

No.1/50/1/2016-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN

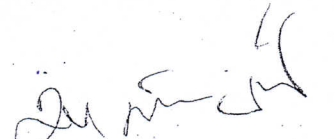
New Delhi, the 6<sup>th</sup> February, 2017

**OFFICE MEMORANDUM**

**Subject: Placing note for information of Cabinet/Cabinet Committees within the stipulated period of one month.**

The undersigned is directed to refer to the Government of India (Transaction of Business) Rules, 1961, Second Schedule, first proviso below entry (d), which provide that "*Cultural Agreements and Agreements on Science and Technology not impacting the national security or our relations with other countries which are duly approved by the Minister-in-Charge of the Department concerned and the Minister of External Affairs and where requisite inter-Ministerial consultations in terms of rule 4 have been carried out may only be circulated to the Cabinet for information*".

2. Attention is also drawn to this Secretariat's O.M. of even no. dated 10.11.2016 wherein Ministries/ Departments have been requested to forward notes seeking *ex-post-facto* approval of Cabinet/ Cabinet Committee or for information, well within the stipulated period of one month so as to enable this Secretariat to place the note for consideration of Cabinet/ Cabinet Committees.
3. In this regard, it has been observed that in many cases, Ministries/ Departments which have entered into Agreements covered in terms of the proviso mentioned above are finalizing notes for information of the Cabinet/ Cabinet Committees well beyond the stipulated period of one month.
4. In view of the above, Ministries/ Departments are requested to send an intimation to this Secretariat as soon as such Agreements are entered into along with a copy of the signed Agreement. Ministries/ Departments may also ensure that notes for information are forwarded to this Secretariat well within the stipulated period of one month for timely consideration of such notes by the Cabinet/ Cabinet Committee.
5. The above instructions may please be disseminated to all concerned for strict compliance.

  
(S.G.P. Verghese)

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All Secretaries to the Government of India (as per list).