

No. 1/13/2/2010-Cab  
**CABINET SECRETARIAT**  
**Rashtrapati Bhawan**


New Delhi, the 19<sup>th</sup> November, 2010

**OFFICE MEMORANDUM**

**Subject: Forwarding of Cabinet / Cabinet Committee Notes to Prime Minister's Office.**

The undersigned is directed to refer to Cabinet Secretariat's D.O. letter No. 1/16/1/2000-Cab. Dated 15.04.2002 and subsequent communications regarding procedural requirements to be met while submitting notes for the Cabinet and its Committee and Group of Ministers and to say that in partial modification of the existing instructions, it has been decided that after the Minister-in-charge of a Department/Ministry has approved a note for submission to the Cabinet or any Cabinet Committee chaired by the Prime Minister, a copy of the note would be forwarded to Principal Secretary to the Prime Minister immediately and thereafter, comments/advice of the PMO awaited for seven working days. Accordingly, only after expiry of seven working days, the final note should be sent to the Cabinet Secretariat for placing it before the Cabinet/Cabinet Committees. A copy of the draft note should continue to be sent to the PMO at the time of inter-ministerial consultations in terms of the existing instructions.

2. The undersigned is also directed to convey that the fact compliance with the above instructions will need to be clearly stated in the forwarding memo vide which the notes are sent to the Cabinet Secretariat. In the absence of such details having been furnished in the forwarding memo, the notes will be returned to the concerned Ministry/Department.

  
(K.L. Sharma)  
Director (Cabinet)  
Tel: 23015802

**All Secretaries to the Government of India (As per list).**