

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

NO:GA/1076/27/Admn./Misc/2020/D-933

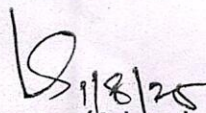
Date: 01.08.2025

ENDORSMENT

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

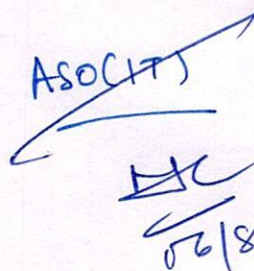
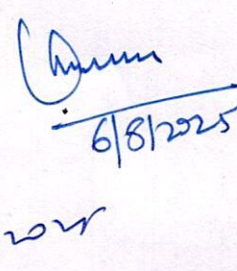
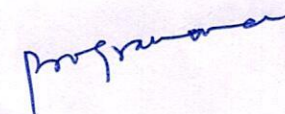
S. No.	Name of the Department	No. and Date	Subject
1	Govt. of NCT of Delhi, General Administration Department, Coordination Branch, 2nd Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	No.F.53/549/GAD/CN/ 2022/2210-2214 dated 22.07.2025	Circulation of Cabinet Notes- instructions regarding.

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.

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/2022/22/0-22/4

Dated: 22.07.2025

To

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

Subject: Circulation of Cabinet Notes - instructions regarding.

Madam/Sir,

Please refer to this Department U.O. letter of even number dated 12.11.2024 issued under the signature of Chief Secretary, GNCT of Delhi (copy enclosed).

Reference is also invited to the sub-rule (3) of Rule - 13 of the Transaction of Business of the Government of National Capital Territory of Delhi Rules, 1993 (ToBR) which stipulates that a copy of the Memorandums/Proposals to be placed for consideration of the Council of Ministers are 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 (copy enclosed).

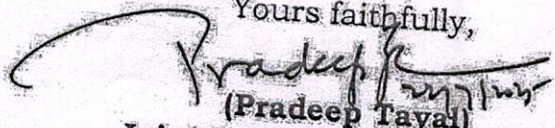
Chief Secretary/Secretary to the Cabinet has taken a serious view that copies of approved Cabinet Notes are not being sent by the concerned Departments in time.

It is once again requested that copies of the approved Cabinet Note should necessarily be sent to this Department alongwith all its annexure, at least two days in advance, so that this Department could circulate the same well in time.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully,

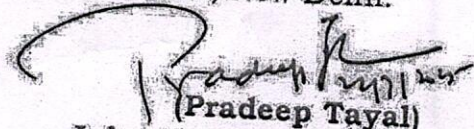

(Pradeep Tayal)
Joint Secretary (GAD)

No. F.53/549/GAD/CN/2022/22/0-22/4

Dated: 22.07.2025

Copy for information to:-

1. Secretary to Chief Minister, Delhi Secretariat, New Delhi.
2. Secretaries to the Council of Ministers, Delhi Secretariat, New Delhi.
3. Staff Officer to Chief Secretary, 5th Level, Delhi Secretariat, New Delhi.
4. Guard File.


(Pradeep Tayal)
Joint Secretary (GAD)

659/C

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

Subject: Adherence to the provisions of the GNCTD Act, 1991 and the Transaction of Business of the GNCTD Rules, 1993 related to the proposals for the Council of Ministers.

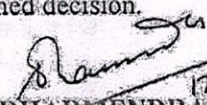
Attention is invited to the provisions of Rule 6 to 14 of the Transaction of Business of GNCTD Rules, 1993 (ToBR) dealing with the preparation, consultation, circulation, discussion, decision and execution of cabinet proposals. Specific attention is drawn to sub-rule (5) of Rule 10 and sub-rule (2) of Rule 14 providing for seeking opinion of Hon'ble Lt. Governor before taking executive action in the proposal or matter specified under Rule 23 of the ToBR. The order dated 28.04.2021 issued by the Lt. Governor's Secretariat under proviso to sub-section (2) of section 44 of the Government of NCT of Delhi Act, 1991 also enumerates matters required to be submitted for opinion of Hon'ble Lt. Governor.

Apart for this, section 45-I (4) of the Government of NCT of Delhi Act, 1991, also mandates certain matters specified therein to be submitted to the Hon'ble Lt. Governor for his opinion through the Chief Minister and the Chief Secretary, before issuing any order thereon.

It may be noted that any welfare scheme/policy/program targeting a specific group or class of person of the society, including interest of a particular community, the Scheduled Caste, the Scheduled Tribe and the Socially and Educationally Backward Classes or any other class of persons attracts the provisions of clause (ii) of sub-section (4) of section 45-I of the Government of NCT of Delhi Act, 1991, for obtaining opinion of Hon'ble Lt. Governor, before taking executive action.

It shall be the duty of all Administrative Secretaries to strictly follow the provisions of ToBR and the Government of NCT of Delhi Act, 1991 as stated above, while drafting a note for the Cabinet, including in respect of a welfare scheme. It should be clearly mentioned in the Cabinet Note as to whether the provisions of Rule 23, Order dated 28.04.2021 or Section 45-I(4) of the Government of NCT of Delhi Act, 1991, as discussed above, are attracted or not for obtaining opinion of Hon'ble Lt. Governor, before taking executive action based on decision of Council of Ministers.

As has been directed earlier, the guidelines issued by Cabinet Secretariat for preparation of Cabinet Notes must be strictly adhered to in all cases. In particular, while drafting a cabinet note, the modalities of implementation, financing and timelines must be clearly stated. Due diligence must be exercised to ensure that the implementation framework follows a process which is transparent and is in conformity with the canons of financial propriety. It shall be incumbent upon the Administrative Secretaries to record his/her views regarding the merits and demerits, to enable the Council of Ministers to arrive at a conscious and informed decision.


(DHARMENDRA)
CHIEF SECRETARY

All Additional Chief Secretaries/ Pr. Secretaries/ Secretaries, GNCT of Delhi.

No. F.53/549/GAD/CN/2022/2016

Dated: 12/11/2024

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Substituted vide TBR(Amendment) Rules, 2021

"(5) On receipt of the proposal, the Secretary to the Council shall communicate the decision to the Lieutenant Governor and pass on the proposal to the Secretary concerned who shall thereafter take necessary action to obtain the opinion of Lieutenant Governor, in case the proposal or matters is specified under rule 23."

11. When it has been decided to place a proposal before the Council, the Department to which it belongs, shall, unless the Chief Minister otherwise directs, prepare a memorandum indicating precisely the salient facts of the proposal and the points for decision. Copies of the memorandum and such other documents, as are necessary to enable the proposal to be disposed of shall be forwarded to the Secretary to the Council who shall arrange to circulate the memorandum to the Ministers and simultaneously send a copy thereof to the Lieutenant Governor.

12. In the proposals, which relates to more than one Department, the Minister shall consult the other Minister concerned to arrive at an agreement. If an agreement is reached, the memorandum referred to in rule 9 or rule 11, shall contain the joint recommendations of the Ministers; and if no agreement is reached, the memorandum shall state the points of differences and the recommendations of each of the Ministers concerned.

13. (1) The council shall meet at such place and time as the Chief Minister may direct.

(2) Except with the permission of the Chief Minister, no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required under rule 11.

(3) After an agenda showing the proposals to be discussed in a meeting of the Council has been approved by the Chief Minister, copies thereof, together with copies of such memoranda as have not been circulated under rule 11, shall be sent by the Secretary to the Council, to the Lieutenant Governor, the Chief Minister and other Ministers, so as to reach them at least two days before the date of such meeting. The Chief Minister may, in case of urgency, curtail the said period of two days.

(4) If any Minister is on tour, the agenda shall be forwarded to the Secretary in the Department concerned who, if he considers that the discussion on any proposal should await the return of the Minister may request the Secretary to the Council to take the orders of the Chief Minister for a postponement of the discussion on the proposal until the return of the said Minister.

(5) The Chief Minister or in his absence any other Minister nominated by the Chief Minister shall preside at the meeting of the Council.