

No. 1/13/5/2009-Cab.  
GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)  
RASHTRAPATI BHAVAN

New Delhi, the 13<sup>th</sup> May, 2009


OFFICE MEMORANDUM

Subject : **Proposals considered by Expenditure Finance Committee (EFC).**

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The undersigned is directed to say that the procedural requirements to be met for preparing/submitting notes for consideration of the Cabinet/Cabinet Committees/Group(s) of Ministers, etc. have been specified in Annexure-I to D.O. letter No. 1/16/1/2000-Cab. dated 15.04.2002, which is available on the website of the Cabinet Secretariat viz. 'www.cabsec.nic.in'. In partial modification of the procedure relating to the cases considered by the PIB/EFC, etc. specified in paragraph 29 thereof, further instructions had been issued vide Cabinet Secretariat D.O. letter of even number dated 25.03.2008 and O.M. dated 15.07.2008 also available on the website of the Cabinet Secretariat vide which it had *inter-alia* been stipulated that in respect of all proposals where cases are required to be considered by EFC/PIB or other similar appraisal bodies, a copy of the draft note for the consideration of the Cabinet/Cabinet Committee is to be sent to the Prime Minister's Office (PMO) at the stage, when the draft is referred by the Ministry/Department to the Ministry of Finance for obtaining the approval of the Minister of Finance.

2. The matter has been examined further and it has since been decided that while the procedures already laid down would continue to be followed, the Ministries/Departments would henceforth also forward a copy of the memorandum prepared for consideration of the EFC/PIB etc. to the PMO at the time of its submission for consideration of the EFC and comments, if any, received from the PMO, would also be placed before the concerned appraising body. It is further clarified that the consideration of the proposal by the EFC/PIB or other appraising bodies would not be delayed for reasons of non-receipt of comments from PMO.

3. It is requested that the above directions may be disseminated to all concerned for compliance.

  
(K.L. Sharma)  
Director (Cabinet)  
Tel: 2301 5802

To,

All Secretaries to the Govt. of India.  
[As per list attached]