Rules of Procedure in regard to Proceedings of the Cabinet

1-1-1987 को स्थानीय के प्रति
As on 1-1-1987
RULES OF PROCEDURE IN REGARD TO PROCEEDINGS OF THE CABINET

1-1-1987 की स्थिति के अनुसार
As on 1-1-1987

GOVERNMENT OF INDIA
CABINET SECRETARIAT
RULES OF PROCEDURE IN REGARD TO PROCEEDINGS OF THE CABINET
गोपनीय

सं 11/1/14/86-मंजि

भारत सरकार
मंत्रिमण्डल सचिवालय

गैंडेलिफ्ली, 3 जनवरी, 1987
14 माघ, 1908 (दक)

कविता:- मंत्रिमण्डल की कार्यवाही में संबंधित प्रक्रिया नियमावली।

मंत्रिमण्डल की कार्यवाही के संबंधित प्रक्रिया नियमावली की मंत्रिमण्डल द्वारा शुक्रवार, 1947 में स्थीरकृत रूप में नई थी और 15 दिसंबर, 1947 के लापता किया गया था। उन्हें मंत्रिमण्डल की स्थीरता के नवंबर, 1970 में बदलते बदलते परिवर्तन किया गया था। तब से मंत्रिमण्डल शासित शहर/भारत/राष्ट्रीय दैनिक करणे के संबंध में बदलते से निर्देश नारी किये गए हैं। इन निर्देशों के शीर्षक बुध से संबंधित बदलते प्रक्रिया बनाना नहीं किया गया है। बदलते भंडार से कार्यवाही का भाग में रखे हुए इन नियमों की भाग प्रक्रिया कर दिया गया है। इन्हें मंत्रिमण्डल ने 16 दिसंबर, 1986 की स्थीरकृत प्रक्रिया कर दी है। मंत्रिमण्डल की कार्यवाही के संबंधित प्रक्रिया नियमावली की एक भंडार (अंग्रेजी और हिंदी दोमें) इसके साथ सुझाव प्रस्तुत की जा रही है।

इस्सिकर
(हरिराम गोपाल)
उप सचिव मंत्रिमण्डल

संपोषण

सद्देश
(H.R. Goel)
Deputy Secretary to the Cabinet

Subject: Rules of Procedure in regard to Proceedings of the Cabinet.

The Rules of Procedure in regard to Proceedings of the Cabinet were initially approved by the Cabinet in July 1947 and brought into force with effect from 15th August, 1947. They were updated with the approval of the Cabinet in November 1970. Since then a number of instructions have been issued in regard to the preparation of notes/memoranda/summaries for the Cabinet etc. but these Rules have not been formally amended or brought up to date. Having regard to the need for having an up to date copy, the Rules have now been brought up to date. These have been approved by the Cabinet on 16th December, 1986. A copy (both in English and Hindi) of the Rules of Procedure in regard to Proceedings of the Cabinet is sent herewith for information.
RULES OF PROCEDURE IN REGARD TO PROCEEDINGS OF THE CABINET

1. Cases to be submitted to the Cabinet—

(a) All cases of the nature specified below shall be brought before the Cabinet:

(b) Addresses and messages of the President to Houses of Parliament.

(c) Proposals to summon or prorogue the Houses of Parliament or dissolve the House of the People.

(d) cases involving negotiations with foreign and Commonwealth countries on treaties, agreements and other important matters:

Provided that—

(a) Cultural Agreements and Agreements on Science and Technology which are duly approved by the Minister concerned and the Foreign Minister may only be circulated to the Cabinet for information;

(b) such foreign aid agreements and commercial agreements as are duly approved by the Minister concerned and are within the broad framework already approved by the Cabinet need not be formally placed before the Cabinet;

(e) cases relating to a Proclamation of emergency under articles 352 to 360 of the Constitution and other matters related thereto;

(f) cases relating to commencement or cessation of a state of war and related matters;

(g) proposals to appoint public commissions or committees of inquiry and consideration of the reports of such commissions or committees;

(h) any proposal to withdraw otherwise than in accordance with competent legal advice, any prosecution instituted by or at the instance of the Government of India.

(i) Proposals relating to—

 creation of new corporations or companies wholly-owned by the Central Government or by public sector undertakings;

 participation by the Central Government or a public sector undertaking in providing share capital to a new or any existing corporations or companies; other than the proposals to acquire
shares from the public in private sector organisations in which Government have a share or an interest;

(iii) winding up, amalgamation or such other major schemes of structural reorganisation of public sector undertakings,

except in pursuance of a decision already taken by the Cabinet.

(iv) (1) increase in the firmed up cost estimates of State owned public corporations, companies, enterprises and projects, where such increase is more than twenty percent of the original cost estimates based on feasibility report already approved by the cabinet.

(2) revision of the firmed up cost estimates referred to in item (1) above, where such revisions involve increases in excess in the following margins, namely:

(i) projects estimated to cost up to Rs. 50 crores.

(ii) projects costing more than Rs. 5 crores or 7½% of Rs. 50 crores but below Rs. 200 crores of the project cost whichever is higher;

(iii) project estimated to cost Rs. 15 crores or 5% of Rs. 200 crores and above.

(v) establishing or expansion of any scheme (including any line of production) by any Department, State-owned public corporation, company or enterprise where such establishing or expansion involves a capital outlay of not less than twenty crore rupees;

(j) proposals relating to creation of posts carrying pay exceeding three thousand rupees per month.

NOTE—This clause does not apply to posts in Public Sector Undertakings.

(k) cases involving financial implications on which the Finance Minister desires a decision of the Cabinet.

(l) cases in which a Minister desires a decision or direction of the Cabinet in a matter of importance on a subject assigned to his charge.
(m) cases in which a difference of opinion arises between two or more Ministers and a Cabinet decision is desired (See also Notes 1 and 2 in Appendix I).

(n) proposals to vary or reverse a decision previously taken by the Cabinet.

(o) any other cases which the President or the Prime Minister may by general or special order require to be brought before the Cabinet.

(2) While preparing the Notes/Memoranda/Summaries for the Cabinet, the provisions of Rule 4 of the Government of India (Transaction of Business) Rules, 1961, reproduced in Appendix II, shall be observed.

2. Papers necessary for consideration of a case—

(1) When a case for Cabinet arises, the Secretary in the Department concerned, acting under the orders of his Minister, shall submit to the Cabinet Secretary all papers necessary for the consideration of the case, with requisite number of spare copies, and it shall be the duty of the Cabinet Secretary to satisfy himself that the papers so submitted are complete and that their form is appropriate.

(2) In all cases the papers shall include a concise memorandum stating the facts of the case, the points for decision and the recommendations of the Minister-in-charge.

(3) If a case concerns more than one Minister, the memorandum shall contain, in the event of agreement the joint recommendation(s) or if no agreement is reached, the points of difference and the recommendation(s) of each of the Ministers concerned.

3. Preparation of Summary, etc. for the Cabinet—

The essential procedural requirements which should be complied with for the preparation and submission of Notes/Memoranda/Summaries to the Cabinet/Committees of the Cabinet are given in Appendix III to these Rules.

4. Method of disposal by the Cabinet.

In all cases which are required to be brought before the Cabinet in accordance with Rule I, a case shall be—

(a) circulated to Ministers for recording their opinion; or

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5. Circulation of cases—

(1) When a case is circulated in accordance with Rule 4(a) for recording opinion, the Cabinet Secretary shall specify the limit of time according to the urgency of the case within which opinions are to be communicated to him. If any Minister has not communicated his opinion within limit of time specified, he shall be assumed to have accepted the recommendation contained in the memorandum.

(2) If a difference of opinion among Ministers arises, in the course of circulation the Cabinet Secretary shall, unless the Prime Minister directs otherwise, obtain the further observations of the Minister concerned.

(3) After all opinions have been received and the further observations of the Minister concerned obtained, if necessary, or after the expiry of the limit of time referred to in sub-rule (1) of this Rule, the Cabinet Secretary shall—

(a) in the event of final and complete agreement to the recommendation in the memorandum, send to all Ministers and to Secretary/Secretaries of the Department(s) concerned a copy of the record of decision in the case; and

(b) in the event of an irreconcilable difference of opinion or in that of a major change in the recommendation in the memorandum by agreement between one or more Ministers and the Minister concerned, obtain the direction of the Prime Minister whether the case be discussed at a meeting or the recommendation be accepted with the change effected therein. The Cabinet Secretary shall thereafter, in accordance with the Prime Minister’s direction, send intimation to that effect to all Ministers and to the Secretary/Secretaries in Department(s) concerned.

(4) If the Prime Minister directs that the case be discussed at a meeting, the Cabinet Secretary shall issue to all Ministers copies of the opinions recorded and shall place the case on the agenda of a meeting.

6. Procedure in regard to Meetings—

(1) The meeting of the Cabinet shall ordinarily be convened on Tuesday of each week by the Cabinet Secretary under orders of the Prime Minister.
Provided that the Prime Minister may at any time direct that a meeting of the Cabinet be convened to discuss urgent business of State.

(2) The agenda showing the case to be discussed at the weekly meeting shall be issued by the Cabinet Secretary to the Ministers normally 72 hours before the time of the meeting.

(3) Ordinarily the papers relating to the cases on agenda shall be sent with the agenda, provided that the Prime Minister may in cases of urgency dispense with this requirement.

(4) If any Minister is on tour, the agenda shall, if the Cabinet Secretary considers it necessary in view of any matter on the agenda concerning to the business of a department in the charge of the Minister, be sent to the Secretary in the Department concerned who will attend or, if he considers that the discussion of any case should await the return of the Minister, request the Cabinet Secretary for a postponement of the discussion of the case till the return of the Minister. The Cabinet Secretary shall thereupon obtain the direction of the Prime Minister in regard to subsequent action.

(5) The Secretary in a Department and/or any other senior officer concerned with the case will attend the meeting if so directed by the Prime Minister or the Minister-in-charge of a Department.

(6) When a case is brought before a meeting of the Cabinet, the Prime Minister may request the Minister concerned or the Secretary and/or any other officer of Department concerned with the case to explain the point or points on which a decision is required.

(7) The Cabinet Secretary shall attend all meetings and shall prepare a record of the decisions without any statement of reasons therefor.

(8) The Cabinet Secretary shall circulate after obtaining the approval of the Prime Minister, a copy of the record referred to in sub-rule (7) to each Minister.

(9) If any amendments are suggested and accepted by the Prime Minister, the Cabinet Secretary shall issue to the Ministers a corrigendum to, or if necessary, a revised copy of, the records.

(10) The Cabinet Secretary shall send to the Secretary/Secretaries in the Department/Departments concerned a copy of the record referred to in sub-rule (7) above of the decision taken by the Cabinet.
7. Record of cases

(1) When a case has been decided by Cabinet either after circulation or discussion, the Minister concerned shall take action to give effect to the decisions and the Secretary in the Department shall supply to the Cabinet Secretary such documents information as the latter may require to enable him to maintain his record of the case and watch implementation of the decisions taken by the Cabinet.

(2) The record of the case to be maintained by the Cabinet Secretary shall consist of:

(i) A copy of all papers received from the Department concerned for the consideration of the case;
(ii) All papers leading to the decision of the Cabinet;
(iii) A record of the decision;
(iv) Amendments, if any, issued by the Cabinet Secretary with regard to (iii) above; and
(v) Documents supplied by the Secretary of the Department concerned under sub-rule (1) above.

8. Retention and return of papers by Ministers

(1) All papers relating to items on the agenda will be left on the table of the meeting by the Ministers/Ministers of State/Deputy Chairman and other Members of the Planning Commission/Deputy Ministers when the meeting of the Cabinet/Cabinet Committee is over.

(2) Cabinet papers relating to items on the agenda of a meeting of the Cabinet/Cabinet Committees sent to Ministers not attending the meetings will be returned to the Cabinet Secretariat by the Private Secretaries immediately after they have been seen by the Ministers.

(3) The Cabinet Secretary will maintain a list of all other papers circulated to the Ministers for information and will issue monthly lists of such papers to them to facilitate their return to the Cabinet Secretariat.

9. Press briefing on Government decisions

A draft press brief, prepared on the assumption that the proposal will be approved by the Cabinet, shall be sent to the Cabinet Secretariat along with the Note/Summary for the Cabinet in all cases except those relating to:

(a) controversial economic issues in respect of which the concerned
Ministries are required to brief the Press, in terms of the Cabinet decision taken on 6th January, 1970;
(b) purely administrative matters with which the public at large is not directly concerned;
(c) proposed Agreements/Protocols with foreign Governments which will enter into force only after acceptance by the foreign Governments;
(d) issue of ordinances; and
(e) enactment of President’s Acts in respect of States under President’s Rule which are required to be placed before the Consultative Committee of the Members of Parliament, before approval.

Provided that when Parliament is in session, no draft press briefs shall be sent in respect of proposals relating to major questions of policy in regard to which a privilege motion can be raised.

Provided further that the Cabinet Secretary may modify the press brief, where necessary, in the light of the decision taken by the Cabinet and release it for publicity through the Press Information Bureau.

10. Monthly Summary—

(1) There shall be prepared in a compact and succinct form for the information of the Members of the Council of Ministers, a monthly summary normally not exceeding four pages, in regard to the principal activities of and the important decisions taken in each Department in charge of a Minister during the month under review, and shall specifically include a report on progress of action on any matters which have been placed before the Cabinet for direction or decision. The Monthly Summary from Ministries/Departments should reach the Cabinet Secretariat latest by 10th of the following month.

(2) Information of classified and unclassified nature to be included in these summaries shall be given separately in two parts; the first part containing material of unclassified nature and the second part containing material to be treated as top secret, secret or confidential (in each case security grading to be indicated). If the entire material is unclassified, the summary will not bear any security grading. If the monthly summaries contain any reference to Cabinet/Cabinet Committees’ paper or decisions or report progress of action thereon, the relevant portions shall be included in the classified part and marked ‘Confidential’, ‘Secret’ or ‘Top Secret’ as the case may be.

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नोट 1: विदेशों में प्रतिनिधित्व करने वाले इतिहासविदों—विदेशों में अभ्यास की प्रति-
नियुक्ति के लिए भेजे गए संबंधी प्रत्यक्ष अभ्यास के समय स्वीकृति के
लिए लाने की आवश्यकता है, परंतु ऐसे प्रत्यक्ष पर विदित और विदेश
संबंधी अभ्यासों तथा संबंधी अभ्यासों की जांच समिति के प्रभारी मंत्री और विदित मंत्री के उन पर प्रभारी
स्वीकृति प्रस्ताव कर दी हो। इस प्रत्यक्ष की संबंधी वादियाँ सावधानी से
की जानी चाहिए। ऐसे प्रभारी मंत्री और विदित मंत्री के बीच महसूस हो
गई इस प्रत्यक्ष की मंडियमण्डल के समय प्रस्तुत किया जाना चाहिए।

नोट 2: लोक दखल समिति और कई संबंधी समितियाँ की तिथासौरियों को सत्यी-
कार करने संबंधी प्रत्यक्ष:
ऐसे समय मानने प्रभारी मंत्री के समय अभ्यास के लिए प्रस्तुत किए जाने चाहिए,
जहाँ सिधिद्वारा भाग देने वाले संबंधी समितियों की विधिवत समारण की सत्यीकार
करना प्रस्तावित हों—
(1) लोक दखल समिति;
(2) बाहरिल्ला समिति;
(3) सार्वजनिक वक्त के उपक्रम संबंधी समिति;
(4) वायुसेनाविहान समिति;
(5) विकास संबंधी समिति;
(6) राष्ट्रीय बाहरिल्ला संबंधी समिति;
(7) बाहरिल्ला विधाल संबंधी समिति।

सरकारी निर्णय से संबंधी को सवाल करते हैं कि पूर्व प्रभारी मंत्री यदि निदेश दे सकता
है कि विनियम दाखिल की मंडियमण्डल के समय प्रस्तुत किया जाए।
4. अन्तर विभागीय परस्परत्यास—(1) जब किसी प्रक्रिया के लिपट का संबंध एक दूसरे विभागों के संबंध में हो तो ऐसे तक कोई प्राधिकार नहीं सियार होता, जब तक कि ऐसे संबंधित विभागों का सहमद्दात न भिज गया हो या ऐसी सहमद्दात के समाप्त में, उस पर संबंधित विभाग व उसके प्राधिकार के अन्तर्गत दोनों विभागों ने हाथ दिया गया हो।

व्याख्या—यह प्रक्रिया प्रकट, जिस पर एक विभाग में लिए गए निर्णय से इससे पहले विभाग को स्वीकृति दायें-धायें के प्रभावित होने की संभावना हो, तो ऐसे प्रक्रिया के लिपट का संबंध एक दूसरे विभागों के संबंधित साथ में जाएगा।

(2) जब तक कि यह प्रक्रिया विलीन संहार द्वारा जारी रहती है, उसके साथ या निर्देश दायें-धायें द्वारा व्यवस्थापित करने या निरीक्षण के लिए विभिन्न विभागों के संबंधित उपर्युक्त विभाग के जाने की निर्देशन के संबंध में यह नामा नहीं नाम किया जाएगा।

(क) किसी राज्य का प्रवेश निभाया हो या ऐसा व्यवस्था किया हो सकते हैं विनियमों के लिए विनियमन कार्यक्रम में कोई प्राधिकार न रखा गया हो;

(ख) कोई प्रो-चयन या अन्य नियाम, व्यवस्था या लाभ के लिए का प्राधिकार या जन, विचित्र प्रत्येक का प्रवेश विभाग का प्रवेश या विस्तार किया गया हो;

(ग) यह व्यवस्था या जारी रहती है, जिसे विभाग की कल्पना या अन्य विभाग की कल्पना में विचार में विस्तार किया गया है या यह व्यवस्था या प्रवेश विभाग के संबंध में विचार में विस्तार किया गया है;

(घ) विनियमन के लिए विशेष बचाव के रूप में यह नामा हो या नहीं; विचार कि विनियमन के संबंध में विचार (घ) में विस्तारित प्रवेश के, कोई प्रक्रिया कारक, अन्य निवेदनयश या अन्य प्रक्रिया विभाग की विचार के लिए प्राधिकार नहीं हास लिया जाएगा।

(3) निर्विवर्धित वारे में विनियमन संबंधित प्रस्ताव—

(क) विनियमन संबंधित प्रस्ताव; गोवळी.
(b) the making of rules and orders of general character in the exercise of a statutory power conferred on the Government;

(c) the preparation of important contracts to be entered into by the Government.

(4) Unless the case is fully covered by a decision or advice previously given by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, that Department shall be consulted on all matters involving—

(a) the determination of the methods of recruitment and conditions of service of general application to Government servants in civil employment; and

(b) the interpretation of the existing orders of general application relating to such recruitment or conditions of service.

(5) Unless the case is fully covered by the instructions issued on advice given by that Ministry, the Ministry of External Affairs shall be consulted on all matters affecting India's external relations.
The following instructions should be strictly adhered to in the preparation of the Summary, etc., for the Cabinet/Committees of the Cabinet:

(i) The Summary/Note/Memorandum should be security graded, 'Secret' or 'Top Secret' as the case may be and the copies of the paper should be numbered.

(ii) The name of the Ministry should appear at the top. Below that, the name of the Department, if any, may also appear.

(iii) The words “Summary/Note/Memorandum for the Cabinet/Committee of the Cabinet” should appear below the name of the Ministry/Department.

(iv) It should bear a date.

(v) A brief subject heading should be given. The heading should be properly indicative of the proposals contained in the paper.

(vi) It should be indicated in the body of the paper that the proposals made have the approval of the Minister-in-charge of the sponsoring Ministry.

(vii) The paper should be self-contained but it should not be unnecessarily long. Even where the material required to be submitted to the Cabinet has to be lengthy, much of it should be relegated to annexures or appendices, keeping the main note as brief as possible. The annexures should not also be unduly lengthy.

(viii) The sponsoring Ministry should consult all other Ministries which may be concerned with the matter and should also show them, wherever necessary, the draft paper, in order to ensure that the views of the other Ministries are properly brought out in the paper. The names of the Ministries which have been consulted and/or which have seen the paper should be mentioned; and it should be indicated whether they agree with the proposals made. In the event of disagreement, the views of the disagreeing Ministry should be stated in and in particular, it has to be ensured that—

(a) if the proposals made in any case suggest or imply either amendment of the existing law or fresh legislation, the paper should contain a specific reference to the fact.
विषय और न्याय मंत्रालय को विद्यमान एवं उसमें उनके विचारों को शामिल किया जाएः

(6) यदि किसी मामले में किए गए प्रस्तावों का विलय संबंध हो; वाहु उनमें अधिक निर्धारित हो, ना हो, तो यह प्रेमक निर्धारण विधान को विद्यमान एवं उसके विचारों को उसमें शामिल किया जाएः

(7) यदि किसी मामले में किए गए प्रस्ताव विद्धियादर्श प्रणाली के हों तो व्यापारी संबंधित मंत्रालयों से पहले प्रमाणों के बारे में वक्तव्य न की जाएः—यदि किसी नियंत्रण का वितान हो तो उसमें यह मामले को प्रमाण मंत्री के व्यापार में लाएः

(IX) मंत्रालय मंत्रिक अधिकारियां का विलय अनुसार पर वनपुराण के संबंधित हो। उद्देश्य अधिकारी मंत्री की सिद्धिः उल्लेख किया किया जाएः। प्रारंभिक पैरों में निर्धारित प्रस्तावों के प्रस्ताव न हो जाएः जाएः

(10) हर संदर्भ संबंध के बोध्य होने से कभी के बाहर वाले नहीं होने चाहिएः।

नोट—यह प्रणाली यह कि न्याय मंत्रालय को मंत्रिपद úद्देश्यों से विवाद में लाने की तब भी जरूरत है जबकि इसके विशिष्ट विषय के लिए अन्य नेर्दारे से विवाद करने की तरह भी करना है वहाँ इसको विनियम विनियम से सुना। प्रस्ताव की गई हों, विचार किया गया है। यह निर्धारित विचार कर रहे हैं हि कि इस मामले में संबंधित मंत्रालयों के इसी कर रहे मामले नहीं है। इसे भी यह समस्त के लिए है कि न्यायिक मंत्रालय द्वारा प्रस्ताव के विनियम प्रस्ताव किया गया तथ्यों का अर्थ करने के लिए नोट में कुछ जोड़ा जाता है तो इसे मामले बदलने वाले मंत्रालय को विद्यमान जाना चाहिएः। परस्पर यह दायित्व उनके प्रेमक देश के विचारों तक हो सकता हो और प्राथमिक मंत्रालय द्वारा बदलने के लिए विचार किया गया विचार करने तक संभव नहीं होगा।

(XI) मंत्रिपद संबंधित का ऐसी प्रेमक बदलने से बहुत पहले भेज दिया जाएः विन में मंत्रिपद और इसकी समितियों द्वारा विचार किया जाता है।

(xii) मंत्रिपद मंत्रिपद और इसकी समितियों के विचारांक विचारों को दाखल करने समय निम्नांत्य वाले पर ध्यान रखा जाएः

(ए) पेपर पर टवट लेख में टवट किया जाएः और पेपर के गोरे और गोरे द्वारा किया जाएः। परस्पर ऐसे प्रेमकों पर हास्तिपद और इसकी समितियों के सुनवाई हो, विवाद लेख में टवट किया जा योग्यता

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is shown to the Ministry of Law and Justice, and their views incorporated in it;
(b) if the proposals made in any case have a financial bearing; whether involving expenditure or not, the paper is shown to the Ministry of Finance and their views incorporated in it;
(c) if the proposals made in any case are of controversial nature, no commitments should be entered into without close consultation with all other Ministries concerned—should there be any doubt the matter should be brought to the Prime Minister’s notice.

*(ix) The concluding para should contain the point or points on which the decision of the Cabinet/Cabinet Committee is sought, together with the recommendations of the Minister-in-charge. References to proposals in earlier paras should be avoided.

(x) It should be signed by an officer not below the rank of a Joint Secretary.

*NOTE :- The question as to whether the final Note/Summary for the Cabinet need to be shown to the differing Ministry if its remarks are reproduced in extenso has been considered. It has been decided that in such cases second reference to the Ministries concerned is not necessary. However, this is subject to the proviso that if any addition is made to the Note by the sponsoring Ministry to rebut the arguments advanced against its proposal, it should be shown to the differing Ministry. The obligation would, however, be limited only to showing the paper and not to securing consent to the views expressed by the sponsoring Ministry, in rebuttal.

(xi) The papers should be sent to the Cabinet Secretariat well in advance of the meeting at which they are sought to be considered by the Cabinet or its Committees.

(xii) The following points have also to be kept in view while typing out the papers for the consideration of the Cabinet and its Committees :
(a) The paper should be typed in double space, and both sides of the paper should be used. However, the papers which are intended for the Cabinet and its Committees for information only should be typed in single space provided the paper used
किन्तु प्रयोग किए गए पेपर पर इम्प्रेशन (टाइप की छाप) दोनों ओर साफ हो। इस बात का भी ध्यान रखा जाए कि इम्प्रेशन द्वारा विद्यमान बैठक न हो और वह पत्नीय और लक्ष्य हो।

(टी) विद्यमान को बैठक के पैरों में रखा जाए उसके दिने की ओर एक बड़ा हिस्सा छोड़ दिया जाए (हाल ही में इसका नाम करते हुए इसे का लिखते हुए लिखते का दावा लिया); और

(टी) मतिमंडल के लिए सारांश/नोट के पैराग्राफ को उचित संख्या में दी जाए।

(xiii) प्रश्नों की प्रश्नावली, जो मतिमंडल और इसकी समितियों के लिए और मतिपरिषद के लिए हों उन्हें स्पष्ट रूप से प्रश्नों की संख्या को सूचित करते हुए ‘मतिमंडल वाणिज्य के साथ सन्नियतित ज्योति ’ के अनुसार मतिमंडल संबंधित को भेजा जाना चाहिए।

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