

Government of Orissa  
Political and Services Department.

SECRET.

No. 1616(27)/Gen.,

From

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

To

All Secretaries to Government,

Bhubaneswar, dated the 3rd January, 1973  
the 13 Pausa, 1894.

Sub :- Cabinet meetings - Procedure for submission  
of memoranda and other Cabinet papers.

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Sir,

I am directed to say that as per instructions issued in para 2(E) of the Political and Services Department Circular letter No. 5371-Gen., dated 27.3.1965 addressed to all Secretaries on the subject noted above, the memoranda for the Cabinet meeting should reach the Political and Services Department atleast 4 clear days before the date of the meeting in order to enable the issue of the agenda at least 2 clear days before the date of the meeting. In the cases of emergent items, the memoranda should be circulated to all concerned by the Departments and copies required for the Secretary to Cabinet should only be sent in a sealed cover to the Under Secretary to the Cabinet with a small note explaining the circumstances under which the emergency arose. As these instructions were not strictly followed all Secretaries to Government were requested in this Department letter No. 22878(25) dated 17.11.1967 to rigidly follow the said instructions.

2. In spite of issue of such instructions it is noticed that the members of the Council of Ministers are not getting all the memoranda circulated by the Departments concerned. As the existing procedure of circulating the Cabinet memoranda has not been working satisfactorily it has been decided that the practice of circulating the memoranda to the members of the Council of Ministers directly by the administrative department concerned should stop forthwith. The administrative departments should send sufficient number of copies of the Cabinet memoranda atleast 4 clear days before the Cabinet meeting so as to enable the Political and Services Department to issue agenda atleast 2 clear days before the Cabinet meeting. The number of copies of the memoranda to be sent to the Political and Services Department may be determined on the basis of the following requirements.

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- (i) For the Governor - 2 copies
- (ii) For the members of the Council of Ministers .- 2 copies each
- (iii) For the official use of the P & S Department - 10 copies

In no case the Departments should circulate the memoranda to the members of the Council of Ministers direct. In emergent cases the Departments are, however, allowed to send any memorandum with the required number of spare copies to the Under Secretary, Political and Services Department, in charge of Cabinet atleast 24 hours before the Cabinet meeting so that these papers will be circulated by the Political and Services Department to the Ministers in the Cabinet meeting and with the approval of Chief Minister any such item can be taken up for discussion in the Cabinet meeting as non-agenda item.

3. The existing practice of circulating the Cabinet memorandum by the administrative Department indiscriminately to all Secretaries to Government should also be stopped and the copies of the memorandum should only be sent by the administrative department to the Secretaries of the Departments actually concerned with the subject of the memorandum.

4. The memoranda for the Cabinet should be neatly typed and cyclostyled with the clear subject heading. It should be signed by an officer not below the rank of Joint Secretary to Government. It should be treated as most confidential and utmost secrecy should be maintained in preparing typing, cyclostyling and despatching the same. The administrative department should ensure that un-necessary copies more than the actual requirement should not be cyclostyled and the number of copies cyclostyled should be serially numbered so as to account for its proper use. The administrative department should also ensure from the Under Secretary, Political and Services Department that the memorandum circulated by them is received in the P & S Department in time and included in the agenda.

5. It is, therefore, requested that these instructions may kindly be scrupulously followed hereafter.

Yours faithfully

*Walt* 31/23  
Additional Secretary to Government.

Behera/-