

No.CD-14040/12/2020-Coord
Government of India
Ministry of Road Transport & Highways
(Coordination Section)
Transport Bhawan, 1, Parliament Street, New Delhi - 11000

Dated 5th June, 2020

OFFICE MEMORANDUM

Subject:- Timely inputs for Inter-Ministerial consultations on Notes for consideration of the Cabinet and Cabinet Committees

Cabinet Secretariat vide their O.M. dated 20.06.2014 has directed that when the notes for the Cabinet/Cabinet Committees are required to be circulated for Inter-Ministerial Consultations, the entire process of consultation will be completed in **two weeks** time. In cases, where the consulted Ministries/Departments fail to forward their comments to the sponsoring Departments with 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. The Ministry gets Cabinet/Cabinet Committee Notes for furnishing their comments within a time frame. These are circulated by Coordination wing of the Ministry or at times by the concerned Wing/Zone of the Ministry with which the matter primarily concerns for timely comments of different Wings/Zones of the Ministry, normally, within 2-3 days time.
3. It has been observed that views/comments on draft Cabinet Notes are not furnished within the stipulated period by the Zones/wings of the Ministry. Secretary RTH has expressed displeasure over late submission of comments on the Draft Cabinet/Cabinet Committee Notes.
4. In view of above, it is requested that all JSs, Zonal Head CEs, to ensure that their views/comments on the Cabinet/Cabinet Committee Note are submitted within time frame given so that views of the Ministry are forwarded to the Sponsoring Ministry in time.



(Anil Sharma)

Under Secretary to the Government of India

All Officers / Sections in the Ministry