

OFFICE MEMORANDUM

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

The undersigned is directed to say that while detailed instructions regarding preparation/submission of notes for consideration of the Cabinet and Cabinet Committees have been circulated to all concerned *vide* Cabinet Secretariat O.M. No. 1/3/3/2011-Cab. dated 27.05.2011 and re-iterated from time to time, keeping in view the need for expeditious decision making, it has, in supersession of all existing instructions on the subject, been decided to compress the time-frame for completion of inter-ministerial consultations. Accordingly, in all cases where the notes for the Cabinet/Cabinet Committees are required to be circulated for inter-ministerial consultations, the entire process of consultations will be completed in two weeks' time. In cases, where the consulted Ministries/ Departments fail to forward their comments to the sponsoring Departments within two weeks, the sponsoring Departments will clearly indicate in the body of the note the date on which comments were sought from Ministry/Department concerned, and the fact that the comments of the Ministries/Departments consulted have not been received till finalisation of the note for the Cabinet/Cabinet Committee. It will be the responsibility of the Ministry/Department sponsoring the proposals to ensure that the draft note for the Cabinet/Cabinet Committee is delivered to all Ministries/ Departments required to be consulted and the Prime Minister's Office quickly and the period of two weeks will reckon from the date, copies of such draft notes have been delivered to all Ministries/Departments concerned.

2. It has also been decided that if any consulted Ministry/Department has inputs that it considers necessary/critical for decision making in the case, and these could not be communicated to the sponsoring Ministry/Department in time, Secretary of such Ministry/Department could be required to indicate such inputs during the meeting of the Cabinet along with reasons for not having been able to provide the comments in time. It has further been decided that after sending a single copy of the final note to the Prime Minister's Office and the Cabinet Secretariat, the time of seven working days for forwarding the requisite number of copies to the Cabinet Secretariat will stand revised to three days.

3. As already communicated *vide* O.M. of even No. dated 11.06.2014, the final notes received in the Cabinet Secretariat upto Thursday of a particular week and found to be procedurally in order, will ordinarily, be placed for consideration of the Cabinet/Cabinet Committees in its meeting to be convened in the following week.

4. It is requested that the above instructions may be noted for strict compliance and also disseminated to all concerned.


(K.L. Sharma)

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To

All Secretaries to the Government of India.