

**CHECK LIST FOR SUBMISSION OF SUMMARIES
TO THE CABINET/CABINET COMMITTEES**

1. The Summary must be printed, classified as Secret. Copy Number, file number, self-contained title, place and date of submission and name & designation of the officer submitting the Summary are essentials of the format. The date on the Summary and the forwarding letter must be the same.
2. The Summary must be moved by Ministry/Division only which is assigned the subject under the Rules of Business, 1973.
3. The Summary must give sufficient background/history and explain the proposal comprehensively to enable the Cabinet to make an informed decision.
4. Wherever required, views of the stakeholders and response of the sponsoring Division may be presented.
5. Proposals for legislation should quote provisions of the Constitution to substantiate the competence of Majlis-i-Shoora (The Parliament).
6. Salient features of the policy/legislation be listed in the main body.
7. In case vetting by Law and Justice Division is required under the Rules of Business 1973, it may be specified, compliance indicated, and proof of vetting attached.
8. Use of abbreviations must conform to the prescribed manner.
9. It must be substantiated that the matter falls under the purview of the Cabinet.
10. The proposal should indicate the particular rule of the Rules of Business, 1973 with reference to which the Summary is presented before the Cabinet.
11. Approval of Minister-in-Charge for submission of the Summary be specifically indicated.
12. Annexures should be relevant and in order. Photocopies of internal noting etc. may not be included.
13. Comparative statement of existing and proposed legislation be annexed.
14. The draft legislation be accompanied by Statement of Objects and Reasons.
15. Proposals for approval of the cabinet/Cabinet Committee in Summary should be highlighted in bold letters.
16. One signed copy of the Summary with initials on each page (with blue ink) by the Secretary/Additional Secretary In-charge should be provided to the Cabinet Division.