



VIJAI SHARMA
Additional Secretary
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मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110004

D.O. No. 1/12/4/2006-Cab.

February 6, 2007

Dear Secretary,

The business of the Government of India is disposed of by the Departments/Ministries of the Government of India in terms of the Government of India (Allocation of Business) Rules, 1961. The Departments, in pursuance of the mandate given to them and with a view to providing guidance/direction to all concerned, bring out sectoral policies/policy statements from time to time with the approval of the Cabinet.

2. It has been noticed that when such sectoral policies/policy statements are brought up for consideration of the Cabinet by the concerned Departments, these are not accompanied by action plans with clearly identifiable time-lines. It has been felt that such sectoral policies, if accompanied by an action plan, will bring in greater clarity as regards the policy aims and objectives. This will also help in effective monitoring of implementation.

3. In view of the above, it has been decided that henceforth, whenever a proposal regarding any sectoral policy/policy statement is to be brought up for consideration of the Cabinet/Cabinet Committees, it may be accompanied by an appropriate action plan with the milestones for specified activities.

4. I shall be grateful if you could kindly advise all concerned in your Department/Ministry for ensuring compliance accordingly.

With regards.

Yours sincerely,

Vijai Sharma
(Vijai Sharma)