



VIJAI SHARMA
Tel: 2301 2697

अपर सचिव
मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली - 110004
ADDITIONAL SECRETARY
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

D.O. No. 1/13/4/2007-Cab

May 28, 2007

Dear Secretary,

The Cabinet Secretariat has issued detailed instructions regarding preparation of notes for consideration by the Cabinet and Cabinet Committees *vide* Cab Sectt. DO No 1/16/1/2000-Cab dated 15.4.2002. These instructions have been reiterated from time to time and have also been placed on the website of the Cabinet Secretariat viz. www.cabsec.nic.in. Subsequent instructions issued by the Cabinet Secretariat on the subject are also available on the website.

2. In the above context, attention of the Ministries/Departments is specifically invited to the Cabinet Secretariat D.O. No. 1/13/4/2005-Cab. dated 12.5.2005 which lays down that at the time of inter-ministerial consultations, a copy of the draft note should invariably be forwarded to the Prime Minister's Office and their comments awaited for 15 days. Comments, if any, so received from the PMO should be duly taken into account while finalizing the note. The fact that a copy of the note was forwarded to the PMO and their comments, if received, were taken note of while finalizing the note for the Cabinet/Cabinet Committee, may be indicated in the forwarding communication sent to the Cabinet Secretariat, but no reference to this effect should be made in the note for the consideration of the Cabinet/Cabinet Committees.

3. The above instructions are reiterated for strict compliance by the Ministries/Departments.

- With regards.

Yours sincerely,

(Vijai Sharma)