



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

0832- 2419471/472/2419788

No:17/1/2000-GAD-II / 510

usga2-sect.goa@nic.in

Dated:-28/03/2023

Read: -1. Circular No. 17/1/2000-GAD-II/2814 dated 02/08/2022

**CIRCULAR**

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

To bring about uniformity in the Notes submitted, for consideration before the Council of Ministers or Note for Cabinet, the Checklist, as circulated vide the Circular read in the preamble is, hereby re-circulated with a format, for preparing such Notes, along with directions to all the Secretaries/ Head of Departments, to bring the contents of this Circular, to the notice of the concerned officers.

This issues with the approval of the Government for strict compliance, failing which, the Department shall be required to re-submit the proposals, by following the guidelines, enclosed.

(Shreyas Dsilva)  
Under Secretary (GA-II)

Copy to:-

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



**ANNEXURE**  
**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.

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 scanned copy and word file of the Note and Annexure, with a covering letter addressed to Under Secretary (GA-II) along with the extract of the Noting wherein approval of Hon'ble Chief Minister has been attained.
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.
15. All the text must have Font: 'Times New Roman', Size: '14', Alignment: 'Justify', spacing of 1.5 in-between lines, with added space after the paragraphs on a legal size paper, with margins as 1 inch or 2.54cms on all side (top, bottom, left and right).



**SECRET**

<File No. of the proposal>  
<Name of Department>  
<Address of the Department>

Date :-< >

CABINET MEETING NO.  
ITEM NO.  
<Name of the Minister In-charge>  
MINISTER -IN-CHARGE  
<Name of the Secretary In-charge>  
SECRETARY-IN-CHARGE

**NOTE FOR CABINET**

Sub:-<Brief gist of the proposal>

**BACKGROUND**

<Insert relevant text here>.

**PRESENT PROPOSAL**

<Present proposal of the Department>

**INTER DEPARTMENTAL CONSULTATION**

<Concurrence of Finance if the proposal involves Financial implication>

<Approval of Planning Department if the proposal involves financial implication on the plan side>

<Consultation of Law Department (Legal) if the proposal involves Legal issues>

<Recommendation of Administrative Reforms Department if the proposal involves creation/ revival/ up-gradation/ abolishing of posts>

<Approval of Personnel Department if the proposal involves framing/ amendment of services, extension of services and Recruitment Rules >

<Approval/ opinion of concerned department or departments may be sought, varying as per the proposal>

**RESOLUTION BEFORE THE CABINET**

<Draft resolution usually same as the present proposal>

This Note has been seen and approved by Hon'ble Chief Minister and  
<Hon'ble concerned Minister>.

(<Name of the Secretary In-charge>), IAS  
Secretary (<Department>)