



सां/No.: 5-1(17)/2008-PD

दिनांक/Dated: 05.04.2017

07

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

| क्रम सं. S. No. | कार्यालय ज्ञापन सं. / Office Memorandum No. | विषय/ Subject |
|--------------------|--|---|
| 1 | Govt. of India, Cabinet Secretariat OM No. 1/50/1/2016-Cab. dated 10.11.2016 | Seeking timely ex-post-facto approval of the Cabinet/Cabinet Committees- reg. |
| 2 | Govt. of India, Cabinet Secretariat OM No. 1/50/1/2016-Cab. dated 06.02.2017 | Placing note for information of Cabinet/Cabinet Committees within the stipulated period of one month. |
| 3 | Govt. of India, Cabinet Secretariat OM No. 1/50/1/2016-Cab. dated 06.02.2017 | Preparation/Submission of Notes for consideration of the Cabinet and Cabinet Committees. |

भवदीय/Yours faithfully,

- विनोद कुमार

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. : यथोपरि/As above
प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make these OM available on the website & Policy Repository.

✓ 2) कार्यालय प्रति/Office copy

No.1/50/1/2016-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

New Delhi, the 10th November, 2016

OFFICE MEMORANDUM

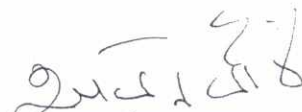
Subject: Seeking timely *ex-post-facto* approval of the Cabinet/Cabinet Committees.

The undersigned is directed to refer to this Secretariat's O.M. No. 1/3/3/2011-Cab. dated 29.06.2011 which stipulates that in cases where approval of the Prime Minister has been obtained under Rule 12 of the Government of India (Transaction of Business) Rules, 1961, "*the note for seeking ex-post facto approval of the Cabinet or concerned Cabinet Committee should be forwarded to Cabinet Secretariat latest within one month of the approval under Rule 12*". Attention is also drawn to Cabinet Secretary's D.O. letter no. 1/48/6/2015-Cab. dated 14.08.2015 which conveyed the directions of the Prime Minister that "*all MoUs that are signed by the Departments and are required to be brought before the Cabinet for post facto approval or information, under extant provisions, must be submitted within one month of the signing of the MoU. In case of any delay, the Note should detail the specific reason(s) and justification(s) in submitting the Note before the Cabinet after the prescribed time period*".

2. In spite of the clear instructions on the subject, instances of delayed submission of notes by Ministries/ Departments have been observed. In many cases, the Ministry/ Department has not detailed reason(s) and justification(s) for the delay in submitting the note beyond the prescribed time period. This has been viewed seriously.

3. The undersigned has been directed to reiterate the above instructions and request the Ministries/ Department to forward notes seeking *ex-post-facto* approval of Cabinet/ Cabinet Committee or for information, well within the stipulated period of one month so as to enable this Secretariat to place the note for consideration of Cabinet/ Cabinet Committees.

4. It is requested that the above instructions may please be disseminated to all concerned for strict compliance.


(S.G.P. Verghese)

Director

- Tel: 2301 1791

Fax: 2379 3504

E-mail: verghese.sgp@nic.in

All Secretaries to the Government of India.

No.1/50/1/2016-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

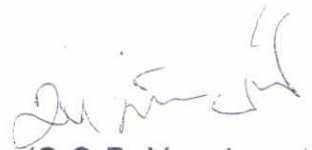
New Delhi, the 6th February, 2017

OFFICE MEMORANDUM

Subject: Placing note for information of Cabinet/Cabinet Committees within the stipulated period of one month.

The undersigned is directed to refer to the Government of India (Transaction of Business) Rules, 1961, Second Schedule, first proviso below entry (d), which provide that "*Cultural Agreements and Agreements on Science and Technology not impacting the national security or our relations with other countries which are duly approved by the Minister-in-Charge of the Department concerned and the Minister of External Affairs and where requisite inter-Ministerial consultations in terms of rule 4 have been carried out may only be circulated to the Cabinet for information*".

2. Attention is also drawn to this Secretariat's O.M. of even no. dated 10.11.2016 wherein Ministries/ Departments have been requested to forward notes seeking *ex-post-facto* approval of Cabinet/ Cabinet Committee or for information, well within the stipulated period of one month so as to enable this Secretariat to place the note for consideration of Cabinet/ Cabinet Committees.
3. In this regard, it has been observed that in many cases, Ministries/ Departments which have entered into Agreements covered in terms of the proviso mentioned above are finalizing notes for information of the Cabinet/ Cabinet Committees well beyond the stipulated period of one month.
4. In view of the above, Ministries/ Departments are requested to send an intimation to this Secretariat as soon as such Agreements are entered into along with a copy of the signed Agreement. Ministries/ Departments may also ensure that notes for information are forwarded to this Secretariat well within the stipulated period of one month for timely consideration of such notes by the Cabinet/ Cabinet Committee.
5. The above instructions may please be disseminated to all concerned for strict compliance.


(S.G.P. Verghese)

Director

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

No. 1/50/1/2016-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

New Delhi, the 6th February, 2017

OFFICE MEMORANDUM

Subject: Preparation/ Submission of notes for consideration of the Cabinet and Cabinet Committees.

The undersigned is directed to refer to this Secretariat's O.M. no. 1/50/1/2014-Cab. dated 20.06.2014 which *inter alia* stipulates that in all cases where the notes for the Cabinet/ Cabinet Committees are required to be circulated for Inter-Ministerial Consultations, the entire process of consultations will be completed in two weeks' time. It further states that in cases where the consulted Ministries/ Departments fail to forward their comments to the sponsoring Departments within two weeks, the sponsoring Departments will clearly indicate in the body of the note the date on which comments were sought from Ministry/ Department concerned, and the fact that the comments of the Ministries / Departments consulted have not been received till finalization of the note for the Cabinet/ Cabinet Committee.

2. Further, with a view to check delays in finalization of notes, the sponsoring Ministries/ Departments have also been requested *vide* O.M. no. 1/50/1/2016-Cab. dated 11.05.2016 to undertake due diligence and circulate the draft note(s) only to the Ministries/ Departments whose business is likely to be impacted by the proposal.

3. Sepatarely, the Cabinet Secretariat has with a view to facilitate timely completion of the consultation process stipulated that Ministries/ Departments send an advance copy of the Draft Cabinet Note to this Secretariat also at the time when it is circulated to other Ministries/ Departments for comments *vide* O.M. no. 1/50/3/2014-Cab. dated 01.09.2015.

4. The above instructions have been issued with a view to compress the time-frame for completion of Inter-Ministerial consultations and expediting the decision making process. In view of the above, the Sponsoring Ministries/ Departments and the Ministries/ Departments consulted are requested to strictly adhere to the prescribed timelines and extant instructions on the subject. A copy each of these instructions circulated *vide* Office Memoranda dated 20.06.2014, 01.09.2015 and 11.05.2016 is enclosed for reference and dissemination to all concerned.


(S.G.P. Verghese)

Director

Tel: 2301 1791

Fax: 2379 3504

E-mail: verghese.sgp@nic.in

✓ All Secretaries to the Government of India (as per list).

OFFICE MEMORANDUM

Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.

The undersigned is directed to say that while detailed instructions regarding preparation/submission of notes for consideration of the Cabinet and Cabinet Committees have been circulated to all concerned *vide* Cabinet Secretariat O.M. No. 1/3/3/2011-Cab. dated 27.05.2011 and re-iterated from time to time, keeping in view the need for expeditious decision making, it has, in supersession of all existing instructions on the subject, been decided to compress the time-frame for completion of inter-ministerial consultations. Accordingly, in all cases where the notes for the Cabinet/Cabinet Committees are required to be circulated for inter-ministerial consultations, the entire process of consultations will be completed in two weeks' time. In cases, where the consulted Ministries/ Departments fail to forward their comments to the sponsoring Departments within two weeks, the sponsoring Departments will clearly indicate in the body of the note the date on which comments were sought from Ministry/Department concerned, and the fact that the comments of the Ministries/Departments consulted have not been received till finalisation of the note for the Cabinet/Cabinet Committee. It will be the responsibility of the Ministry/Department sponsoring the proposals to ensure that the draft note for the Cabinet/Cabinet Committee is delivered to all Ministries/ Departments required to be consulted and the Prime Minister's Office quickly and the period of two weeks will reckon from the date, copies of such draft notes have been delivered to all Ministries/Departments concerned.

2. It has also been decided that if any consulted Ministry/Department has inputs that it considers necessary/critical for decision making in the case, and these could not be communicated to the sponsoring Ministry/Department in time, Secretary of such Ministry/Department could be required to indicate such inputs during the meeting of the Cabinet along with reasons for not having been able to provide the comments in time. It has further been decided that after sending a single copy of the final note to the Prime Minister's Office and the Cabinet Secretariat, the time of seven working days for forwarding the requisite number of copies to the Cabinet Secretariat will stand revised to three days.

3. As already communicated *vide* O.M. of even No. dated 11.06.2014, the final notes received in the Cabinet Secretariat upto Thursday of a particular week and found to be procedurally in order, will ordinarily, be placed for consideration of the Cabinet/Cabinet Committees in its meeting to be convened in the following week.

4. It is requested that the above instructions may be noted for strict compliance and also disseminated to all concerned.


(K.L. Sharma)

Joint Secretary to the Government of India
Tel. 23015802

To

All Secretaries to the Government of India.

No.1/50/3/2014-Cab
Government of India (Bharat Sarkar)
Cabinet Secretariat (Mantrimandal Sachivalaya)
Rashtrapati Bhavan

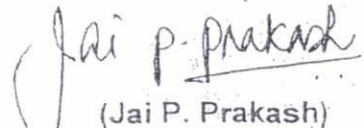
New Delhi, the 1st September, 2015

OFFICE MEMORANDUM

Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.

According to the extant instructions, the Draft Cabinet Notes are being furnished to Prime Minister's Office at the stage of inter-Ministerial consultations itself. In the same light, it has now been decided that the Ministries and Departments send an advance copy of the Draft Cabinet Note to the Cabinet Secretariat also at the time when it is circulated to other Ministries/Departments for comments.

2. These instructions may be noted for strict compliance and dissemination to all concerned.


(Jai P. Prakash)
Additional Secretary

To,

All Secretaries to the Government of India.

No.1/50/1/2016-Cab
Government of India (Bharat Sarkar)
Cabinet Secretariat (Mantrimandal Sachivalaya)
Rashtrapati Bhavan

New Delhi, the 11th May, 2016

OFFICE MEMORANDUM

Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.

It has been observed that sponsoring Ministries/Departments are, in some cases, circulating draft Cabinet/Cabinet Committee notes to many Ministries/Departments for inter-ministerial consultations, including to those not related to the subject matter(s). It may be appreciated that this delays the finalization of Cabinet Notes.

2. In this connection, attention is drawn to Para 37 of the Handbook on writing Cabinet notes which states that the sponsoring Ministry/Department should consult Ministries/Departments concerned with the subject matter and the draft note(s) should be sent to the Ministries/Departments concerned, whose business is likely to be impacted by the proposal. Sponsoring Departments/Ministries are accordingly requested to undertake due diligence and circulate the draft note(s) only to the Ministries/Departments whose business is likely to be impacted by the proposal.

3. Ministries/Departments are requested to comply with these instructions.


(Deepti Umashankar)
Joint Secretary
Tel: 2301 5802

To

All Secretaries to the Government of India.

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