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

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

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

Date: 15-09-2017

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

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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

18 SEP 2017

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).
S.F.S.C.

//FORWARDED:; BY ORDER//

SC/SECTION OFFICER(SC)
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