

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (CABINET-I) DEPARTMENT

U.O.Note No.1/CABINET-I/2017-41

Date:15-09-2017

Sub: Meetings - Council of Ministers Meetings - Submission of draft resolutions - Certain deviations - Instructions - Issued.

Ref: 1. U.O. Note No.1/Cabinet/2017-40, dt.09.09.2017
2. From the Chief Secretary to Govt., Note No.1154/2017 dt:14.09.2017.

All the Special Chief Secretaries/ Principal Secretaries/ Secretaries to Government are informed that during the Council of Ministers Meeting held on 09.09.2017, it is observed that the draft resolutions submitted by certain Departments are not in accordance with the rules. The Draft Memorandum is the basis for drafting the Council Resolutions.

2. All the Special Chief Secretaries/ Principal Secretaries/ Secretaries to Government are therefore informed that if the proposal in the Memorandum is approved in toto, the words "APPROVED" or "RATIFIED" are used in the draft resolutions as proposed in the Memorandum. If, the Council of Ministers requested the department to re-examine the proposal in the memorandum or not approved the proposal for the present, the word "DEFERRED" is used. If, the Council approved any proposal with certain modifications or conditions: the Resolution should be : "The Council of Ministers approved the proposal with the following modifications / changes / conditions".... Despite these instructions, the Officers are drafted the Resolutions without reference to the subject mentioned in the Memorandum. They are modifying the subject itself and mention in the Council Resolution (CR) as 'APPROVED' resulting in submission of incorrect Cabinet Resolution.

3. In order to avoid confusion, (3) specimen Council Resolutions are enclosed herewith for reference and submitting the Draft Resolutions correctly.

4. All the Special Chief Secretaries/ Principal Secretaries/ Secretaries to Government are therefore requested to follow the guidelines and furnish the draft resolutions as per the specimen relevant to the item.

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

Secretary to Government (Cabinet)
No. 2107
18 SEP 2017
To:
All the Special Chief Secretaries/ Principal Secretaries/ Secretaries to Government.
All the Departments of Secretariat,
Copy to:
The P.S. to Chief Secretary.
The P.S. to Secy.(Poll).
SF/SCs

//FORWARDED::BY ORDER//

[Signature]
SECTION OFFICER(SC)

imp
2/11/17
2/11/17

D.S./H.R.
pl. discuss

PA pl keep a copy to me
2/11/17

DRAFT - 1

CONFIDENTIAL.

DEPARTMENT

AGENDA ITEM NO.

COUNCIL RESOLUTION NO.

Date of Decision:

Subject: this should be same as in the memorandum as well as the subject mentioned in the Agenda by the G.A.(Cabinet) Deptt. (it should not be changed)

DRAFT RESOLUTION

APPROVED / RATIFIED (as applicable)

Signature (Signature of the Secretary)

Department.

Chief Secretary.

DRAFT - 2

CONFIDENTIAL.

DEPARTMENT

AGENDA ITEM NO.

COUNCIL RESOLUTION NO.

Date of Decision:

Subject: this should be same as in the memorandum as well as the subject mentioned in the Agenda by the G.A.(Cabinet) Deptt. (it should not be changed)

DRAFT RESOLUTION

DEFERRED

Signature (Signature of the Secretary)

Department.

Chief Secretary

DRAFT - 3

CONFIDENTIAL.

DEPARTMENT

AGENDA ITEM NO.

COUNCIL RESOLUTION NO.

Date of Decision:

Subject: Subject: (this should be same as in the memorandum as well as the subject mentioned in the Agenda by the G.A.(Cabinet) Deptt. (it should not be changed)

DRAFT RESOLUTION

The Council of Ministers approved the proposal with the following modification.....

Signature (Signature of the Secretary)

Department.

Chief Secretary