



B. K. CHATURVEDI

D.O.No. 1/13/4/2005-Cab.

Most Immediate

मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

11th February, 2005

Dear Secretary,

Further to my DO. letter NO. 1/13/4/2004-Cab. dated 27th September, 2004 regarding preparation of Notes for the Cabinet / Cabinet Committees, the following important points may please also be kept in view:-

- i) all Notes for the Cabinet/Cabinet Committees should be sent by the Ministries/Departments to the Cabinet Secretariat well in advance to enable the Cabinet Secretariat to process them for being placed before the Cabinet / concerned Cabinet Committee, on the scheduled date of meeting;
- ii) as far as possible, no Note for Cabinet/Cabinet Committees (except those relating to annual budget) should be distributed directly in the meeting of the Cabinet/Cabinet Committees without having been routed through and scrutinized by the Cabinet Secretariat; and
- iii) Notes for the Cabinet, the Cabinet Committee on Security and the Cabinet Committee on Political Affairs which clearly contain any security related aspects should be sent by the concerned Ministry/Department to the National Security Council Secretariat/NSA for its views before being sent to the Cabinet Secretariat.

2. I would request you to advise to all concerned in your Ministry/Department for strict compliance of the above instructions.

With regards

Yours sincerely,

To

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

Deputy to NSA

B.K. Chaturvedi

(B.K.Chaturvedi)