



VIJAI SHARMA
Additional Secretary
Tel: 2301 2697

मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110004

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

July 5, 2005

Dear Secretary,

Please refer to the D.O. letter of even number dated 12th May, 2005 from Secretary, Coordination, Cabinet Secretariat regarding a copy of the note for consideration of the Cabinet/Cabinet Committee being forwarded to the PMO, both at the inter-ministerial consultation stage and in its final form.

2. Instances continue to come to the notice of Cabinet Secretariat wherein the stipulated instructions are not being followed by the concerned Ministries / Departments. With a view to facilitating strict adherence to the laid down instructions, a gist of the related instructions on the subject is reproduced below for ready reference:

- (i) a copy of the draft note for consideration of the Cabinet is to be forwarded to PMO at the time of inter-ministerial consultations and the comments of the PMO should be awaited for 15 days;
- (ii) the comments of the PMO are to be taken into account while finalizing the note without making a reference to this in the body of the note for consideration of the Cabinet/Cabinet Committees;
- (iii) a copy of the note in its final form is to be forwarded to the PMO when copies of the note are sent to the Cabinet Secretariat;
- (iv) the fact about having consulted the PMO at draft stage and a copy of the note in its final form having been sent to the PMO should be stated in the communication sent to the Cabinet Secretariat forwarding the requisite number of copies of the note. The forwarding Memo to the Cabinet Secretariat should specifically mention the number and date of Memo vide which the note has been sent to the PMO; and
- (v) further, the dates on which the comments of the consulted Ministries were received, are to be mentioned in the body of the note and where no comments are received, dates of the reference to the Department and dates on which reminders have been sent are to be indicated in the body of the note.



MOST IMMEDIATE

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Additional Secretary

3. It is mentionable that non-compliance of the above instructions may result in the notes being returned to the concerned Ministries/Departments.

4. I shall be grateful if you could ensure adherence to the above guidelines in your Ministry/Department.

With regards,

Please refer to the D.O. letter of even number dated 12th May, 2005 from Secretary, Coordination, Cabinet Secretariat regarding a copy of the note for consideration of the Cabinet/Cabinet Committee being forwarded to the PMO at the inter-ministerial consultation stage and in its final form.

Yours sincerely,

Vijai Sharma

(VIJAI SHARMA)

2. Instances continue to come to the notice of Cabinet Secretariat that stipulated instructions are not being followed by the concerned Departments. With a view to facilitating strict adherence to the said instructions, a gist of the related instructions on the subject is reproduced below for ready reference.

All Secretaries to the Government of India.

(i) a copy of the draft note for consideration of the Cabinet is to be forwarded to PMO at the time of inter-ministerial consultations and the response of the PMO should be awaited for 15 days.

(ii) Recommendations of the PMO are to be taken into account while finalizing the note. Reference to this in the body of the note for consideration of the Cabinet/Cabinet Committees.

(iii) a copy of the note in its final form is to be forwarded to the PMO and copies of the note are sent to the Cabinet Secretariat.

(iv) the fact about having consulted the PMO at draft stage and a copy of the note in its final form having been sent to the PMO should be stated