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MOST IMMEDIATE मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली - 110004
ADDITIONAL SECRETARY
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

D.O.No.1/13/4/2004-Cab.

24th June,, 2004.

Dear Secretary,

Detailed instructions have been issued vide this Secretariat D.O No.1/16/1/2000-Cab. dated 15th April, 2002 regarding procedural requirements to be met while preparing/submitting notes for consideration by the Cabinet/Cabinet Committees/Groups of Ministers, procedure regarding the preparation and submission of papers for consideration of the Committee of Secretaries and instructions on constitution/reconstitution of high level Commissions/Committees. These instructions are also available at Cabinet Secretariat's website "http://cabsec.nic.in".

2. The above instructions inter-alia stipulate timely forwarding of the notes to the Cabinet Secretariat so that agenda papers can be made available to the Members of the Cabinet/Cabinet Committees etc. at least 72 hours before the commencement of the meeting. However, it has been observed that the stipulated procedure is not being adhered to by Ministries/Departments while preparing and submitting notes for consideration by the Cabinet/Cabinet Committees, etc. The major deficiencies noticed in the recent past are:

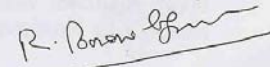
- (i) In a number of cases, the notes are forwarded to the Cabinet Secretariat at a short notice with the request that these be placed before the Cabinet urgently. In some such cases, even inter-Ministerial consultations have not been completed; and details of Ministries consulted are not indicated in the body of the note.
- (ii) The notes, in many cases, are very lengthy exceeding the prescribed limit of 7-8 pages in double space and also lack clarity;
- (iii) Comments of Ministries consulted are not included in the note or annexed thereof;
- (iv) Approval para is not self-contained and implementation schedule is not in conformity with the approval para;
- (v) Very often, an advance copy of the note is not forwarded to the PMO at the time of Inter-Ministerial consultations;
- (vi) Hindi version of note and draft press statements are either not forwarded or forwarded very late; and
- (vii) In some cases, the quality of translation is poor.

3. As you may please appreciate, deficiencies pointed out above are inconsistent with the laid-down procedure and cause considerable inconveniences to the members of Council of Ministers. In some cases, these lead to delays in decision making.

4. In view of the foregoing, I request you to take appropriate steps to ensure timely submission and strict adherence to the stipulated procedures/instructions for preparation and submission of notes/papers for consideration by the Cabinet/Cabinet Committees/Groups of Ministers/Committee of Secretaries etc. This will facilitate meaningful discussions and early decisions.

With regards,

Yours sincerely,


(R. Poornalingam)

To

All Secretaries to the Govt. of India(By name)