



P. C. RAWAL

सचिव (समन्वय एवं लोक शिकायत)
मंत्रिमंडल सचिवालय
राष्ट्रपति भवन, नई दिल्ली
SECRETARY (COORD. & PG)
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI-110004

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

May 12, 2005

Dear Secretary,

Please refer to the Cabinet Secretary's d.o. letter No.1/13/4/2004-Cab. dated the 27th September, 2004 regarding instructions for finalizing Notes for consideration of the Cabinet/Cabinet Committees which were reiterated vide d.o. letter of even number dated the 31st March, 2005.

2. The Prime Minister has observed that the instructions regarding forwarding a copy of the draft Note to PMO at the time of inter-ministerial consultations are at times not being followed by the Ministries/Departments. I am therefore desired to once again bring to your notice that, in all cases, a copy of the draft Note should invariably be forwarded to the PMO at the time of inter-Ministerial consultations and the comments of the PMO should be awaited for 15 days. Further the comments of the PMO should be taken into account while finalizing the Note but no reference be made to this effect in the note for consideration of the Cabinet / Cabinet Committees. However, the fact of having consulted PMO must be stated in the forwarding letter sent to the Cabinet Secretariat along with requisite number of copies of the Note.

3. A copy of the Note in the final form be also forwarded to PMO when the copies of the Note are sent to the Cabinet Secretariat. The forwarding memo to the Cabinet Secretariat should also specifically mention the number and date of memo vide which the Note has been sent to the PMO.

With Regards,

Yours sincerely,

(P.C. RAWAL)

To

All Secretaries to the GOI (by name).