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मन्यमेव जयते

चिब (समन्वय एवं लोक शिकायत)
मंत्रिमंडल सचिवालय
राष्ट्रपति भवन, नई दिल्ली
SECRETARY (COORD. & PG)
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI-110004

July 11, 2008

D.O. No. 1/13/2/2008-Cab.

Dear Secretary,

As you are aware, detailed instructions regarding procedure to be followed for preparation and submission of papers for consideration of the Cabinet/Cabinet Committees are included in Cabinet Secretariat's D.O. no. 1/16/1/2000-Cab. dated 15.04.2002. These instructions have been further amended from time to time and have been placed on the website of the Cabinet Secretariat: www.cabsec.nic.in.

2. As Ministries/Departments are aware, the existing procedure lays down, inter-alia, that the sponsoring Ministry/Department consult all Ministries/Departments which may be concerned with the subject matter and show them, where necessary, the draft note to ensure that views of other Ministries/Departments have been properly reflected in the note. The instructions also provide that when the differing Ministry/Department's remarks are reproduced *in extenso* in the final note, no second reference to differing Ministries/Departments concerned is necessary. However, if any addition is made to the note by the sponsoring Ministry after inter-ministerial consultations to rebut the arguments of consulted Ministries/Departments or otherwise, the note should be shown to differing Ministries/Departments. The obligation would, however, be limited only to showing them the paper and not to securing their consent to views expressed by the sponsoring Ministry/Department in rebuttal.

3. While the above procedure leaves no scope for ambiguity, in a few instances, Departments are observed to be bringing final notes for consideration of the Cabinet/Cabinet Committees which are substantially different from the original notes circulated to Ministries/Departments at the time of inter-ministerial consultations. This practice renders the institutional mechanism of inter-ministerial consultations infructuous, while giving the impression that requisite inter-ministerial consultations have been undertaken.


4. In view of the above, I request you to take particular care to ensure that proposals contained in the final note forwarded by the sponsoring Ministry/Department to the Cabinet Secretariat should be the same as those included in the note circulated to Ministries/Departments at the time of inter-ministerial consultations. If a sponsoring Ministry/Department makes a substantive change in original proposals after inter-ministerial consultations, it would be incumbent on them to re-circulate the note for completing inter-ministerial consultations.

With kind regards,

Yours sincerely,

To

All Secretaries to the GOI


(Renuka Viswanathan)