

**(OUTLINE OF THE SUMMARY FOR THE CABINET)**

Copy No. \_\_\_\_\_

*(Summary should serially be numbered)*

**SECRET**

No. *(File number)* \_\_\_\_\_  
GOVERNMENT OF PAKISTAN  
NAME OF MINISTRY/DIVISION  
★ ★ ★

**SUMMARY FOR THE CABINET**

Subject: ***(It should coincide with the proposal of the summary)***

**(Background of the case)**

2. **(Relevant facts** of the case and point for decision)
3. A separate paragraph is required to be inserted stating that **consultations** with relevant Ministries/Divisions have been made *in terms of rules-8 and 18 (4) of the Rules of Business, 1973*. In case any Ministries or Divisions have expressed divergent views, their viewpoint may be clearly spelled out in the summary. Views/comments of relevant Ministries Division are required to be annexed to the summary. In cases of MoUs/Agreements/Protocols/Legislations etc proof of vetting of Law, Justice & Human Rights Division is required to be annexed with the Summary.
4. **Proposal.** The Proposal should indicate the relevant rule of Rules of Business 1973 as amended upto date with reference to the Summary that is being presented before the Cabinet.
5. Approval of the Cabinet is solicited to the proposal contained in para (4 in this case) above.
6. Minister for \_\_\_\_\_ has seen and authorized submission of this Summary to the Cabinet.

**Place and date of Summary**  
e.g. Islamabad, the 11<sup>th</sup> December, 2017  
*(date of the Summary and of the forwarding letter must be the same)*

Name & Designation of  
Secretary/  
Additional Secretary (Inch)

Note:

- Summary should not exceed **two printed pages**.
- Annexes should be mentioned in the summary and should be serially numbered e.g. Annex-I, Annex-II etc.

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