

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

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Subject: **SUBMISSION OF CASES TO THE CABINET/CABINET COMMITTEES.**

This Division has been reiterating the instructions/guidelines from time to time, highlighting rules and regulations regarding submission of summaries to the Cabinet/Cabinet Committees. It has been observed that the instructions/guidelines are not being followed/observed in their letter and spirit, which creates difficulty in their proper appreciation.

2. In order to facilitate the Ministries/Divisions in the preparation of summaries, the Cabinet Division **has compiled a set of up-dated instructions**, which would facilitate a structured examination of cases by the sponsoring Ministries/Divisions and would ensure the elimination of unnecessary delay. These are indicated below:-

- (i) Revised Instructions for submission of Cabinet/Cabinet Committees cases **(Annex-I)**.
- (ii) Pattern of the summary for the Cabinet/Cabinet Committees **(Annex-II)**.
- (iii) Checklist for submission of summaries to the Cabinet/Cabinet Committees **(Annex-III)**.
- (iv) Instructions regarding preparation of summary for the Cabinet on ratification of recommendations of Cabinet Committee for Disposal of Legislative Cases (CCLC) **(Annex-IV)**
- (v) Instructions regarding Multi-Media presentations to the Cabinet and Cabinet Committees **(Annex-V)**
- (vi) Terms of Reference (ToRs) of Cabinet Committees **(Annex-VI)**

3. The enclosed instructions/guidelines have approval of the Prime Minister.

Encls: as above


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All Secretaries/Additional Secretaries-in-Charge of the Divisions
Cabinet Division's u. o. note No.F.2-3/2008-Cab, dated 24th January, 2018

Note:- The instructions also available on the website of the Cabinet Division.