

No. C-30013/02/2017-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise and Customs

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5<sup>th</sup> floor, HUDCO Vishala Building,  
Bhikaji Cama Place, New Delhi  
Dated 17 March, 2017

To

All Pr. Chief Commissioners/Chief Commissioners/All  
Commissioners/Directors General under CBEC.

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

Sir/Madam,

I am directed to forward herewith a copy of OM No. 1/50/1/2016-Cab. dated  
06.02.2017 received from Cabinet Secretariat/Mantrimandal Sachivalya, New Delhi,  
on the subject mentioned above for information and necessary action.

Yours faithfully,

Encl As above.

  
(B. Ginkhan Mang)

Under Secretary to the Govt. of India

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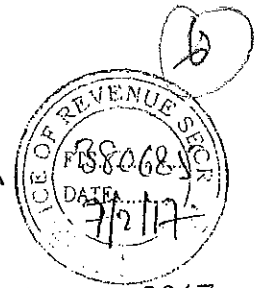
The DG (Systems & Data Management), New Delhi with the request to kindly  
upload this circular on the Website of CBEC.

  
(B. Ginkhan Mang)

Under Secretary to the Govt. of India



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



New Delhi, the 6<sup>th</sup> 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)

No. 1/50/1/2014-Cab.  
Government of India  
Cabinet Secretariat (Rashtrapati Bhawan)  
New Delhi, the 20<sup>th</sup> 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.

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

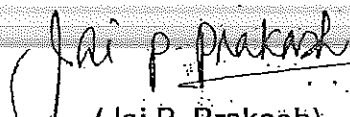
New Delhi, the 1<sup>st</sup> September, 2015

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.

64

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

New Delhi, the 11<sup>th</sup> 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*  
(Deepti Umashankar)  
Joint Secretary  
Tel: 2301 5802

To

All Secretaries to the Government of India.