

F. No. 1/50/2/2024 - Cab.  
Cabinet Secretariat  
Rashtrapati Bhawan

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New Delhi, the 14<sup>th</sup> May, 2025

OFFICE MEMORANDUM

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**Subject: Timelines for finalizing Cabinet / Cabinet Committee notes and measures for expediting finalization of notes.**

The undersigned is directed to say that an analysis of time-cycle of notes at various stages was undertaken by this Secretariat which revealed delays at every stage of preparation/ finalization of notes. A Committee of Secretaries (CoS) deliberated upon this issue in its meetings held on 16.11.2024 and 06.05.2025. Based on its recommendations, and to expedite finalization of Cabinet/ Cabinet Committee notes resulting in faster decision-making of important policies, programmes and schemes of the Government, timelines for various stages in finalization of notes have been reviewed and reassessed. Remedial actions for checking delays have also been considered.

2. Accordingly, in supersession of extant instructions on the subject, relevant guidelines contained in the Handbook on writing Cabinet Notes and the Time Frame for Appraisal and Approval of Schemes and Projects contained in Department of Expenditure O.M. No. 24(35)/PF-II/2012 dated 05.08.2016 relating to timelines for various stages of appraisal and approval processes, the revised timelines contained in the **Annex** to this Memo., are for information and compliance of Ministries (which term also includes Departments for the purpose of this Memo).

3. Ministries are also requested to take note of the following for facilitating timely finalization of notes:

(i) Sponsoring Ministry shall refer the Appraisal Memo/ Draft Note to only those Ministries whose business is impacted as stipulated under Rule 4 of the Government of India (Transaction of Business) Rules, 1961. Careful scrutiny and judicious selection of Ministries for consultations will help in reducing unnecessary delays.

(ii) The mode of transmission of Cabinet/ CCEA note by the sponsoring Ministry will be through dispatch of hard copy of the note to stakeholder Ministries. The sponsoring Ministry will ensure that the hard copy of the note is delivered on the same day as the date mentioned in its forwarding memo.



(iii) While circulating the Appraisal Memo/ Draft Note, the sponsoring Ministry shall also flag to each Ministry the specific points or paragraphs or issues on which comments are solicited. It is also advisable that these are, as far as possible, clearly delineated and mentioned in the forwarding memo by the sponsoring Ministry. This will give clarity to consulted Ministries as to what is expected of them, and will enable them to expedite their comments.

(iv) Financial implications in policy proposals shall be (at least roughly) indicated/ flagged by the sponsoring Ministry to enable D/o Expenditure to give its comments expeditiously on the Draft Note.

(v) In case the proposal is complex, it is advisable that a preliminary inter-ministerial meeting through physical mode/ VC may be convened by the sponsoring Ministry immediately after circulation of draft note, to familiarize the consulted Ministries with the proposal(s) contained therein and to give clarity.

(vi) Intra-ministerial meetings/ VCs may also be convened by consulted Ministries, where necessary, with Attached/ Subordinate offices/ IFD/ Wings, etc. for expediting comments.

(vii) The Sponsoring Ministry is expected to pursue vigorously with consulted Ministries whose comments are considered critical for an informed decision making in respect of that proposal.

(viii) Regular review and monitoring of pendency should be undertaken in Senior Officers' Meetings in respect of Cabinet/ Cabinet Committee Notes being piloted by the Ministry as well as those pending with it. The Secretary of sponsoring Ministry may consider reminding Secretaries of consulted Ministries in case comments are not forthcoming. If required, meetings may also be convened through physical mode/ VC.

4. A new module, namely, 'Inter-Ministerial Consultations' is now available on e-Samiksha portal which will enable Ministries concerned, and the Cabinet Secretariat, to monitor and review delays/ pendency occurring at various stages of finalization of Cabinet/ CCEA notes. Generation of various reports and other features/ functionalities based on the suggestions/ recommendations made in the aforementioned CoS meetings have been incorporated in the module. Ministries concerned are required to upload bare



details of Cabinet/ CCEA notes on the portal. It is clarified that the content of the proposal is not required to be uploaded on the portal. In cases where the subject of Cabinet/ CCEA itself is sensitive, the same may be suitably modified or redacted by sponsoring Ministry while uploading relevant information on the portal.

5. Finalization of Cabinet/ CCEA notes is a collaborative exercise. It is, therefore, imperative that efforts are made by both the sponsoring as well as consulted Ministries to ensure that the revised timelines for finalization of notes are strictly adhered to.

6. These instructions may be disseminated to all concerned for strict compliance.



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**Additional Secretary**  
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**All Secretaries to the Government of India**



**Annex to Cabinet Secretariat O.M. No. 1/50/2/2024-Cab. dated 14.05.2025**

**Revised timelines for finalization of Cabinet/ Cabinet Committee notes**

Sl. No.	Activity	Revised Timeline
<b>Time frame in cases where proposals involve Appraisal of Schemes &amp; Projects</b>		
1.	Consulted Ministries to furnish comments on Detailed Paper/ Detailed Project Report and draft EFC/PIB memo. circulated by sponsoring Ministry	21 days
2.	Preparation of final EFC/ PIB memo. by sponsoring Ministry based on comments received, and circulating the same for Appraisal and Approval	14 days
3.	Fixing the date of EFC/ PIB meeting by Department of Expenditure after receiving the final EFC/ PIB memo.	7 days
4.	Issue of minutes of EFC/ PIB after the appraisal meeting has been done	7 days
<b>Time frame for finalization of Notes</b>		
5.	(i) Consolidation of draft Cabinet/ Cabinet Committee note (DCN) and its circulation by sponsoring Ministry to D/o Expenditure for obtaining approval (in cases of agreement with recommendations of Appraisal Body)	7 days
	(ii) D/o Expenditure to communicate its comments to sponsoring Ministry	7 days
6.	Consulted Ministries to furnish comments on DCN circulated by sponsoring Department on:	
	(i) Legislative and policy proposals	21 days
	(ii) Proposals (Projects/ Schemes) which have been appraised (in cases of disagreement with the recommendations of Appraisal Body)	7 days
	(iii) Proposals other than those listed at 6 (i) & 6 (ii) above	14 days
7.	Sponsoring Ministry to finalize single note for Cabinet/ Cabinet Committee and circulate 06 copies of note to Cabinet Secretariat and 01 copy to Prime Minister's Office	Immediately after completion of inter-ministerial consultation
8.	Furnishing of comments, if any, by Cabinet Secretariat to sponsoring Ministry	7 days
9.	Revision of note based on comments of Cabinet Secretariat and forwarding requisite number of copies to Cabinet Secretariat	10 days from the receipt of comments

*In so far as consultation with the Empowered Technology Group (ETG) is concerned, the extant instructions continue to be in force and there is no change in the prescribed timeline. Accordingly, proposals in the prescribed proforma i.e. 'Self-Appraisal Form for Submission of Notes to Empowered Technology Group' as prescribed vide Cabinet Secretariat O.M. No. 1/50/2/2022-Cab. dated 02.05.2023, would be cleared by ETG in a time bound manner not later than within a month of receipt. Such proposals as are within the mandate of ETG will be placed before the ETG prior to their submission to the EFC/ Cabinet/ Cabinet Committee. Further, draft Cabinet/ Cabinet Committee notes, along with inter-ministerial comments, shall also be shared with the ETG.*

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