

आलोक रावत
ALOK RAWAT



सचिव (समन्वय एवं लोक शिकायत)
मंत्रिमंडल सचिवालय
राष्ट्रपति भवन, नई दिल्ली
SECRETARY (COORD. & PG)
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI-110004

D.O. No. 101/4/2/2011-Cab

October 10, 2011

Dear Secretary,

As you are aware, the Empowered Groups of Ministers (EGoMs) as also some Groups of Ministers (GoMs) are being serviced by the Cabinet Secretariat in terms of the guidelines contained in the Cabinet Secretariat's D.O. letter No. 1/11/3/2010-Cab. dated 16th June 2010. The extant procedures for preparation of Notes for the EGoMs and GoMs have been laid down *vide* Cabinet Secretariat guidelines dated 27th May 2011 which, *inter-alia*, provide that the Notes for consideration of Cabinet / Cabinet Committees / EGoMs etc., have to be of a high quality and procedurally compliant. However, in some cases, it is seen that the Notes forwarded by the Ministries / Departments are often rushed just one or two days prior to the scheduled meeting, which hardly leaves any time for scrutiny of Notes by the Cabinet Secretariat. Incidentally, Minister of Finance had also mentioned about quality of an EGoM Note in an EGoM meeting held recently.

2. I would, therefore, request that the Notes to be finalized for consideration of the EGoMs and GoMs need to be in conformity with the extant instructions (available on Cabinet Secretariat's website) and forwarded to the Cabinet Secretariat well within the time to enable a meaningful scrutiny of such Notes. Further, it may be ensured that the Notes for EGoM / GoM are procedurally compliant, informative, concise and based on inter-ministerial consultations.

With regards,

Yours sincerely,

(Alok Rawat)

To

All Secretaries to the Government of India