



S.K. Purkayastha

MOST IMMEDIATE

सचिव (समन्वय एवं लोक शिकायत)

मंत्रिमंडल सचिवालय

राष्ट्रपति भवन, नई दिल्ली

SECRETARY (COORD. & PG)

CABINET SECRETARIAT

RASHTRAPATI BHAWAN

NEW DELHI-110004

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

27th July, 2004

Dear Secretary,

As you are aware detailed instructions regarding use of acronyms, units for various quantitative measures, etc. for preparation and submission of the notes for Council of Ministers/Cabinet Committees/GOMs/PM have been issued vide this Secretariat's D.O. letter No. 1/13/3/2000-Cab. dated 22nd March, 2002 and reiterated vide D.O. letter No. 1/16/1/2000-Cab. dated 15th April, 2002.

2. In spite of these instructions, some Ministries/Departments still continue to use unexplained acronyms and other confusing units of various measures in their communications including Cabinet notes and notes sent to Prime Minister Office on various issues.

3. With a view to avoid such deficiencies, the following instructions may please be kept in view:-

- a) Use of acronyms for terms that are not commonly used in acronym form may be avoided;
- b) All acronyms used in the text of notes/proposals are to be explained when the term is first used in the note by writing its full form with the acronym given in brackets;
- c) Each Ministry/Department may prepare a standardized list of commonly used acronyms. 10 copies thereof may be forwarded to the Cabinet Secretariat and the PMO separately; and
- d) Each Ministry may prepare guidelines regarding the units (and their symbols) to be used with various numerical magnitudes/quantities, as also guidelines regarding rounding of numbers.

4. It is requested that urgent action may please be taken on the above action points.

With regards,

Yours sincerely,

(S.K. Purkayastha)

To

All Secretaries to Govt. of India (By name)