

No. 1/50/1/2014-Cab.
Government of India
Cabinet Secretariat (Rashtrapati Bhawan)
New Delhi, the 11th June, 2014
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, it has since been decided that:

- (i) the meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister will now, normally, be held on Wednesdays;
- (ii) the final notes received in the Cabinet Secretariat upto Thursday of a particular week and found to be procedurally in order, will, to the extent feasible, be placed for consideration of the Cabinet/Cabinet Committees in its meeting to be convened in the following week; and
- (ii) the Ministries/Departments will, with immediate effect, also make available soft copies of the signed notes for the Cabinet/Cabinet Committees along with all Annexures, etc. (both in English and Hindi versions) to the Cabinet Secretariat in pdf format in an appropriate Computer Storage Media along with requisite number of copies of the final note.

2. The undersigned is further directed to draw the attention of the Ministries/Departments to the existing instructions and to ensure that the rigours of requisite inter-ministerial consultations, consultations with State Governments and other entities, or appraisal of the proposal by the appropriate appraising bodies, etc. are undertaken meticulously.

3. In this connection, it is also reiterated that all Ministries/Departments are, in terms of the existing instructions, required to forward a copy of the draft note to the Prime Minister's Office at the time of their circulation for inter-ministerial consultations and, thereafter, to wait for 15 days before finalising the note(s) for consideration of the Cabinet/Cabinet Committees.

4. Additionally, after the Cabinet note is finalised, one copy of such note is also required to be transmitted to the Prime Minister's Office and the Cabinet Secretariat. As per instructions under reference, the note, in requisite number of copies, is to be forwarded to the Cabinet Secretariat only after waiting for seven working days from the date a copy of such note was delivered in the PMO and the Cabinet Secretariat and corrections/changes, if any required, carried out.

5. It is requested that the above instructions may please be disseminated to all concerned for strict compliance.


(K.L.Sharma)
Joint Secretary (Cabinet)
Tel. 23015802

To

All Secretaries to the Government of India.