



VIJAI SHARMA
Special Secretary
Tele : 23012697



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

D.O. No.1/13/2/2008-Cab.

March 25, 2008

Dear Secretary,

As you are aware, the detailed instructions regarding procedure to be followed for preparation and submission of papers for consideration of the Committee of Secretaries (CoS) are included in Annex-II to D.O. No. 1/16/1/2000-Cab. dated 15.04.2002, which is also placed on the website of the Cabinet Secretariat viz. www.cabsec.nic.in. In some cases, it has been noticed that expeditious follow up action is not being taken on the recommendations of the CoS by the concerned Ministries/Departments and when the matter is brought up before the CoS again, no reference is made to the decisions of the CoS taken previously or action taken thereon.

2. In view of the above, it has been decided that, henceforth, a paragraph be added in the notes/papers for the CoS indicating whether the issue had previously been placed before the CoS and if so, giving the gist of such previously taken decisions and details of the action taken on such decisions, in the main body of the note for the CoS. In cases, where such details are too lengthy, these may be relegated to a separate Annex. Further, in cases, where there has been an unusual delay in initiating / completion of action in accordance with the CoS decisions, the reasons for the delay may also be suitably indicated in the note/Annex.

3. I shall be grateful if you could disseminate these instructions to all concerned in your Ministry/Department for strict compliance.

With regards,

Yours sincerely,


(VIJAI SHARMA)