

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

Subject: COMPLIANCE OF THE RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004 REGARDING CABINET MATTERS

The Rules of Business 1973, were framed, in exercise of the powers conferred under Articles 90 and 99 of the Constitution, for allocation and transaction of Government's business. Part D of the Rules (rule 16 to 26) is dedicated to procedures specifying conduct of Cabinet and Cabinet Committees' Meetings.

2. The Rule [18(6)] explicitly stipulate that a case for the Cabinet shall not be included in the agenda unless it reaches the Cabinet Secretary at least seven [clear] days in advance of the meeting. The Rules further describe the responsibility of the Cabinet Secretary to ensure propriety/fitness of the summaries before submission to the Cabinet, and that the summaries are circulated amongst Cabinet members three days in advance of the Meetings to give sufficient time and ample opportunity to the Cabinet members to prepare and contribute meaningfully, leading to well-informed decision-making by the Cabinet. The restrictions of seven days, however, do not apply to the cases of urgent nature, which are being accommodated with the permission of the Prime Minister.

3. According to Rule 18(1), it is the duty of the sponsoring Division to transmit a concise and lucid memorandum of the case, giving the background and relevant facts, the points for decision and the recommendations of the Minister-in-Charge. Despite repeated reminders for strict adherence to the rules related to Cabinet Procedure, the tendency of circumventing the laid-down rules is being noted regularly. Requests for last minute inclusion of cases in the agenda, on the pretext of exigency, keep pouring in, which, in turn, compromises the quality of scrutiny and decision making.

4. Furthermore, presentations are being made to seek a decision, without submitting a summary, and at times, even when the summary for the Cabinet had been submitted, the presentation to the Cabinet is at variance with the position given in the summary. This results in the record remaining incomplete, as the discussion and decision

Please adhere to these guidelines while submitting cases for Cabinet meetings.

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are not complemented by relevant documents. The presentations are usually submitted quite late or provided before the start of the meetings, which cannot be scrutinized due to paucity of time.

5. Foregoing in view, all Ministries/Divisions are requested to strictly adhere to the procedure and instructions contained in the Rules of Business, 1973, regarding submission of cases to the Cabinet. It has been decided that the **summaries received on or before every Thursday**, which meet all the prescribed codal formalities, will be included in the agenda for the next meeting of the Cabinet. Summaries which are received after Thursday will be included in the subsequent meeting of the Cabinet. **Presentations for the Cabinet must also reach, both in hard and soft forms (dscabinet@cabinet.gov.pk), at least 24 hours before the Cabinet meeting.**



(Eazaz A. Dar)

Additional Secretary (I)

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All Secretaries/Additional Secretaries-in-Charge of the Divisions

Cabinet Division's u. o. note No.2-3/2008-Cab, dated 29th April, 2021