

**GOVERNMENT OF ASSAM
POLITICAL (CABINET CELL) DEPARTMENT
DISPUR, GUWAHATI-6**

No. PLA(V)145/2020/23,

Dated Dispur, the 24th May, 2021

OFFICE MEMORANDUM

Cabinet have decided that Cabinet Meeting be held every Wednesday at 11.00 AM at Janata Bhawan. However, in case it is deferred under some unavoidable circumstances, the deferred meeting will be held on next Wednesday at the same time and venue. The decision has already been communicated to all heads of departments vide letter No.PLA(V)02/2020/60, dated Dispur, the 15th May, 2021.

Further, it is also desired that Cabinet papers must reach all Hon'ble Minister, 3 (three) clear days prior to the holding of the Cabinet Meeting. The attention of all concerned is also drawn to the OM issued vide No. PLA(V)145/2020/13, dated Dispur, the 20th July, 2020 regarding how a Cabinet Memorandum is to be prepared (copy enclosed).

All concerned is hereby instructed to furnish sufficient copies of the Cabinet Memorandum along with file concerned, after obtaining due approval from the Hon'ble Chief Minister through the Chief Secretary before placing the matter for Cabinet approval. Such copies are to reach the Political (Cabinet Cell) latest by Friday every week to enable the Political (Cabinet Cell) Department for circulation of the same amongst Hon'ble Ministers well in time.

Sd/-

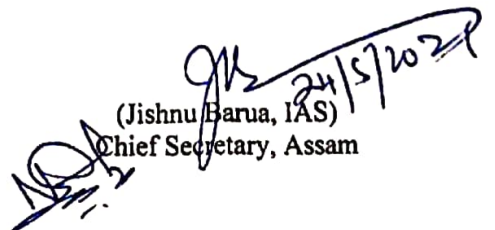
(Jishnu Barua, IAS)
Chief Secretary, Assam

Memo No. PLA(V) 145/2020/23-A,
Copy to :-

Dated Dispur, the 24th May, 2021

1. All Additional Chief Secretaries to the Government of Assam.
2. All Principal Secretaries to the Government of Assam.
3. All Commissioner & Secretaries to the Government of Assam.
4. All Commissioner & Special Secretaries to the Government of Assam.
5. The LR & Secretary to the Government of Assam.
6. All Secretaries to the Government of Assam.
7. All Additional Secretaries to the Government of Assam.
8. All Joint Secretaries to the Government of Assam.
9. PPS to Chief Minister, Assam for apprising the Hon'ble Chief Minister, Assam.
10. The Officer-on-Special Duty, Cabinet Cell Department
11. PS to All Hon'ble Minister for apprising the Hon'ble Minister

.....Assam.


 (Jishnu Barua, IAS)
 Chief Secretary, Assam

GOVERNMENT OF ASSAM
POLITICAL (CABINET CELL) DEPARTMENT
DISPUR, GUWAHATI-6

No. PLA(V)145/2020/13,

Dated Dispur, the 20th July, 2020

OFFICE MEMORANDUM

It has been observed with concern that Cabinet Memorandums prepared by different Departments vary in their format from Department to Department which causes inconvenience to the Hon'ble Cabinet in examining all the Cabinet Memorandums placed in the meeting of the Hon'ble Cabinet. It is, therefore, felt necessary to prescribe a uniform format for preparation of Cabinet Memorandums by all Departments.

In the above background and in continuation of earlier order of the undersigned communicated vide Memo No. CS/Correspondence/2020 dated 20th February, 2020. It is hereby ordered that henceforth all Departments shall prepare their Cabinet Memorandums in the prescribed format enclosed at **Annexure "A"**.

Sd/-

(Kumar Sanjay Krishna, IAS)
Chief Secretary, Assam

Memo No. PLA(V) 145/2020/13-A,
Copy to :-

Dated Dispur, the 20th July, 2020

1. All Additional Chief Secretaries to the Government of Assam.
2. All Principal Secretaries to the Government of Assam.
3. The LR cum Commissioner & Secretary to the Government of Assam.
4. All Commissioner & Secretaries to the Government of Assam.
5. All Commissioner & Special Secretaries to the Government of Assam.
6. All Secretaries to the Government of Assam.
7. All Additional Secretaries to the Government of Assam.
8. All Joint Secretaries to the Government of Assam.
9. The Officer-on-Special Duty, Cabinet Cell Department.

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(Kumar Sanjay Krishna, IAS)
Chief Secretary, Assam

GOVERNMENT OF ASSAM
DEPARTMENT
DISPUR, GUWAHATI-6

SECRET

File No. _____

CABINET MEMORANDUM
(Circulated under Rule 17 of the Assam Rules of Executive Business, 1968)

1. **SUBJECT :**
2. **INTRODUCTION :**

A snapshot of the proposal in 3 or 4 sentences.
3. **BACKGROUND :**

A brief background of the proposal to understand its genesis.
4. **PROPOSAL :**

This segment to contain two parts viz. the existing provision and the proposed changes. The drafting of the proposal should have adequate clarity and precision so that there is no ambiguity in what the Department aims to achieve by the proposal.
5. **JUSTIFICATION**

Rational of the proposal to be included in this segment.
6. **VIEWS OF OTHER DEPARTMENTS**

Views obtained from other relevant departments to be included in this segment

7. VIEWS OF CONCERNED DEPARTMENT

The department that has moved this proposal to place its views on the matter in this segment.

8. FINANCIAL IMPLICATIONS IF ANY

This segment is optional or relevant to the proposal. If the proposal has no financial implication, this segment may not be applicable. However, any financial implication, if involved with proposal, are to be worked out accurately as far as possible and should be detailed in this segment.

9. APPROVAL OF THE HON'BLE MINISTER OF THE DEPARTMENT

The segment should include the approval accorded by the Hon'ble Minister of the department that has moved this proposal.

10. APPROVAL REQUIRED

The Department should clearly state the matter in this segment for which the approval of the Hon'ble Cabinet is sought for.

Enclo : As stated.

SIGNATURE OF THE SENIOR MOST SECRETARY

_____ **Department**