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MOST IMMEDIATE

No.1/13/4/2004-Cab.
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)
RASHTRAPATI BHAVAN

New Delhi, the 1st December, 2004

OFFICE MEMORENDUM


Subject : ***Instructions on procedural requirement on preparation of notes for Council of Ministers, Cabinet, Cabinet Committees and Groups of Ministers.***

The undersigned is directed to say that detailed guidelines for preparation of notes for Council of Ministers, Cabinet, Cabinet Committees and Group of Ministers have been laid down in Rules of Procedure in regard to proceedings of the Cabinet and have further been reiterated vide Cabinet Secretariat d.o. No. 1/16/1/2000-Cab. date 15.4.2002 and d.o. letter of even number dated 27th September, 2004 on the subject mentioned above. These are also available on our website i.e. '<http://cabsec.nic.in>'.

2. One of the procedural requirements to be followed while finalizing notes for consideration by the Council of Ministers, Cabinet, Cabinet Committees and Groups of Ministers is that the Administrative Ministry should undertake inter-ministerial consultations in all cases where such consultation is required under the rules. It has been noticed that the notes for the Cabinet, Cabinet Committees etc. do not mention the dates when the comments of the consulted Ministry/Department were finalized or received in the concerned Administrative Ministry. In the absence of such indication it is not possible to ascertain whether such consultations have been done afresh or relate to an earlier period.

3. In view of the foregoing, the undersigned is directed to inform that all notes for the Cabinet, Cabinet Committees etc. must specifically mention the dates on which comments of the consulted Ministrie/Department were finalized or received by the Administrative Ministry/Department.

4. It is requested that these instructions may be disseminated to all concerned for information and compliance.


(K.L. Sharma)
Deputy Secretary (Cabinet)
Tele : 2301 5802

To
All Secretaries of the Government of India.
