

फा.सं. 1-3/2021-ई.सी.(खंड I)/5776-5835
राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद
श्री अरविंद मार्ग, नई दिल्ली -110016
(स्थापना समन्वय अनुभाग)

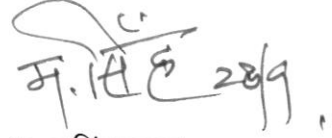
दिनांक : 28.09.2021

परिपत्र

विषय : Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees – Background of the proposal – rearding.

उपरोक्त विषय पर Joint Secretary, Govt. of India, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi से प्राप्त कार्यालय आदेश संख्या 1/50/1/2021-Cab. दिनांक 22.09.2021 की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु ई-ऑफिस (KMS) एवं ई-मेल द्वारा परिचालित की जा रही है।

यह सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।



(मदन सिंह यादव)

अवर सचिव/ लिंक अधिकारी

संलग्नक: उपरोक्तानुसार

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. एन.आई.ई. के सभी विभागों के अध्यक्ष।
5. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव, एन.सी.ई.आर.टी.।
8. एन.आई.ई. के सभी अनुभाग/प्रकोष्ठ।
9. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी.।
10. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
11. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
12. सचिव, एन.सी.ई.आर.टी. के निजी सचिव।
13. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. – परिषद की वेबसाइट पर अपलोड करने हेतु।

Email

Sridhar Srivastava

Fwd: Instructions in respect of preparation of notes for consideration of the Cabinet and Cabinet Committees - Background of the Proposal - reg.

From : Vipin Kumar <jscord-education@nic.in>

Thu, Sep 23, 2021 04:46 PM

Subject : Fwd: Instructions in respect of preparation of notes for consideration of the Cabinet and Cabinet Committees - Background of the Proposal - reg.

1 attachment

To : Manoj Ahuja <chmn-cbse@nic.in>, Vinayak Garg <commissioner.nvs@gov.in>, Nidhi Panday <commissioner-kvs@gov.in>, Sridhar Srivastava <director.ncert@nic.in>, cm@nios.ac.in, kvs commissioner <kvs.commissioner@gmail.com>, commissioner.nvs@yahoo.com, ms@ncte-india.org, Worthing Marchang <worthing.mc@gov.in>, sankha roy <sankha.roy@nic.in>, RAHUL PACHORI <rahul.pachori@gov.in>



From: "Ms Anita Karwal" <secy.sel@nic.in>

To: "Vipin Kumar" <jscord-mhrd@gov.in>

Sent: Thursday, September 23, 2021 2:21:50 PM

Subject: Fwd: Instructions in respect of preparation of notes for consideration of the Cabinet and Cabinet Committees - Background of the Proposal - reg.

Pls. circulate to all BHs.

sd/-
Secy.(SE&L)
23.09.2021

Handwritten notes and signatures:
Please circulate to all BHs. /x
Secy. 24/9/21
US/Secy. 24/9
24/9
24/9
Ms. Divya 23/9/2021
24/09/21
24/9/21

From: "Cabinet Secretariat" <cabsec@gov.in>

To: "secy sel" <secy.sel@nic.in>

Cc: cabsec@gov.in

Sent: Wednesday, September 22, 2021 7:30:07 PM

Subject: Instructions in respect of preparation of notes for consideration of the Cabinet and Cabinet Committees - Background of the Proposal - reg.

Dear Madam,

The Office Memorandum regarding instructions in respect of preparation of notes for consideration of the Cabinet and Cabinet Committees - Background of the Proposal, is enclosed. It is also available on <https://esamiksha.gov.in>

With Regards,
eSamikSha Team
Cabinet Secretariat
Rashtrapati Bhawan
New Delhi - 110004



— 202109220720_2HYQ8D.pdf
657 KB

No.1/50/1/2021-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

New Delhi, the 22nd September, 2021

OFFICE MEMORANDUM

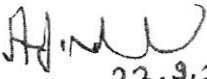
Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees - Background of the proposal -reg.

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. The Handbook outlines the general structure of a Cabinet/Cabinet Committee note and *inter-alia* prescribes that the note should include an introduction that succinctly brings out the essence of the proposal in three-four sentences, followed by a brief background. It has been observed that the contents of the Background paragraph do not fully capture relevant details such as genesis of the proposal, earlier decisions of the Cabinet/Cabinet Committees on the subject and subsequent developments leading to evolution of the proposal in its present form. As a result, contextual perspective of the proposal is often missing.

3. Ministries/Departments may, therefore, ensure that while drafting the notes for consideration of the Cabinet/Cabinet Committees, care is taken to ensure that the "background" brings out the evolution of the proposal to its present form providing complete contextual perspective. If required, relevant details could be annexed to the note.

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


22, 9, 2021

(Ashutosh Jindal)
Joint Secretary
Tele No. 23012697

To

All Secretaries to the Government of India.