



सत्यमेव जयते

DR. MRUTYUNJAY SARANGI

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D.O. No. 1/13/2/2010-Cab.

अपर सचिव
मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
ADDITIONAL SECRETARY
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

December 22, 2010

Dear Secretary,

As Ministries are aware, instructions have been issued by the Cabinet Secretariat for laying down (a) the time lines for completion of inter-ministerial consultations; and (b) the requirement of forwarding a copy of the final note prepared for consideration of the Cabinet/Cabinet Committee(s) to PMO and thereafter waiting for a period of seven working days before forwarding such notes to the Cabinet Secretariat.

2. It has been observed that these instructions are not being adhered to strictly. With a view to ensure compliance with these instructions, **with effect from 01.01.2011**, the notes for the Cabinet and Cabinet Committees, received without a categorical confirmation in the forwarding memo to the following effect will be returned to the Ministries/Departments:

- (i) that the note for the Cabinet/Cabinet Committee in its final form had been forwarded to the Prime Minister's Office at least seven working days before its despatch to the Cabinet Secretariat, and that the comments/advice, if any, received from the PMO had duly been taken on board; and
- (ii) that the time lines stipulated for completion of inter-ministerial consultations have been adhered to, and the Ministry/Department had proactively pursued the concerned Ministries/Departments required to be consulted, in cases where the comments were not received within the stipulated time-frame.

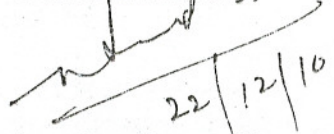
3. It has also been decided that in cases, where there are differences between the Ministries/Departments, these should also be highlighted in the forwarding memorandum to be sent to the Cabinet Secretariat.

4. I shall be grateful, if the above instructions could be disseminated to all concerned for strict compliance.

5. This issues with the approval of the Cabinet Secretary.

With regards,

Yours sincerely,


22/12/10
(Dr. Mrutyunjay Sarangi)

All Secretaries to the Government of India (by name)