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Government of Orissa
Parliamentary Affairs Department

No. ME/1-46/91- 1578-PA. Dated 21-4-1992.

To

All Secretaries to Government.

Sub :- Guidelines for submission of Cabinet Memorandum.

Sir,

It has come to the notice of this Department that some of the memoranda received from various Departments do not require cabinet approval after amendments effected in the Rules of Business. In some cases, memoranda of the Departments are not being prepared as per the procedure contained in the Secretariat Instructions. It is, therefore, requested that following guidelines should be meticulously followed while sending memoranda to the P.A. Department for consideration in future in the Cabinet/Council of Ministers.

1. No., date, name of the Department and subject heading should be mentioned in the memorandum.
2. As the entry-5 in the Second Schedule to the Rules of Business has been amended, the non-official bills/resolutions need not be referred to Cabinet hence-forward.
3. Proposals for Govt. guarantee for loans from institutional lending agencies need not be referred to the Cabinet for consideration. Such proposals will be disposed of after obtaining orders of the Chief Minister.
4. Proposals involving creation or abolition of all posts of Class-I and above need not be referred to the Cabinet. These shall be placed before the Chief Minister for final orders.
5. Proposals for reemployment should not be placed before the Chief Minister for anticipating cabinet approval.
6. Proposals affecting the service conditions of individual Govt. servants such as creation of posts and antidating of promotion etc. in compliance to the Courts orders or proposals for regularisation of the period of overstayal in service as re-employment, need not be brought to the Cabinet. Such cases should be decided under orders of Chief Minister.
7. Fifty copies of memorandum in each case should always be furnished to the P.A. Department.
8. Invariably in each case, the memorandum should be submitted with the signature of the Heads of administrative Department.

Yours faithfully,
Sd/- Spl. Secy. to Govt