

Subject:- Preparation of Memorandum for the consideration of the Council of Ministers.

Will all the Administrative Secretaries to Government, Haryana, kindly refer to this office U.O.No-10/11/2011-2Cabinet, dated 17.07.2012 on the subject noted above vide which a format for preparing the Memorandum to be submitted to the CMM was circulated.

2. It has been observed that the Government instructions on the subject as contained in Rules 15/22 of Rules of Business of Government of Haryana, 1977 are not being adhered to in letter and spirit. On consideration it has been decided that every Memorandum should contain a calendar of dates of inter-departmental approval/consultation. Accordingly the format of the Memorandum has been revised and attached herewith for ready reference. The Administrative Secretaries are requested to prepare and submit the Memorandum as per revised format on following points:-

1. Introduction/Background

This paragraph may include background of the proposal and other relevant details for better understanding.

2. Proposal and its Justification

The facts of the case and the proposal should be included in this para. The Administrative Department should give its recommendations in the case in a comprehensive and clear-cut manner without any ambiguity. Justification of the proposal may also be brought out clearly in this para and the time limit for implementing the proposal should be spelt out in clear terms.

3. Inter-department consultations

Advice/opinion and concurrence, if required, of Chief Secretary, Finance Department, Legal Remembrance and Haryana Public Service Commission/Haryana Staff Selection Commission should be included in this section along with their reference No. and date without translating the language. If the matter concerns more than one department or two departments then their views/opinion should be brought out in this section along with their reference No. and date in the following table:-

Date of first approval by CM on file of AD	Dates of	FD	GAD	LR	HPSE/HSSC*
	Reference to				
	Approval/concurrence of				

*Where applicable.

4. Approval required

This portion of the Memorandum should bring out clearly the points on which the approval/orders of the Council of Ministers are required.

5. Approval of Hon'ble C.M.

The permission of the Chief Minister to take the case to the Council of Ministers should be mentioned in this para. The relevant rule of the Rules of Business and the item in the Schedule appended to the Rules/the instructions of the Government which require that the case shall be brought before the Council of Ministers should also be mentioned in this para.

Additional Instructions for the presentation of the Memorandum

- (i) 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.
- (ii) 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.
- (iii) 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/Committees of the Cabinet 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.
- (iv) 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.
- (v) The words "Note for the Cabinet" or "Note for the Cabinet Committee on _____", as the case may be, are to be indicated below the name of the Ministry/Department on the first page.
- (vi) All pages in the Notes, 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.
- (vii) The fact that Appendices/Annexes/Annexures are attached with the note should be indicated in the main note and also duly referenced with page numbers 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.

- (viii) 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.
- (ix) 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 content for which approval of the Cabinet/Committee of the Cabinet is not required.
- (x) Time-frame and manner of implementation of the decision and its reporting to the Cabinet Secretariat.
- (xi) 'Draft Press Brief' prepared on the assumption that the proposal would be approved as such by the Cabinet/Committee of the Cabinet with two copies each of the same in Hindi and English should be enclosed with the communication forwarding the note for the Cabinet/Committee of the Cabinet. 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.

The Administrative Secretaries are accordingly requested to keep the above instructions in mind while preparing the Memorandum for the Council of Ministers and ensure that the above guidelines are adhered to meticulously. The Memorandum should be complete and self-explanatory so that these are not returned to the departments for necessary corrections.

These instructions may please be complied with strictly.



Deputy Secretary to Government of Haryana,
Cabinet Branch.

To

The All Administrative Secretaries to Government of Haryana.

U.O.No.-10/7/2019-2Cabinet

Dated 04.06.2019

MEMORANDUM

Minister-in-Charge

Administrative Secretary

Subject: -

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Dated

Sd/-

Administrative Secretary