

No. 1/50/3/2015-Cab.  
Government of India (Bharat Sarkar)  
Cabinet Secretariat (Mantrimandal Sachivalaya)  
Rashtrapati Bhavan

New Delhi, the 30<sup>th</sup> September, 2015

**OFFICE MEMORANDUM**

**Subject: Preparation / submission of notes for consideration of the Cabinet and Cabinet Committees.**

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The undersigned is directed to say that as per the existing guidelines on preparation of notes for consideration of the Cabinet/Cabinet Committees, the process of inter-ministerial consultations has to be completed in two weeks' time and the sponsoring Ministry/ Department is required to indicate in the body of the note the date on which comments were sought from the Ministries/Departments consulted.

2. In this context, it is further mentioned that the sponsoring Ministry/ Department should also indicate the date(s) on which the comments are received from the various consulted Ministries/ Departments either in the body or the Annexure to the Cabinet Note where the details of the inter-ministerial consultations are reflected.

3. The above instructions may be noted for compliance and dissemination to all concerned.



(Dheeraj Bhaskar)  
Under Secretary  
Tel. No. 2301 9170

To,

**All Secretaries to the Government of India**