



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110 001**


F.No. 21-37/2021-CDN

Dated 1st August, 2022

ENDORSEMENT

Sub:- Instruction on Preparation/Submission of notes for consideration of the Cabinet and Cabinet Committees.

No. 1/50/2/2022-Cab. dated 19th July, 2022 issued by Cabinet Secretariat, Rashtrapati Bhawan regarding the aforesaid mentioned subject is being uploaded on the ICAR website www.icar.gov.in and e-office for information and compliance.


(Sumit Kumar Jindal)
Deputy Secretary (GAC)

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

New Delhi, 19th July, 2022

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To be circulated
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OFFICE MEMORANDUM

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

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

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

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

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

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

To

All Secretaries to the Government of India.

Ashutosh Jindal
19.7.2022
(Ashutosh Jindal)
Additional Secretary
Tele No. 23012697

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अपर सचिव एवं वित्त सलाहकार
(डेप्य/भा. कु. अंजु. परिषद्)
Addl. Secretary & Fin Adviser
(DARE/ICAR) 62/R
दि. नं./Dy. No. 25/7/2022

Diary No. 229/R/DDF
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Section (A & A) Section
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