



सत्यमेव जयते

M. CHANDRASEKHAR

34-11

मंत्रिमंडल सचिव

CABINET SECRETARY
NEW DELHI

15/10
AS/A
B (Cdr)

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

New Delhi, dated October 13, 2010

Dear Secretary,

Dir (Coord.)
pl circulate
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As you are aware, the extant instructions *inter-alia* stipulate that only notes received seven working days before the meeting of the Cabinet/ Cabinet Committees will be circulated by the Cabinet Secretariat for the meeting, provided they meet with procedural requirements. In exceptional cases, where there is extreme urgency, notes received upto 10.00 a.m. on the Friday preceding the week in which the meeting is held (where meetings are held on Thursday) are also considered. The need to adhere to the time-limits was reiterated *vide* my D.O. letter number 1/13/5/2009 dated 29.10.2009. However, despite repeated instructions, Cabinet Secretariat continues to receive requests for consideration of proposals well beyond the time-limits specified.

2. Prime Minister has recently directed that the list of items proposed for inclusion in the agenda of the meetings of the Cabinet/ Cabinet Committees should be sent to the Prime Minister's Office well ahead of the meeting.

3. In the light of the above direction, the matter has since been reviewed and in partial modification of the extant instructions, it has been decided that procedurally correct notes received upto one week prior to the date of the meeting will alone be considered for inclusion in the proposed agenda. To illustrate, items received upto 1700 hours on the Thursday preceding the week in which the meeting is held, where meetings are held on Thursday, will be included in the list to be sent to the Prime Minister's Office (PMO) for inclusion in the agenda. Similarly, whenever meetings are scheduled on any day earlier than Thursday, the schedule for forwarding the note to the PMO will also be correspondingly advanced (e.g., Tuesday 5.00 p.m. for a meeting scheduled for next Tuesday).

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4. You will appreciate that the objective of this revision in schedule is to provide clear seven days for PMO to process the notes for consideration of the Cabinet. You may kindly instruct the officers concerned in your Ministry/ Department to ensure that this time-limit is strictly adhered to. I have strict instructions from the Prime Minister not to accept any Notes after the scheduled time on the day prescribed. Hence, kindly ensure that we are not put in the embarrassing situation of not being in a position to accept any Note received later.

With regards,

Yours sincerely,



(K.M. Chandrasekhar)

Shri Pradeep Kumar
Secretary,
Ministry of Defence
New Delhi