**CABINET NOTE**

**Prescribed Rules are there about preparation, approval of Cabinet Notes. For the information of our viewers we give the salient points:-**

**The Cabinet Note should include paragraphs on**

1. **Introduction**
2. **Background**
3. **Proposal**
4. **Justification**
5. **Details of inter-ministerial consultations**
6. **Financial implication**
7. **Approval required**

**And a paragraph should be stating that the ‘Note’ has been approved by the Minister-in-charge**

**Appendix I should mention**

1. **Gist of decision sought**
2. **Likely benefits arising out of the decision**
3. **Time-frame & Manner of implementation**

**Finalized Cabinet Note shall be submitted to the PM’s office. Simultaneously 5 copies of the ‘Note’ are to be submitted to the Cabinet Secretariat (This shall facilitate to check whether all procedures are properly complied with). The sponsoring department will wait for 3 working days for any direction and, thereafter, if any comments have been received, make necessary changes & submit the requisite number of Final ‘Note’ to the Cabinet Secretariat.**