

**INSTRUCTIONS/GUIDELINES REGARDING
PRESENTATION TO THE CABINET
AND CABINET COMMITTEES**

- ¹Presentation should be clearly visible and convenient to read from all seats.
- ²The background of the presentation shall be blue with white font colour.
- The Font used should preferably be Times New Roman/Verdana with Minimum size: 28 and Line Spacing: 1.5.
- ³Each slide shall be ideally on the format of 6x6 i.e (6 lines with 6 words in each line)
- ⁴The number of slides in presentations to the Cabinet should be kept to the minimum and should ordinarily not, unless unavoidable, exceed ten (10) slides.
- Information/data given in the hard copies should not differ from that included in the Powerpoint presentation.
- ⁵If presentation/briefing to the Cabinet is absolutely necessary to supplement the Summaries, its hard copies (eighty in number) should be supplied to Cabinet Division along with the Summary in advance for proper appreciation of the case by the Cabinet members.
- ⁶As a matter of principle, only presentations **should not be used for seeking decisions of the Cabinet/Cabinet Committees**. This should be done through Summaries for the Cabinet and its Committees. Presentations may be used as supplement to Summaries, if required.

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¹Cabinet Division vide letter No.2-2/2008-Cab, dated 9th April, 2017

²Cabinet Division vide letter No.2-2/2008-Cab, dated 9th April, 2017

³Cabinet Division vide letter No.2-2/2008-Cab, dated 9th April, 2017

⁴Cabinet Division vide u. o. Note No.19/CS/96, dated 13th September, 2005

⁵Cabinet Division vide u. o. Note No.19/CS/96, dated 21st July, 2008

⁶Cabinet Division vide u. o. Note No.19/CS/96, dated 21st July, 2008

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