

Diary No. 637 DD (11/20)
Date 28/05/25
Computer Division (DUSIB)
Govt. of NCT of Delhi

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(Administration Branch)

NO:GA/1076/27/Admn./Misc/2020/D- 553

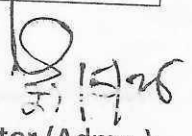
Date: 27.05.2025

ENDORSMENT

The copy of under mentioned letter is forwarded herewith for information and necessary action:-

S. No.	Name of the Department	No. and Date	Subject
1	Govt. of NCT of Delhi, General Administration Department, Coordination Branch, 2nd Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	No. 53/549/GAD/CN/ 2022/1258-1268 dated 15.05.2025	Preparation of Cabinet notes for the consideration of Council of Ministers, GNCTD-instruction regarding.

Encl: As above


Dy. Director (Admn.)

Distribution:

1. PS to CEO (DUSIB) for information to CEO, DUSIB
2. PS to Member (Admn.) for information to Member (Admn.)
3. Chief Engineer, DUSIB
4. All SEs / EEs / Coordination
5. All Pr. Directors / Directors / Dy. Directors
6. B&FO / Dy. C.A.-I, II
7. Competent Authority, Tis Hazari Court
8. Dy. Directors (IT/System) - to upload on DUSIB website portal
9. Office copy / Guard file.

AD (IT)


28/5

Programmer


02/06/25

R-1325/Prd (A) 13 (2P)
19/05/25

MOST IMPORTANT
CABINET MATTER

5416

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
COORDINATION BRANCH, 2ND LEVEL, A-WING
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No. F.53/549/GAD/CN/2022/1258-1268

Dated: 15.05.2025 (2P)

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries,
Government of NCT of Delhi, Delhi/New Delhi.

Dy. Dir. (Admn.) DUSIB

No. R-1599

Date 20/05/25

Subject: Preparation of Cabinet notes for the consideration of
Council of Ministers, GNCTD - instructions regarding.

Madam/Sir,

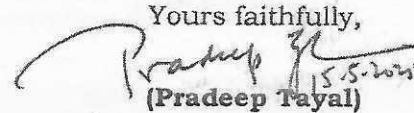
Please refer to this Department's letter of even number dated
21.10.2024 on the subject cited above (copy enclosed). Vide the said
letter Handbook on writing Cabinet Notes' issued from Cabinet
Secretariat, Govt. of India had been circulated among Departments for
strict adherence and compliance.

I am directed to request that a copy of the draft Cabinet Note
should necessarily be forwarded to the Chief Minister's Office as well as
General Administration Department at the time when notes are sent for
inter-departmental consultations. Comments, if any, received from
Chief Minister Office should be duly taken into account while finalizing
the note.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully,

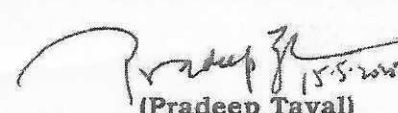

(Pradeep Tayal)
Joint Secretary (GAD)

No. F.53/549/GAD/CN/2022/1258-1268

Dated: 15.05.2025

Copy for information to:

1. Principal Secretary to Lt. Governor, Raj Niwas, Delhi.
2. Secretary to Chief Minister, Delhi Secretariat, New Delhi.
3. Secretary to Minister (PWD), Govt. of NCT of Delhi.
4. Secretary to Minister (Home), Govt. of NCT of Delhi.
5. Secretary to Minister (Industries), Govt. of NCT of Delhi.
6. Secretary to Minister (Social Welfare), Govt. of NCT of Delhi.
7. Secretary to Minister (Law & Justice), Govt. of NCT of Delhi.
8. Secretary to Minister (Health), Govt. of NCT of Delhi.
9. Staff Officer to Chief Secretary, GNCT of Delhi, New Delhi.
10. Guard File.


(Pradeep Tayal)
Joint Secretary (GAD)

653/c

MOST IMPORTANT
CABINET MATTER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
COORDINATION BRANCH, 2ND LEVEL, A-WING
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No. F.53/549/GAD/CN/2022/1890-1893

Dated: 21.10.2024

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries, GNCTD,
Govt. of NCT of Delhi, Delhi/New Delhi.

Subject: Preparation of Cabinet notes for the consideration of Council of Ministers, GNCTD -
instructions regarding.

Sir/Madam

Reference is invited to this Department's letter of even number dated 26.08.2022 on the subject
cited above. (copy attached)

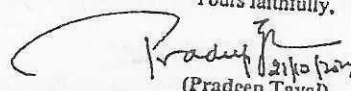
It is stated that sub-rule (3) of Rule 13 of the Transaction of Business of the Government of
National Capital Territory of Delhi Rules, 1993 (ToBR) specifies that a copy of the
Memorandums/Proposals to be placed for consideration of the Council of Ministers is to be circulated to
all concerned at least two days before the scheduled date of meeting of the Council of Ministers unless
such period of two days is curtailed by the Hon'ble Chief Minister. Hon'ble Lieutenant Governor has
viewed the matter seriously and expressed his displeasure with regard to non-adherence of the
provisions of ToBR in the matter.

Further to above, Hon'ble Lieutenant Governor has also taken a serious view that the notes
being put up for consideration of Council of Ministers has no uniformity and they are not in accordance
with the prescribed format and processes. Hon'ble Lieutenant Governor has directed that 'Handbook
on writing Cabinet Notes' issued by Cabinet Secretariat, Government of India should be followed by all
the Administrative Departments for their guidance on preparation of the cabinet notes and for strict
adherence & compliance. (Copy of the handbook and communications received from Raj Niwas are
attached)

This issues with the approval of Competent Authority.

Encl: As above

Yours faithfully,


(Pradeep Tayal)
Deputy Secretary (GAD)

No. F.53/549/GAD/CN/2022/1890-1893

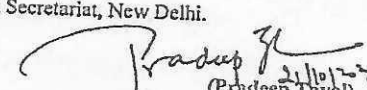
Dated: 21.10.2024

Copy to:-

1. Addl. Secretary to Chief Minister and Secretaries to the Council of Ministers with the request to
bring the aforesaid to the kind attention of Hon'ble Chief Minister and Ministers concerned.

Copy for information to:-

1. Principal Secretary to Lt. Governor, Raj Niwas, Delhi w.r.t. U.O. letter 17(3)/2024-
RN/SLG/35130 dated 10.10.2024 and 16.10.2024 referred above.
2. Staff Officer to Chief Secretary, GNCT of Delhi, Delhi Secretariat, New Delhi.


(Pradeep Tayal)
Deputy Secretary (GAD)