OFFICE MEMORANDUM

Sub : Preparation/submission of Notes for consideration of the Cabinet and Cabinet Committees – Forwarding an advance copy to Cabinet Secretariat - regarding

The undersigned is directed to refer to communication bearing No.1/50/1/2019-Cab (Part) dated 11th September, 2019 of the Additional Secretary, Government of India, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi on the subject cited.

2. The communication cited above with its enclosure is being uploaded on the Website of the Ministry of AYUSH : www.ayush.gov.in for wider circulation and to economise on usage of stationery. The pathway for viewing the document is : www.ayush.gov.in →Home→ Circulars→ Communication received from other Ministries for information of Officers under Ministry of AYUSH. The communication is also being uploaded on e-Office for wider circulation. All concerned are requested to peruse/download the above-referred communication with its enclosure for information and necessary action at their end.

(Lahawar Ram)
Section Officer

To

1. CEO (NMPB)/Adv.Ay. (MN)/ (DCK)/(HOMOEEO)/(UNANI)
2. Dir. (SRKV)/(SKA)/(VS)/ Jt. Adv. (Raghu)/ (Dr. Qasmi)/(Dr.Ravi)
3. DS (RM)/DS (YVS)/(VB)/ Dy. Adv. (IGM)/ (Chinta)/Sr.Con(SS)/Sr.Con(VS)
4. US (AB)/ US (BN)/ US(KBS)/ US(S)/US(K)/DD(P&E)
5. All Directors General of Research Councils/ Secretary, CCIM/CCH/ Directors of National Institutes/ HPL/PLIM/PCIM&H/ Managing Director, IMPCL
6. Director, NIC Cell, Ministry of AYUSH with a request to upload the communication with its enclosure on the Website of the Ministry of AYUSH and on e Office.

Copy to: -
1. PPS to Secretary (AYUSH)
2. PPS to AS
3. PS to JS (RJ)/PPS to JS (PNRK)/PS to DDG
Subject: Preparation/submission of Notes for consideration of the Cabinet and Cabinet Committees – Forwarding an advance copy to Cabinet Secretariat reg.

The undersigned is directed to say that instructions issued by this office for preparation of Cabinet Notes have been consolidated in the “Handbook on Writing Cabinet Notes”, Para 55 of which states:

“\[A copy of the draft note should necessarily be forwarded to the Prime Minister’s Office as well as Cabinet Secretariat at the time when notes are sent for inter-ministerial consultations and their comments awaited for two weeks. In cases, where the proposal needs to be cleared/appraised by bodies such as EFC/PIB etc., a copy of the EFC/PIB Memo etc. should also be forwarded to PMO/Cabinet Secretariat. Comments, if any, received from PMO/ Cabinet Secretariat should be duly taken into account while finalizing the note. It is, however, clarified that the consideration of the proposal by the appraisal bodies should not be delayed for reasons of non-receipt of comments from PMO/ Cabinet Secretariat.\]"

2. In this regard this Secretariat’s O.M. No.1/50/3/2014-Cab dated 01.09.2015 and No.1/50/1/2016-Cab dated 06.02.2017 may also be referred to (copies enclosed).

3. However, there have been some instances where the Draft Cabinet Notes (DCNs) have not been shared with Cabinet Secretariat while circulating them for inter-ministerial consultations. This makes it difficult for this office to detect procedural deficiencies, and inconsistencies in the proposal, as well as to monitor the time frame stipulated for Inter-Ministerial Consultations.

4. In view of the above, the sponsoring Ministries/Departments are requested to strictly adhere to extant instructions in this regard.

Encl. As above

(Rajesh Bhushan)
Additional Secretary
2301 2697

To,
All Secretaries to the Government of India.
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. Separately, 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).
No. 1/50/1/2014-Cab.
Government of India
Cabinet Secretariat (Rashtrapati Bhawan)
New Delhi, the 20th June, 2014

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.
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.

(Despti Umashankar)
Joint Secretary
Tel: 2301 5802

To

All Secretaries to the Government of India.