

CONFIDENTIAL

MEMORANDUM

Minister-in-Charge

Administrative Secretary

Subject :-

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 Remembrancer and Haryana Public Service Commission/Haryana Staff Selection Commission should be included in this section alongwith 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 alongwith their reference No. and date.

4. Approval required

This portion of the memorandum, should bring out clearly the point/s 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.

Dated

-Sd-
Administrative Secretary