

भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,  
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,  
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No.8/7/2021-SCS/E-File/12851

Dated:- 26-10-2021

पृष्ठांकन / ENDORSEMENT

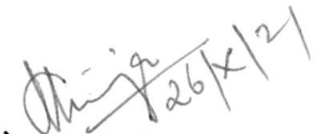
विषय /: Timely submission of Cabinet /Cabinet Committee notes  
Subject: seeking ex-post facto approval or for information.

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उपरोक्त विषय पर मंत्रिमंडल सचिवालय, नई दिल्ली से प्राप्त दिनांक 16/09/2021 के नोट संख्या 1/50/1/2021-Cab की एक प्रति सूचना एवं सख्त अनुपालन हेतु अग्रेषित है।

A copy of Note No.1/50/1/2021-Cab dated 16/09/2021 received from Cabinet Secretariat, New Delhi on the above-mentioned subject is forwarded for information and strict compliance.

संलग्न / Encl.: 1 page

  
(मिनिजा रमेश / Minija Ramesh)  
अनुभाग अधिकारी (एस. सी. एस) / Section Officer (S.C.S)  
(022 - 22862661)

पऊवि के सभी अधिकारी एवं अनुभाग - दर्पण माध्यम द्वारा।

All Officers & Sections in DAE Secretariat - Through DARPAN Portal.

प्रतिलिपि / Copy to:

1. गार्ड फाइल संख्या / Guard File No..20/SCS-DAE
2. E-File: 8/7/2021-SCS: for digital filing.

F. No.1/50/1/2021- Cab.  
Cabinet Secretariat  
Rashtrapati Bhawan

New Delhi, the 16<sup>th</sup> September, 2021

**Subject: Timely submission of Cabinet/Cabinet Committee notes seeking *ex-post facto* approval or for information.**

The undersigned is directed to refer to instructions issued by the Cabinet Secretariat from time to time which stipulate a period of one month for submission of notes seeking *ex-post facto* approval of the Cabinet/ Cabinet Committee or for its information. The relevant communications are available on the Cabinet Secretariat website for reference.

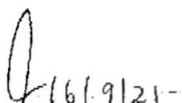
2. In this regard, Ministries/ Departments have been advised that as procedural requirements have been complied with at the stage of seeking approval under Rule 12 of the Government of India (Transaction of Business) Rules, 1961 (ToB Rules), there should ordinarily be no delay in finalizing the notes seeking *ex-post facto* approval. Further, while conveying approval under Rule 12 a specific time-line is also stipulated for seeking approval of the Cabinet/ Cabinet Committee.

3. However, it is observed that in some cases the Ministries/ Departments have not adhered to the stipulated time-lines and have delayed submitting the notes for seeking *ex-post facto* approval. This has been viewed seriously.

4. Ministries/ Departments are also required to invariably and without fail inform the Cabinet Secretariat as soon as Memoranda of Understanding (MoUs)/ Agreements are signed in exercise of powers delegated under the ToB Rules, and forward notes for information of Cabinet/ Cabinet Committee within a period of one month from the date of signing.

5. The undersigned has been directed to request Ministries/ Departments to forward the requisite notes at the earliest but not later than the prescribed time-line in order to meet with the expectation that such notes are placed before the Cabinet/ Cabinet Committee within a period of one month from the date of Rule 12 approval or from the date of signing of MoUs/ Agreements.

6. The above instructions may be disseminated to all concerned for strict compliance so as to ensure that delays in this regard do not recur.

  
(Pankaj Agarwal)  
Additional Secretary  
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