

**Government of Nagaland
Cabinet Secretariat (Cabinet Cell)**

NO.CAB-1/99-2000

Dated, Kohima, the 18th August, 2003.

OFFICE MEMORANDUM

Sub:- Submission of Cabinet Memorandum.

Time and again it has been emphasized that the Cabinet Memos submitted by various department are not in accordance with instructions issued in this regard. Cabinet Memos are found to be sometimes sketchy, lengthy, unclear and incomplete and many important points are not mentioned. Some Cabinet Memos are even illegible and difficult to read. Cabinet Memos are one of the most important documents of the government which are classified as "Secret" Despite being secret documents, Cabinet Memos are sometimes being handled even by unauthorized persons/non-officials who carry copies personally to officers and Ministers. This is very serious violation of rule, which should not occur under any circumstances. The following are, therefore, once again highlighted for strict compliance;

1. The Secretary-in-charge of each department should ensure that the Cabinet Memo is properly drafted. The practice of Memo being signed by Junior Officer should be avoided, as it is not acceptable.
2. Cabinet Memo should be typed neat and clean in computer. Memo should have complete and clear information but the contents of the Memo should not normally exceed two pages. If it is voluminous, such information should be added as Annexure.
3. Subject matter of the Memo should be clearly indicated as title.
4. The clearance/views given by Department such as Finance, P&AR, Justice & Law should be invariably annexed
5. Points for decision/approval should be clearly focused.
6. The note should clearly indicate that it has the approval of the Minister in- charge.
7. Memo should be marked 'Secret' on the top of every page. The name of Department and File number should also be given on the top of the memo.
8. No unauthorized persons/non-officials should be allowed to handle the Cabinet Memos.
9. Henceforth, all Heads of Administrative Department are requested to strictly follow the instruction as above while submitting the Cabinet Memo to the Cabinet Cell.

Sd/- R. S. PANDEY
Cabinet Secretary