

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



सत्यमेव जयते



o/c  
मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O.No.1/50/2/2016-Cab.

29<sup>th</sup> March, 2016

Dear Secretary,

As you are aware, the extant Central Secretariat Manual of Office Procedure provides for preparation and circulation of record of discussions/Minutes immediately after the meeting is held. However in some cases, it has been observed that the record of discussions/Minutes of meetings are being prepared and circulated after considerable lapse of time leading to avoidable delay in the implementation of decisions. Such delays have particularly been observed in respect of the Minutes of Inter-Ministerial Meetings including those of EFC, FIPB, PPPAC etc. Also the record of discussions/ Minutes of meetings are much better captured if these are prepared immediately after the meeting when the deliberations are fresh in the memory.

2. Correct and quick recording of decisions is an important step towards good governance and implementation of government programmes in a timely manner. Therefore, it would be a healthy practice for the officials concerned to dictate the Minutes as soon as the meeting is over and submit the same for approval of the competent authority within 24 hours. It is also to be ensured that the Minutes/ record of discussions thus finalized reach all concerned within 7 days of the date of the meeting.
3. Kindly disseminate these instructions to all concerned for strict compliance.

With regards,

Yours sincerely,

  
(P.K. Sinha)

✓ All Secretaries to the Government of India

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