU to enable compliance with the requirements of reservation of seats for OBCs in terms of the Central Educational Institutions (Reservation in Admission) Act, 2006.	The measure will increase the availability of seats in maritime studies and also enable IMU to comply with the statutory requirements.	After approval of the CCEA, the requisite funds will be released to IMU in a phased manner.

**(ABCD)**  
**Joint Secretary to Government of India**  
**TEL: 2371XXXX**  
**XXXX. 2010**

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**STATEMENT OF EQUITY, INNOVATION AND PUBLIC ACCOUNTABILITY**

**Subject: Financial support to the Indian Maritime University for augmentation of facilities for providing reservation of seats to 'Other Backward Classes' (OBCs).**

<b>Sl. No.</b>	<b>The required goal</b>	<b>How does the proposal advance this goal?</b>
1.	<b>Equity or Inclusiveness</b>	The proposed augmentation of facilities at IMU will enable the University to reserve seat for OBCs without any reduction in the general seats. The students belonging to backward classes would as such be able to go in for higher technical education. This will also lead to increase in the total number of seats in different disciplines.
2.	<b>Innovation</b>	Not applicable
3.	<b>Public Accountability</b>	. Intake of students in various courses would be made by the University through an all India examination.

**(ABCD)**  
**Joint Secretary to Government of India**  
**TEL: 2371XXXX**  
**XXXX. 2010**

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**Annex-I**  
**(Refer to para 2, page 1 of the note)**

**Extracts from the note for the Cabinet considered by Cabinet in its meeting held on 18.12.2006.**

“XX”

**Extracts from the minutes of the meeting of Cabinet dated 18.12.2006.**

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**Annex-II**  
**(Refer to para 6.2, page 6 of note)**

**Minutes of the meeting of the Expenditure Finance Committee held on 20.01.2010 under the chairmanship of Secretary, Department of Expenditure.**

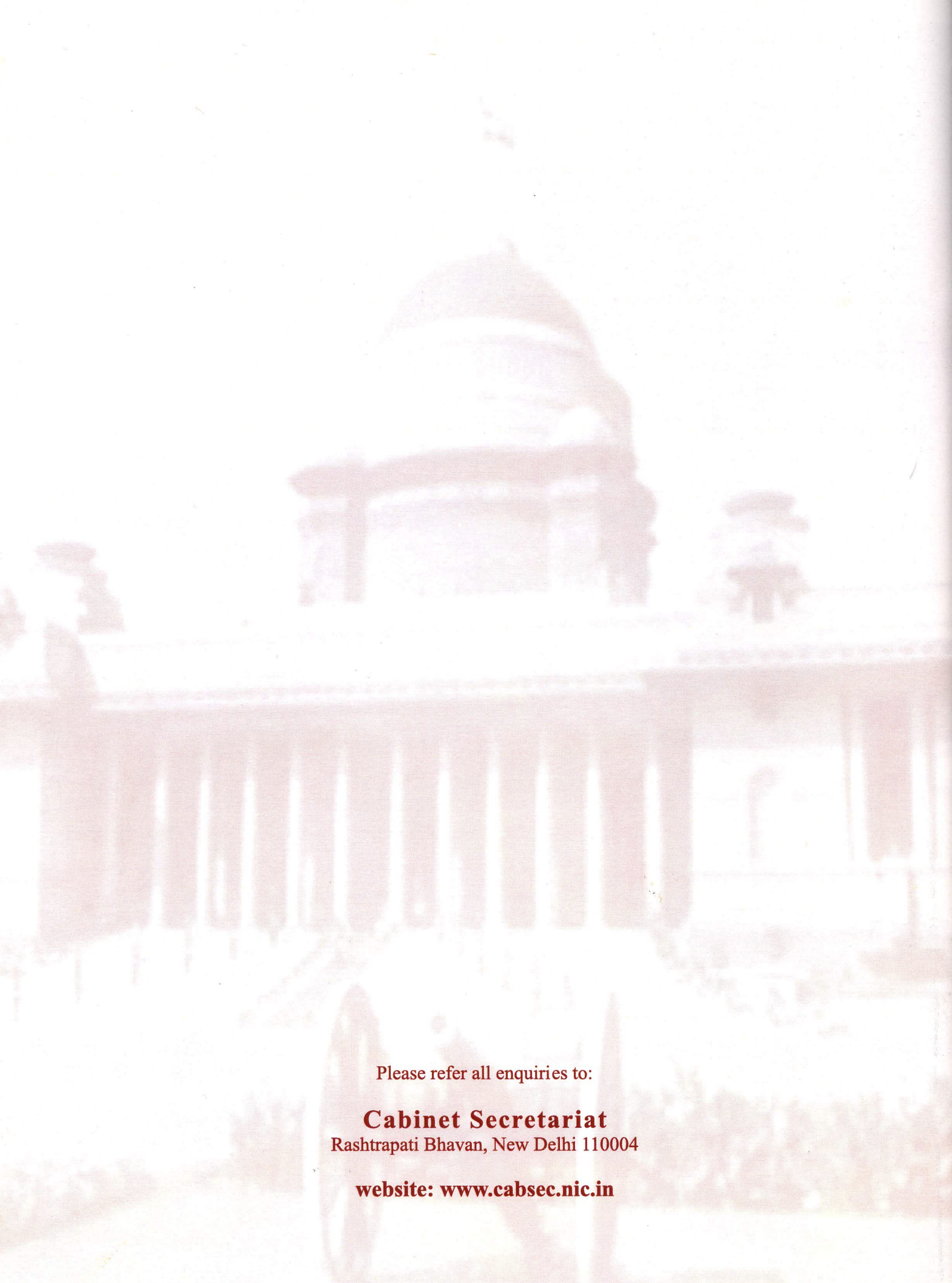
**Subject: Financial support to the Indian Maritime University for augmentation of facilities for providing reservation of seats to 'Other Backward Classes' (OBCs).**

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**Space for notes**



Please refer all enquiries to:

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