



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

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IWAI-11039/29/2020-Admn-Part(2)

1<sup>st</sup> Oct, 2021

### CIRCULAR

**Subject: Preparation/Submission of notes for consideration of the Cabinet and Cabinet Committee - Background of the proposal - reg.**

Please find enclosed herewith a copy O.M. No. 1/50/1/2021-Cab dated 22.9.2021 received from Cabinet Secretariat, Govt. of India on the subject cited above. The directives mentioned in the Office Memorandum dated 22.9.2021 may kindly be noted for strict compliance.

This issues with the approval of the Competent Authority.

Yours faithfully,

Encl. as stated

(Neeraj Singh)

Asst. Secretary (A&E)

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Phone No. 0120-2474050

**Copy to (By E-Mail):**

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Dy. Secretary, (P & C and IT)/ CAO (I/c)/ Director (M)/ Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Deputy Director (NER)/ Deputy Director (Tech), / Deputy Director (Resi.), Assistant Secretary (H&L), IWAI, Noida.
- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati/Vijayawada
- iii) Dy. Director, IWAI, Patna
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar, Dibrugarh, Dhubri.
- vi) IT Cell – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Master Copy / Office Copy

**Copy for Information to (By E-Mail):**

P.P.S./P.S./P.A. to Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr. & L)/, Secretary, IWAI, Noida.

No.1/50/1/2021-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN  
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New Delhi, the 22<sup>nd</sup> 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.

Ref: Handbook on Writing Cabinet Notes

[https://cabsec.gov.in/writereaddata/handbook/english/1\\_Upload\\_3040.pdf](https://cabsec.gov.in/writereaddata/handbook/english/1_Upload_3040.pdf)

  
22.9.2021  
(Ashutosh Jindal)  
Joint Secretary  
Tele No. 23012697

To

All Secretaries to the Government of India.