**ANNEXURE III (b): FORMAT AND PRESENTATION OF THE CABINET NOTE**

1. **Title**

(*Express the title of the proposal in no more than one line*.)

1. **Background**

(*A brief background of the proposal to understand its genesis. This would include consideration of the matter earlier by Cabinet and other bodies.*)

1. **Executive Summary of the Proposal**

(*The proposal must be stated with clarity and precision so that there is no ambiguity in what the Ministry/Department aims to achieve by implementing the proposal. The time-lines for completion of different stages of the projects/schemes/plan etc., where relevant, need to be clearly spelt out. The Executive Summary must express succinctly the proposal of the sponsoring ministry/agency and its conclusive recommendations*.)

1. **Justification**

(*Rationale of the proposal may be brought out in this part of the note*.)

1. **Stakeholder Consultations**

(*Details of all stakeholder consultations and their views/comments should be brought out in this section. This should also give details of the appraisal of the proposal by any appraisal bodies*.)

1. **Legal Implications**

*(Details of all Legal Implications as a result of the proposed action should be brought out in this section. The section must cover the possible impact of the proposed action to the domestic, international laws and existing policies*. *The proponent must also clearly state whether OAG’s Vetting is required or not.)*

1. **Financial Implications**

(*The financial implications of the proposal may be worked out as accurately as possible and should be detailed in this section. Further, the manner in which the expenditure is proposed to be borne may also be clearly indicated*.)

1. **Approval Paragraph**

(*The approval paragraph is the most crucial paragraph containing the proposal on which consideration and approval of the Cabinet is solicited. It should be a self contained paragraph and drafted clearly with clarity and precision leaving no scope for ambiguity or differing interpretations*.)

**(*The note should not be more than five pages and all details to the note may be relegated in the annexure. The note must be duly signed and submitted along with a forwarding letter*.)**