

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)

**Office Order No 02 of 2013**

Attention is invited to Office Order No. 13 of 2011 regarding the procedure for preparation of 'Note for consideration of Cabinet/Cabinet Committees'. The Office Order is available on Railnet and IR official website under the link O&M of Secretary's Branches.

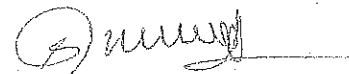
2. Recently, Cabinet Secretary vide his DO letter No. 1/3/8/2012-Cab dated 17.12.2012 addressed to CRB has drawn attention to the poor quality of Notes being submitted for consideration of the Cabinet /Cabinet Committees. Cabinet Secretary's aforementioned DO letter which is self explanatory is enclosed for information and compliance.

3. In this connection, extract from the then Cabinet Secretary's DO letter No. 1/3/8/2010-Cab dated 23.12.2010 is also reproduced below for information of all concerned:-

"While the Secretaries of the concerned Ministries/Departments would be responsible for ensuring the accuracy and the quality of the notes for the Cabinet/Cabinet Committees, it has also been decided that defective notes received in the Cabinet Secretariat would invite displeasure of the Cabinet Secretary on the first occasion to the concerned Joint Secretary/Director/Deputy Secretary/Under Secretary. On a second occasion, receipt of defective note(s) from the same officer(s) will result in issuance of a recordable warning and any further lapse on this count, will result in initiation of disciplinary proceedings against the concerned officers or their repatriation to the parent cadre and debarment from any further appointment under the Central Staffing Scheme"

4. Detailed guidelines on preparation of note for consideration of the Cabinet/Cabinet Committee are available on Cabinet Secretariat's website 'cabsec.nic.in'

5. All concerned are requested to ensure strict compliance of extant instructions while preparing notes for the consideration of Cabinet/Cabinet Committees.



(K. Krishnan)

Joint Secretary/Railway Board

No.2012/O&M/13/2

Dated: 9/1/2013

All Officers and Branches in Board's office and at Metro Bhawan, Pragati Maidan.

भारत सरकार  
रेल मंत्रालय (रेलवे बोर्ड)

2013 का कार्यालय आदेश सं.02

‘मंत्रिमंडल/मंत्रिमंडल समितियों के विचारार्थ नोट’ तैयार करने की प्रक्रिया के बारे में 2011 के कार्यालय आदेश सं.13 की ओर आपका ध्यान आकर्षित किया जाता है। यह कार्यालय आदेश रेलनेट और भारतीय रेल की सरकारी वेबसाइट पर सचिव की शाखाओं के ओ एंड एम के अंतर्गत उपलब्ध हैं।

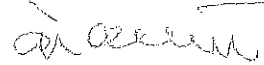
हाल ही में, मंत्रिमंडल सचिव ने अध्यक्ष रेलवे बोर्ड को संबोधित दिनांक 17.12.2012 के अपने अ.शा. पत्र सं.1/3/8/2012-कैब के तहत मंत्रिमंडल/मंत्रिमंडल समितियों के विचारार्थ भेजे जा रहे नोटों की खराब गुणवत्ता की ओर ध्यान दिलाया है। मंत्रिमंडल सचिव का ऊपर उल्लिखित अ.शा. पत्र, जो कि स्वतः स्पष्ट है, सूचना और अनुपालन के लिए संलग्न है।

इस संबंध में तत्कालीन मंत्रिमंडल सचिव के दिनांक 23.12.2010 के अ.शा. पत्र सं.1/3/8/2010-कैब के उद्धरण को सर्व संबंधितों के सूचनार्थ नीचे पुनः उद्धृत किया जाता है:-

“संबंधित मंत्रालयों/विभागों के सचिव मंत्रिमंडल/मंत्रिमंडल समितियों को भेजे जाने वाले नोटों की सटीकता और गुणवत्ता सुनिश्चित करने के लिए उत्तरदायी होंगे, यह भी विनिश्चय किया गया है कि मंत्रिमंडल सचिवालय में पहली बार प्राप्त हुए दोषपूर्ण नोटों के संबंध में मंत्रिमंडल सचिव की ओर से संबंधित संयुक्त सचिव/निदेशक/उप सचिव/अवर सचिव को अप्रसन्नता व्यक्त की जाएगी। उसी अधिकारी से दूसरी बार दोषपूर्ण नोट (नोटों) प्राप्त होने पर लिखित चेतावनी दी जाएगी तथा इसी संबंध में पुनः गलती होने के परिणामस्वरूप संबंधित अधिकारियों के विरुद्ध अनुशासनिक कार्यवाही की जाएगी अथवा उन्हें उनके मूल संवर्ग में वापस भेजा जाएगा तथा केन्द्रीय कर्मचारी योजना के अंतर्गत किसी भी प्रकार की नियुक्ति पर रोक लगा दी जाएगी।”

मंत्रिमंडल/मंत्रिमंडल समितियों के विचारार्थ नोट तैयार करने के संबंध में विस्तृत दिशा-निर्देश मंत्रिमंडल सचिवालय की वेबसाइट ‘cabsec.nic.in’ पर उपलब्ध हैं।

सर्व संबंधितों से अनुरोध है कि मंत्रिमंडल/मंत्रिमंडल समितियों के विचारार्थ नोट तैयार करते समय वर्तमान अनुदेशों का कड़ाई से अनुपालन सुनिश्चित किया जाए।



(के. कृष्णन)

संयुक्त सचिव/रेलवे बोर्ड

सं.2012/ओ एंड एम/13/2

दिनांक: 09 .01.2013

बोर्ड कार्यालय और मेट्रो भवन, प्रगति मैदान के सभी अधिकारी एवं शाखाएं



December 17, 2012

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

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)

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