



सत्यमेव जयते

B. K. CHATURVEDI

Tele : 23016696

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

**MOST IMMEDIATE**

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

September 27, 2004

Dear Secretary,

It has been noticed that the notes forwarded for consideration of the Cabinet / Cabinet Committees, very often do not adhere to the procedural requirements, the issues involved are not examined in detail, the content and the quality of the notes is not up to the mark and the points for decision are not appropriately spelt out in the notes.

2. In the above context, I wish to draw your kind attention to the fact that the Government of India (Transaction of Business) Rules, 1961, and the Rules of Procedure in regard to the proceedings of the Cabinet, lay down the essential procedural requirements to be complied with while preparing notes for submission to the Cabinet and its Committees. These requirements have also been circulated by the Cabinet Secretariat vide D.O. No. 1/16/1/2000-Cab. dated 15.4.2002 and are available on the Cabinet Secretariat web-site "<http://cabsec.nic.in>".

3. It is the responsibility of the Secretary of the concerned Ministry / Department to ensure that the notes do not suffer from procedural defects and that their content / quality is of the required standard. The analytical rigour and the lucidity of a Cabinet Note reflects the internal administrative and decision making mechanisms in each department and its capacity to bring up issues for consideration of the Cabinet after examination of all relevant issues with due diligence. It is the culmination of a long period of consultation and interaction among all concerned agencies which should result in a high quality document of which the Ministry / Department should be proud.

4. I request you to ensure that due attention is paid to various aspects of the preparation of notes for the Cabinet and its Committees. I am also **enclosing** a list of important aspects to be kept in view while finalizing the notes for consideration of the Cabinet / Cabinet Committees.

With regards,

Yours sincerely,

*B.K. Chaturvedi*  
(B.K. Chaturvedi)

To

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

Enclosure to the DO letter No 1/13/4/2004-Cab dated 17-9-2004 from Cabinet Secretary

- I. The main note should be lucid, straightforward, contain only the relevant details and analysis of the issues involved. The proposals brought up for consideration by Cabinet / Cabinet Committees should be examined and argued objectively, comprehensively and analytically and the decision matrix spelt out clearly in such notes.
- II. The proposals should in all cases be approved by the Minister in charge and inter-ministerial consultation should be undertaken in all cases, where such consultation is necessary in terms of the prescribed procedure. In case of disagreement with the consulted Ministry/Department, the sponsoring Ministry / Department should forward an advance copy of the note to the disagreeing Ministry / Department. Further, in all cases, a copy of the note should also be forwarded to PMO at the time of inter-Ministerial consultation and the views of the PMO should be waited for 15 days. While views of PMO may be taken into account in the course of finalizing these notes, no reference should be made to these comments in the notes for the consideration of the Cabinet / Cabinet Committees. However, the fact of having consulted PMO may be stated in the forwarding note. Similarly, no reference should be made in the body of the note to the correspondence with the Cabinet Secretariat.
- III. The notes should, in any case, not exceed the prescribed length of 7-8 pages in double space. Minor details, which should also be brief as far as possible, should be relegated to annexure or appendices. The practice of enclosing unwanted / irrelevant annexes should also be avoided. Copies of the previously approved Cabinet / Committee notes should not be enclosed and whenever necessary, relevant extracts may be included either in the body of the Note or in the Annexures.
- IV. It should be ensured that the approval paragraph is self-contained and seeks approval / decision on clearly spelt out / specific point or points. Any reference to the previous paragraphs or annexures in the approval paragraph should be avoided.
- V. Invariably, requests are received for inclusion of notes in the agenda at the

last moment leaving very little time for their perusal/examination by the members of the Cabinet / Cabinet Committees. The Prime Minister's Office has emphasized that the notes for the Cabinet / Cabinet Committee will not be entertained unless these are circulated five clear working days in advance of the meeting of the Cabinet / Cabinet Committee. Accordingly, henceforth taking into account the time required for examination of the notes in the Cabinet Secretariat, only notes received Seven Working days before the scheduled meeting will be circulated for the meeting provided they meet with the procedural requirements.

- VI. The notes should bear appropriate security classification, be duly paginated including annexures / appendices. The name of the Ministry / Department, file number and security grading should be indicated on each page including in the Appendixes and Annexures and the names of the Ministries / Departments referred to in the note should be correctly indicated.
- VII. All acronyms / abbreviations used in the note should be explained when the term is first used in the note by writing its full form with the acronym / abbreviation given in brackets.
- VIII. The main note as well as implementation schedule should be signed by an officer not below the rank of Joint Secretary of the Ministry / Department.

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