

No. 1/50/1/2018-Cab
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 1st June, 2018

OFFICE MEMORANDUM

Subject: Prompt intimation by Ministries/ Departments to Cabinet Secretariat upon signing of Memoranda of Understanding/ Agreements under delegated powers and submission of Cabinet/ Cabinet Committee notes for information within one month.

The undersigned is directed to refer to Cabinet Secretariat O.M. of even no. dated 21.03.2018 and related instructions issued from time to time wherein Ministries/ Departments have been requested to intimate this Secretariat as soon as Memoranda of Understanding (MoUs)/ Agreements are signed in exercise of delegated powers contained in the Government of India (Transaction of Business) Rules, 1961, and forward a copy of the signed MoU/ Agreement. Ministries/ Departments have also been advised to ensure that notes for information of Cabinet/ Cabinet Committee are sent to this Secretariat well within a period of one month.

2. In spite of specific and clear instructions being reiterated time and again, it has been observed that Ministries/ Departments are not intimating the Cabinet Secretariat when MoUs/ Agreements are signed under delegated powers and in many cases the submission of notes has been delayed. This has been viewed seriously.

3. **The undersigned has been directed to reiterate the extant instructions and request Ministries/ Departments to invariably and without fail inform Cabinet Secretariat as soon as MoUs/ Agreements under delegated powers are signed and thereafter, to ensure that notes for information of the Cabinet/ Cabinet Committee are forwarded within the stipulated period.**

4. The aforementioned instructions may be disseminated to all concerned for strict compliance.



(Rajesh Bhushan)
Additional Secretary
Tele No. 2301 2697

All Secretaries to the Government of India