

अजित सेठ  
AJIT SETH



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA  
5<sup>th</sup> September, 2014

D.O. No. 1/50/1/2014- Cab.

Dear Secretary,

As you are aware, the Cabinet Secretariat has issued detailed instructions regarding procedural requirements to be met while preparing/ submitting notes for the Cabinet/ Cabinet Committees. In order that the notes are conceptually clear, lucid and well-organized and facilitate smooth decision making during Cabinet deliberations, a set of instructions have also been compiled which is available on the Secretariat's website (A Handbook on writing Cabinet notes).

2. However, it is a matter of concern that some of the notes that are being received in this Secretariat are not only procedurally deficient but content-wise too, lack the desired standard and quality. The approval paragraph in some cases is not self-contained, and in some cases includes a reference to preceding paragraphs the contents of which are not meant for approval. Similarly, inter-ministerial consultations are sometimes not undertaken with all concerned, and in some cases, the gist of such consultation is not brought out in the main note. Especially on the points of difference, the sponsoring Ministry/ Department should bring out their view with sound justification/ reasoning.

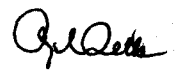
3. It may be appreciated that deficient notes cause considerable inconvenience to the members of the Council of Ministers and in some cases lead to delay in decision making.

4. You may like to advise the officers who are associated with preparing Cabinet notes to closely go through the instructions and Handbook on writing Cabinet notes. They may also be nominated to attend the one-day workshops organized by the Institute of Secretariat Training and Management on the subject. The Cabinet Secretariat would be happy to clarify or address any query that the Ministries/ Departments may have on the subject.

5. I would expect that personal attention is given to preparation and finalization of Cabinet notes so as to ensure that defect-free notes only are forwarded to the Cabinet Secretariat (and the Prime Minister's Office) and approval obtained thereon in accordance with the procedure laid down in the Handbook before the final copies are submitted by the Ministries/ Departments.

With regards,

Yours sincerely,

  
(Ajit Seth)

All Secretaries to the GOI (as per list attached) by name.