



Government of Goa
General Administration Department
Secretariat
Porvorim - Goa. 403 521

0832- 2419471/472/2419788

usga2-sect.goa@nic.in

No:17/1/2000-GAD-II

5035

Dated:-03/03/2020(13Phalguna,Saka 1941)

- Read: - 1. Circular No. 17/1/2000-GAD dated: 25.07.2008
2. Circular No.17/1/2000-GAD dated: 30.09.2008

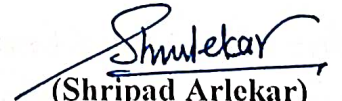
CIRCULAR

Sub: - Procedure for submission of Note for Cabinet and file for approval by Circulation.

It is reiterated, that inspite of several instructions issued in respect of the procedure for submission of Note for Cabinet, HODs do not follow the procedure laid down in this Department's Circulars read in preamble.

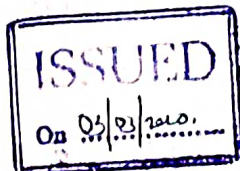
All the Secretaries/HOD's are therefore, once again requested to strictly adhere to the instructions issued in the checklist while preparing and submitting the Cabinet Notes through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned administrative Minister and Hon'ble Chief Minister (checklist enclosed).

This issues with the approval of the Government for strict compliance.


(Shripad Arlekar)
Under Secretary (GA)

Copy to:-

1. All Secretaries to the Government
2. OSDs/PSs to Chief Minister and Ministers, Ministerial Block, Porvorim.
3. All Head of Departments/Offices.
4. All Spl. Secretaries/ Joint Secretaries/ Under Secretaries to the Government.
5. Joint Secretary to Chief Secretary Secretariat, Porvorim.
6. Guard file.
7. O/c.



CHECKLIST FOR SUBMISSION OF NOTE FOR CABINET AND FILES
CONTAINING THE MEMORANDUM FOR CIRCULATION.

1. The Memorandum should be submitted to General Administration Department, Section II as required under Rule 9 of the transaction of Business Rules, 1991.
2. The Memorandum should mention the subject, name of the Minister and Secretary in charge. Similarly 'SECRET' should be inscribed on the Memorandum on the left hand side. The date should be inscribed on the left hand side of the Memorandum, below the address of the Department on the first page. The subject matter shall give a brief gist of the proposal contained in the Cabinet Note.
3. The proposal involving financial implications should be shown to the Finance Department and the opinion and concurrence of the Finance Department should be incorporated in the Cabinet Notes.
4. If the proposal involves any financial implications on the plan side "advice" of the Planning Department should be obtained and incorporated in the Memorandum.
5. Proposals involving legal issues should be put up in consultation with the Law Department (Legal) and their opinion recorded in the Note.
6. Proposals involving creation/revival/up-gradation/abolition of post/posts should be referred to Administrative Reforms Department and their opinion/recommendation should be incorporated in the Cabinet Note.
7. Like-wise proposals involving matters related to framing/amendment of service Recruitment Rules should be shown to the Personnel Department and their opinion recorded.
8. If the subject of the Cabinet Note has been discussed in the Cabinet meeting on an earlier occasion, the memorandum should clearly indicate the decision taken earlier and the date of such decisions.
9. The approval of the Minister in charge and the Chief Minister should be obtained for placing any matter before the Council of Ministers & shall also be incorporated in the Note for Cabinet.
10. All Cabinet Notes should route through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Chief Minister.
11. The Cabinet Note should contain a draft Resolution for consideration of the Council of Ministers.

Shankar

- 12. The Cabinet Notes which needs to be placed among the Council of Ministers for their consideration in the Cabinet meeting should be submitted to the General Administration Department, Section (II), atleast 48 hours in advance of the ensuing Meeting (excluding Saturdays and Sundays) as required under the Rules of Business, 1991.
- 13. All Cabinet Notes containing 20 copies should be submitted to the General Administration Department (Section II) in sealed cover with a covering letter and soft copy addressed to Under Secretary (GA-II) and shall also forward the extract of the Noting wherein approval has been conveyed by Hon'ble Chief Minister.
- 14. In respect of files to be submitted for approval by circulation, only the files which have been directed by the Hon'ble Chief Minister for circulation will have to be circulated. However the Memorandum placed in the file for circulation should be in accordance with the instructions issued from serial No.2 to 11.

Shindekar