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Government of Orissa
Political and Services Department.
No. Council-2/73-1683 Gen.,

From

Shri S. K. Palit, I. A. S.,
Additional Secretary to Government.

To

All Secretaries to Government.

Bhubaneswar, dated the 18 February, 1973
the 12 Magha, 1894.

Sub :- Cabinet Meetings-procedure for
submission of memoranda and other
Cabinet papers.

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Sir,

In continuation of this Department letter
No.1088(27)-Gen., dated 20.1.1973 on the above subject,
I am directed to request that while furnishing the
memoranda to the Political & Services Department for
consideration of the Cabinet a separate sheet may be attached
to each memorandum indicating very briefly the substance
of the memorandum for the purpose of briefing to the Press
after the Cabinet. If it is felt that no briefing is
necessary, the said sheet should indicate that "no briefing
is necessary." If no such sheet is attached to the Memorandum,
it will not be included in the agenda for the Cabinet and
the same will be returned to the concerned department.

It is, therefore, requested that these
instructions may kindly be followed strictly.

Yours faithfully

S. K. Palit
Additional Secretary to Government.

Memo No. 1683 Gen.,

Dated 11/2/73

Copy forwarded to all Branches of the Political and
Services Department for information and guidance.

Under Secretary
11/2/73
Under Secretary to Government.