



DR. MRUTYUNJAY SARANGI

Tel: 2301 2697

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

November 3, 2008

Dear Sir,

Please refer to my earlier D.O. letter of even number dated 25th September, 2008 regarding adherence to time limits while forwarding notes for the consideration of the Cabinet/Cabinet Committees.

2. As you are aware, instructions have continued to be re-iterated from time to time that requests for inclusion of the notes for the consideration of the Cabinet/Cabinet Committees should not be made too close to the Cabinet meetings, leaving very little time for the Members of the Cabinet /Cabinet Committees to peruse them. However, such requests still continue to be received in the Cabinet Secretariat, leading to avoidable embarrassment. On account of delay in receipt of notes for the consideration of the Cabinet/Cabinet Committees, the Ministers have little time to go through them in full detail before the meeting.

3. During the Cabinet meeting held on 30.10.2008, the Prime Minister has directed that all Ministries/Departments be advised to plan their activities in such a manner, as to obviate the necessity for last minute requests. The present instructions are that only Notes received seven working days before the meeting of the Cabinet/Cabinet Committee will be circulated for the meeting provided they meet with procedural requirements. In exceptional cases, where there is extreme urgency, we will also consider cases received upto 1000 hrs. on the Friday preceding the week in which the meeting is held (where meetings are held on Thursday). We are under strict instructions not to circulate Notes received after the cut-off date and time.

4. I shall be grateful, if you could advise all concerned accordingly.

With regards,

Yours sincerely,


(Mrutyunjay Sarangi) 3/11/2008

To,
All Secretaries to the Govt. of India