

No. 1088 (27) 10 Gen., Dated, Bhubaneswar the 20 January, 1973.
the 20 Pausa, 1894.

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

To: All Secretaries to Government.

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

Sir,
I am directed to say that according to para 3
of this Department letter No.161(27)/Gen., dated 3.1.73, on the
subject noted above, the practice of circulating the Cabinet
memorandum by the Administrative Departments indiscriminately
to all Secretaries to Government was stopped and it was decided
that copies thereof should be sent only to those Secretaries who
are actually concerned with the subject by the Administrative
Department direct. For facility of circulation of the memorandum
to the Secretaries, simultaneous to the Members of the Council
of Ministers, it has been decided that such memoranda should be
circulated to the Secretaries concerned through the P.&S.Deptt.
and not to the Secretaries direct.

I am, therefore, to request that the Administrative
Department will please furnish the required number of copies together
with extra copies meant for the Governor and the Ministers inserting
therein a memo to the Secretary to whom copy of the memorandum is
intended to be forwarded. On receipt of the memorandum, P.&S.Deptt.
will forward the same to all concerned including the Secretaries
alongwith the agenda issued for the Cabinet meeting.

This partially modifies P.&S.Department letter
No.161(27)/Gen., dated 3.1.73.

Yours faithfully

S. K. Palit

Additional Secretary to Government

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