



VIJAI SHARMA
Tele: 2301 2697

अपर सचिव
मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली - 110004
ADDITIONAL SECRETARY
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

D.O. No. 1/13/4/2005-Cab.

April 4, 2006

Dear Secretary,

Instructions regarding consideration of various matters by the Committee of Secretaries (COS) had been issued earlier vide Cabinet Secretariat Memo No. 1/16/1/2000-Cab. dated 15/04/2002. Accordingly, a number of important issues, requiring in depth examination, are considered by the COS.

2. It has been noticed that in a few cases, after consideration of issues by the COS, the proposals have been brought up for consideration of the Cabinet/Cabinet Committees without inter-ministerial consultations. The procedure does not meet the requirement of Rule 4 of the Government of India (Transaction of Business) Rules, 1961, in as much as approval of the Minister-in-Charge of consulted Ministry/Department is not obtained before the matter is placed before the Cabinet/Cabinet Committees.

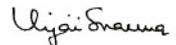
3. With a view to ensuring compliance with the procedure laid down in the Government of India (Transaction of Business) Rules, 1961 and expediency in decision-making, it has since been decided that:

- (i) in cases considered by the COS on the directions of the Cabinet/Cabinet Committees, it will be the responsibility of the concerned Secretary to communicate the approval or otherwise of the Minister-in-Charge of his Ministry/Department within a week from the date of issue of the minutes of the meeting of the COS and in the event of no such comments having been sent to the sponsoring Ministry, it will be presumed that the Ministry concurs with the decision taken in the COS meeting;
- (ii) in all other cases considered by the Committee of Secretaries, the usual procedure of inter-ministerial consultations will continue to be followed; and
- (iii) in all cases where the issue has been considered by the COS, a copy of the comments/feedback sent to the sponsoring Ministry, should be endorsed to the Cabinet Secretariat.

4. I shall be grateful, if you could take step for ensuring compliance with the above procedure in your Ministry/Department.

With regards,

Yours sincerely,


(Vijai Sharma)

To

All Secretaries to the GOI (by name).
