



सत्यमेव जयते

**K M CHANDRASEKHAR**

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मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O. No.1/13/5/2009-Cab.

October 29, 2009

Dear Secretary,

Cabinet Secretariat has, from time to time, reiterated instructions regarding adherence to time limits while forwarding notes for the consideration of the Cabinet/Cabinet Committees. In the D.O. letter no. 1/13/2/2008-Cab dated 3.11.2008 (copy enclosed) from the Additional Secretary, Cabinet Secretariat to all the Secretaries to the Government of India, the directions of the Prime Minister that Ministries should plan their activities in such a manner as to obviate the necessity for last minute requests for inclusion of their notes in the agenda of the meetings of the Cabinet/Cabinet Committees.

2. Prime Minister has recently observed that Ministries/Departments are continuing to send last minute requests for inclusion of their notes in the agenda of the Cabinet/Cabinet Committee meetings even in respect of proposals that could have been planned for, well in advance, rather than rushing it at the last moment. The Prime Minister has expressed his displeasure at this approach.

3. You may therefore, instruct the officers concerned in your Ministry/Department to ensure that the time-limits for sending notes to the Cabinet Secretariat for placing before the Cabinet/ Cabinet Committees are strictly adhered to. Please also monitor at your level cases where slippages are anticipated.

With regards,

Yours sincerely,

(K.M. Chandrasekhar)