

IMPORTANT

No.2012/O&M/13/2

Dated: 3/1/2013

**Reg: Deficiency in Note for the Consideration of Cabinet/Cabinet Committee**


Attention is invited to para 5 of Cabinet Secretary's DO letter No. 1/3/8/2012-Cab dated 17.12.2012. (copy enclosed for ready reference) along with minutes of Board CRB recorded on the DO letter which is as under:-

“Ref Para 5, have any deficiencies been pointed out in the Cabinet Notes submitted by MoR?”

Sd/-  
CRB  
19/12/2012”

2. DGs/AMs/Adv's are requested to furnish information on such notes forwarded to Cabinet Secretariat for consideration of Cabinet/Cabinet Committee wherein any deficiency had been pointed out by the Cabinet Secretariat and if so, whether any action is still pending for removal of such deficiency and re-submission of the same to Cabinet Secretariat. The data as per format enclosed for the period 1/1/2012 till date may be furnished by 10<sup>th</sup> January, 2013 positively, so that the comprehensive information as from M/o Railways may be submitted to Board(CRB).

Encl: One

  
( K. Krishnan)

Joint Secretary/Railway Board

DG/RPF & DG/RHS

All Additional Members/Advisers

Copy to:

EDCC

AJIT SETH



मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O.No.1/3/8/2012-Cab.

Chairman, Railway Board
FTS No. 1.2.8.120
Date 20/12

December 17, 2012

Dear Shri Vinay Mittal,

I am constrained to write regarding the quality of Notes being submitted for consideration by the Cabinet and Cabinet Committees. Some of these Notes lack clarity or are otherwise deficient. This is a matter of concern.

2. In this connection, your attention is invited to D.O letter No. 1/3/8/2010-Cab dated 23.12.2010 from the then Cabinet Secretary to all the Secretaries in the Government of India underlining the need for improvement in the quality of notes prepared for consideration of the Cabinet/Cabinet Committees.

3. You will appreciate that Cabinet proposals are the culmination of a long drawn out process and the quality of Cabinet Notes must reflect the rigour that has gone into finalizing these notes. From the deficiencies noticed in the notes for the Cabinet/Cabinet Committees received in the recent past, it appears that more focused attention needs to be paid to writing the Cabinet Notes at different levels in the Ministries/Departments. Some of the deficiencies noticed in the Cabinet notes could have been avoided, had adequate attention been paid by officers at the middle and supervisory levels.

4. The responsibility for ensuring that the notes for Cabinet/Cabinet Committees are as per instructions laid down by the Cabinet Secretariat lies with the Secretary of the Ministry/Department. All necessary steps may please be taken for ensuring that the Notes for the Cabinet/Cabinet Committees emanating from your Ministry/ Department are of high quality and also free from procedural deficiencies. All officers in your Ministry/Department may be sensitized to see that the utmost care is taken by them while finalizing notes for the Cabinet/Cabinet Committees.

5. Further, in cases, where deficiencies are pointed out by the Cabinet Secretariat or the PMO, urgent action should be taken to remove such deficiencies. It would also be necessary that all officers of the level of Director/Deputy Secretary/ Under Secretary/Section Officer in your Ministry/Department are deputed to the Workshops on Writing Cabinet Notes periodically organized at the ISTM, New Delhi.

6. I look forward to being apprised of the action taken in this regard.

With regards and Wishing you a Happy New Year,

Yours sincerely,

*Ajit Seth*  
(Ajit Seth)

Shri Vinay Mittal,  
Chairman,  
Railway Board,  
New Delhi.

S  
12

Q3

SS

out  
20/12/12

Key

para 5

any

issues

pointed

in the

list. notes

highlighted by NDR?

by

AB

19/12

20/12

PL coordinate with  
SEY & put up a reply

20/12

25/12/12

**Reg: Deficiency in Note submitted to Cabinet Secretariat  
for the Consideration of Cabinet/Cabinet Committee**

Information from 1/1/2012 till 31/12/2012

<b>S.No.</b>	<b>Number of Note Submitted to Cabinet Secretariat for consideration of Cabinet /Cabinet Committee(s)</b>	<b>Number of cases in which deficiency if any, pointed out by Cabinet Secretariat</b>	<b>Details of such deficiency</b>	<b>Whether any action is still pending</b>	<b>Remarks</b>

Signature  
Designation  
( DG/AMs/Adv)