

संख्या : 13034/01/2019 - रा.भा. (प्रशासन)

भारत सरकार/गृह मंत्रालय  
राजभाषा विभाग

एनडीसीसी-॥ भवन,  
जय सिंह रोड, नई दिल्ली-1  
दिनांक: 03.02.2020

कार्यालय ज्ञापन

विषय : विभिन्न मंत्रालयों से प्राप्त संदेशों का परिचालन ।

नीचे दिए गए विवरण के अनुसार विभिन्न मंत्रालयों / विभागों से प्राप्त पत्रों की प्रतिलिपियां उचित मार्ग दर्शन, सूचनार्थ एवं आवश्यक अनुपालन हेतु परिचालित की जाती हैं ।

क्र. सं.	पत्र संख्या	मंत्रालय / विभाग का नाम	विषय
1.	15/1/2020-Public dated 22.01.2020	CS division, MHA	Strict Compliance of the provisions of Flag Code of India, 2002 and the Prevention of Insults of National Honour Act, 1971- Advisory
2.	No. 22002/01/2019-CIS-III dated 17.01.2020	CIS Division, MHA	Policy for use of Personal computers and laptops in the MHA
3.	No. nil dated 31.12.2019	Integrated Finance Division, MHA	Allocation of subject matter to be handled by AFAs in IF Division.
4.	F.6/18/2019-PPO dated 23.01.2020	Department of Expenditure, Min. of Finance	Procurement of Goods/Services through Government e-market place (GeM)
5.	4-24/96-C&P/CGHS(P)/ EHS dated 01.01.2020	Min. of Health and Family Welfare	Eligibility of Permanently Disabled Son of a CGHS Beneficiary to avail CGHS facility.
6.	No. 12035/19/2019-Pol.II/524 dated 3.1.2020	Min. of Housing and Urban Affairs	Reconciliation of departmental pool houses and bringing them on E-Awas Portal.
7.	F.NO. 12/3/2016-JCA 2 dated 13.01.2020	DOPT	General elections to the Legislative Assembly of NCT of Delhi, 2020- Grant of Paid Holiday to employees on the day of poll - reg.
8.	No. E-11-18/1/2018-AYUSH (O.L.) dated 03.01.2020	Ministry of Ayush	Notification - reg.
9.	D.O.No. 1/50/1/2019-Cab dated 27.01.2020	Cabinet Secretary	Regarding the procedure to be adopted for preparation of notes for consideration by the Cabinet and Cabinet Committees.

संलग्न : यथोपरि

(सतपाल) ३१/१/२०२०

अनुभाग अधिकारी (प्रशासन)

सेवा में

1. निदेशक (कार्यान्वयन / तकनीकी / नीति )
2. निदेशक, केन्द्रीय अनुवाद ब्यूरो
3. निदेशक (पत्रिका/अनुसंधान, शिकायत )
4. संयुक्त निदेशक, केन्द्रीय हिन्दी प्रशिक्षण संस्थान
5. सचिव, संसदीय राजभाषा समिति सचिवालय
6. निदेशक (सेवा)
7. निदेशक(प्रशासन/बजट)
8. उप सचिव (प्रशिक्षण)



Dr (DOL)

File No. 15/1/2020-Public  
Government of India  
Ministry of Home Affairs  
(CS Division)

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IMMEDIATE

1/4

North Block, New Delhi - 01.  
Dated 21<sup>st</sup> January, 2020.

To

22 JAN 2020

The Chief Secretaries/ Administrators of  
All State Governments / UT Administrations,  
Secretaries of all Ministries/ Departments of Govt. of India.

**Subject: Strict compliance of the provisions of Flag Code of India, 2002 and the Prevention of Insults to National Honour Act, 1971-Advisory.**

Sir/ Madam,

I am directed to say that the Indian National Flag represents hopes and aspirations of the people of our country and hence should occupy a position of honour. There is universal affection and respect for, and loyalty to, the National flag. Yet, a perceptible lack of awareness is often noticed amongst people as well as organizations/agencies of the Government, in regard to laws, practices and conventions that apply to display of the National Flag. A copy each of 'The Prevention of Insults to national Honour Act, 1971' and 'Flag Code of India, 2002' which governs display of National Flag, are enclosed herewith for strict compliance of the provisions contained in the Act and the Flag Code (copy also available on this Ministry's website [www.mha.gov.in](http://www.mha.gov.in)). You are requested to undertake mass awareness programme in this regard and also to give it wide publicity through advertisements in the electronic and print media.

2. Further, it has been brought to notice of this Ministry that on the occasions of important national, cultural and sports events, the National Flags made of plastic are also being used in place of National Flags made of paper. Since, plastic flags are not biodegradable like paper flags, these do not get decomposed for a long time and ensuring appropriate disposal of National Flags made of plastic commensurate with dignity of the flag, is a practical problem. You are, therefore, requested to ensure that on the occasions of important national, cultural and sports events, Flags made of paper only are used by the public in terms of the provisions of the 'Flag Code of India, 2002' and such paper Flags are not discarded or thrown on the ground after the event. Such Flags are to be disposed of, in private, consistent with the dignity of the Flag. Thus, you are also requested to give wide publicity, for not using the National Flag made of plastic in the electronic and print media.

Encl: As above.

Yours faithfully,

Deepak Kumar  
21/01/2020  
(Deepak Kumar)

Under Secretary to the Government of India  
Tel: 2309 2421

To all concerned  
22/1/2020

C  
MSS  
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1/-



Copy to:

1. President's Secretariat, Rashtrapati Bhawan, New Delhi.
2. Vice - President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Office of all Governors.
6. Election Commission of India, New Delhi.
7. Lok Sabha Secretariat, New Delhi.
8. Rajya Sabha Secretariat, New Delhi.
9. Registrar, Supreme Court of India, New Delhi.
10. Registrar, all High Courts.
11. Office of Comptroller and Auditor General of India, New Delhi.
12. The Union Public Service Commission, New Delhi.
13. Central Vigilance Commission, New Delhi.
14. NITI Aayog, Yojana Bhawan, New Delhi.
15. All attached & Subordinate Offices of the Ministry of Home Affairs.
16. 5 Spare Copies.

*Deepak Kumar*  
21/01/2020  
(Deepak Kumar)

Under Secretary to the Government of India

Tel: 2309 2421



संख्या 15/1/2020-पब्लिक

भारत सरकार  
गृह मंत्रालय  
पब्लिक अनुभाग

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नॉर्थ ब्लॉक , नई दिल्ली -1

दिनांक 21 जनवरी , 2020

सेवा में ,

सभी राज्य सरकारों के मुख्य सचिव/  
सभी संघ राज्य क्षेत्रों के प्रशासक,  
भारत सरकार के सभी मंत्रालयों/विभागों के सचिव।

विषय : भारतीय झंडा संहिता ,2002 तथा राष्ट्रीय गौरव अपमान निवारण अधिनियम ,1971 में अंतर्विष्ट उपबंधों का कड़ाई से अनुपालन -के संबंध में।

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महोदय/महोदया,

मुझे यह कहने का निदेश हुआ है कि राष्ट्रीय ध्वज हमारे देश के लोगों की आशाओं एवं आकांक्षाओं का प्रतिनिधित्व करता है और इसलिए ,इसे सम्मान की स्थिति मिलनी चाहिए। राष्ट्रीय ध्वज के लिए एक सार्वभौमिक लगाव और आदर तथा वफादारी होती है। तथापि, राष्ट्रीय झंडे के संप्रदर्शन पर लागू होने वाले कानूनों, अभ्यास तथा परंपराओं के संबंध में जनता के साथ-साथ भारत सरकार के संगठनों/एजेंसियों में भी जागरूकता का अभाव देखा गया है। राष्ट्रीय गौरव अपमान निवारण अधिनियम ,1971 तथा भारतीय झंडा संहिता ,2002 जो राष्ट्रीय ध्वज के संप्रदर्शन को नियंत्रित करते हैं, में से प्रत्येक की एक प्रति ,उक्त अधिनियम तथा झंडा संहिता में अंतर्विष्ट उपबंधों के कड़ाई से अनुपालन के लिए इसके साथ संलग्न की जाती है (राष्ट्रीय गौरव अपमान निवारण अधिनियम ,1971 तथा भारतीय झंडा संहिता ,2002 इस मंत्रालय की वेबसाइट [www.mha.gov.in](http://www.mha.gov.in) पर भी उपलब्ध हैं)। आपसे यह अनुरोध है कि कृपया इस संबंध में वृहद जागरूकता कार्यक्रम संचालित किए जाएं तथा इलेक्ट्रानिक एवं प्रिंट मीडिया में विज्ञापनों के माध्यम से वृहद प्रचार किया जाए।

2. इसके अलावा इस मंत्रालय के संज्ञान में यह लाया गया है कि महत्वपूर्ण राष्ट्रीय, सांस्कृतिक और खेलकूद के अवसरों पर कागज के झंडों के स्थान पर प्लास्टिक के झंडों का प्रयोग भी किया जा रहा है। चूंकि ,प्लास्टिक से बने झंडे कागज के समान जैविक रूप से अपघट्य (bio-degradable) नहीं होते हैं ,ये लंबे समय तक नष्ट नहीं होते हैं और प्लास्टिक से बने राष्ट्रीय झंडों का सम्मानपूर्वक उचित निपटान सुनिश्चित करना भी एक व्यावहारिक समस्या है। अतः, आपसे यह सुनिश्चित करने का अनुरोध है कि महत्वपूर्ण राष्ट्रीय ,सांस्कृतिक और खेलकूद के



अवसरों पर भारतीय झंडा संहिता, 2002 के प्रावधान के अनुरूप, जनता द्वारा केवल कागज से बने झंडों का ही प्रयोग किया जाए तथा समारोह के पूरा होने के पश्चात ऐसे कागज के झंडों को न तो विकृत किया जाए और न ही जमीन पर फेंका जाय। ऐसे झंडों का निपटान उनकी मर्यादा के अनुरूप एकान्त में किया जाय। अतः, आपसे यह भी अनुरोध है कि प्लास्टिक से बने झंडे का उपयोग न करने संबंधी व्यापक प्रचार इलेक्ट्रॉनिक एवं प्रिंट मीडिया में विज्ञापन के साथ किया जाए।

संलग्नक -यथोपरि

भवदीय,

दीपक कुमार  
21/01/2020  
(दीपक कुमार)

अवर सचिव, भारत सरकार

दूरभाष सं. 23092421

प्रति प्रेषित -:

1. राष्ट्रपति सचिवालय, राष्ट्रपति भवन, नई दिल्ली।
2. उप-राष्ट्रपति सचिवालय, नई दिल्ली।
3. प्रधानमंत्री कार्यालय, साउथ ब्लॉक, नई दिल्ली।
4. मंत्रिमंडल सचिवालय, नई दिल्ली।
5. सभी राज्यपालों के कार्यालय।
6. भारत का निर्वाचन आयोग, नई दिल्ली।
7. लोक सभा सचिवालय, नई दिल्ली।
8. राज्य सभा सचिवालय, नई दिल्ली।
9. रजिस्ट्रार, भारत का उच्चतम न्यायालय, नई दिल्ली।
10. सभी उच्च न्यायालय।
11. भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, नई दिल्ली।
12. संघ लोक सेवा आयोग, नई दिल्ली।
13. केन्द्रीय सतर्कता आयोग, नई दिल्ली।
14. नीति आयोग, योजना भवन, नई दिल्ली।
15. गृह मंत्रालय के सभी संबंध और अधीनस्थ कार्यालय।
16. 5 अतिरिक्त प्रतियां।

दीपक कुमार  
21/01/2020  
(दीपक कुमार)

अवर सचिव, भारत सरकार

दूरभाष सं. 23092421



Restricted

No. 22001/01/2019/CIS-III  
Government of India  
Ministry of Home Affairs  
(CIS Division/CIS.III desk)

North Block, New Delhi  
Date: 16 January, 2020

OFFICE MEMORANDUM

17 JAN 2020

**Subject: Policy for use of Personal computers and laptops in the MHA**

I am directed to say that PCs and laptops have been provided to officers and staff for office work and from time to time, it has been emphasized that it is imperative to maintain security of data/information while using these equipment.

2. With approval of competent authority, it has been decided that following Policy shall be followed by all for use of PCs and Laptops in the MHA:

A. Internet access for PCs in MHA: Internet access shall be regulated as tabulated below:

Level	NICNET	Internet access
JS and above	Yes	Yes
DIR/DS	Yes	Yes
US/SO	Yes	No*
Below SO	Yes	No*
Standalone PC for Top secret/Secret/confidential work	No	No

\*Any specific requirement of internet access for officials not entitled as indicated above shall be approved by CISO MHA on the recommendations of the concerned JS.

# Officials in Ministers office or officials/Advisors etc not directly reporting to any JS will forward their request directly to CISO i.e. JS(CIS) for any INTERNET/NICNET permission or any deviation from policy.

**B. PCs for handling Top Secret/Secret/Confidential information/data**

- Top secret/Secret/Confidential work is done only on standalone PC and the users shall keep the PC password protected and configure 2 minute time for auto log off. The user will ensure that the PC is logged out by pressing CTRL+ALT+DEL buttons, before leaving the seat. The PC will not be left unattended, without logging out.
- No network connectivity will be allowed for PCs/ Laptops on which Top secret/secret/confidential work is done and USB ports on this PCs will be configured for use of only authorized devices. Information security officer of the Division will periodically review/inspect to ensure strict compliance. PCs used for handling Top Secret/Secret/Confidential work shall be configured to allow use of only MHA authorized USB devices/Pen drives. Further, Disk encryption facility may be activated in such PCs for enhanced security.

35.12.2019

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22.1.2020

23/1/20

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- iv. Officers handling Top Secret/Secret/Confidential work can take backup of the information in USB/hard disk, if JS of the Division grants written permission. However, safe and secure upkeep of such information shall be the responsibility of the officer concerned.
- v. Exchange of Top secret/Secret/confidential information through e-mail is strictly prohibited. However, in order to meet the emergent needs of communicating secret/confidential information, such communication will be allowed through official email with the approval of JS concerned and with reasons to be recorded in writing. However, all such communication must follow appropriate safeguards such as encryption with password protection and sharing of password through a different media or use of public/private key facility etc. Any other deviation from the proposed policy may also be approved by concerned JS in-charge to meet the emergent needs with reasons to be recorded in writing.
- vi. All standalone PCs in MHA and official laptops shall be provided antivirus software by Administration Division and periodically updated by the NIC team.
- vii. No Top Secret/Secret/Confidential work shall be done on Laptops. However, if such work is unavoidable, the data shall be deleted immediately after use.
- viii. *Scientific Analysis Group (SAG) approved encryption should be used for Top-Secret/Secret/Classified documents, while communicating through Intranet.*

#### C. PCs for handling other information/data

- i. All users shall keep the PC password protected and configure 2 minute time for auto log off. The user will ensure that the PC is logged out by pressing CTRL+ALT+DEL buttons, before leaving the seat. The PC will not be left unattended by the officer-in-charge, without logging out.
- ii. Officers having PCs can have network access as per their entitlement. Internet access for non-entitled officials, if required for any reason, shall be allowed on specific recommendation of Head of concerned division.
- iii. Only .nic or .gov e-mail ID will be used for all government communications.
- iv. Internet access must be used strictly for official work. Viewing/Surfing unlawful sites/content may lead to disciplinary action as per rules. All users must note that internet traffic is monitored for security reasons.
- v. PCs used by multiple users shall have separate access accounts for each individual user.
- vi. Use of USB devices is restricted in MHA. USB devices such as password protected pen drives/hard disk etc. shall be issued only when justified in the interest of office work. All such requisitions shall be recommended by concerned division head and approved by JS(CIS) MHA before issue by the Admin Division.
- vii. Users must take due precautions to keep their PC safe from virus/malware infection. All users shall avoid clicking email attachments from unknown sources and connecting unauthorized pen-drives/hard disks.
- viii. No software shall be downloaded from internet and any specific software application, if required for office use, may be requisitioned from Admin Division.
- ix. Antivirus in all PC connected to LAN shall be centrally provided by the NIC and no individual Antivirus software shall be issued by Admin division for such PCs.



### 3. Maintenance/Disposal of PCs/peripherals

- i. Maintenance work of PCs/laptops to be carried out only by service engineers authorized by MHA. All PC/laptop users in MHA must ensure that their PC/laptops/peripherals are attended only by the MHA authorized service engineers.
- ii. In general, maintenance/repair work of PC/laptop is permitted only in MHA premises. In case, it becomes necessary to take such equipments outside MHA premises for repair, the Administration shall keep proper record of such authorization and hard disk of such equipment shall be removed before it is allowed to be taken out for repairs.
- iii. Administration shall ensure that no IT equipment having data storage such as Hard disk/USB drives/PC/Laptop etc. are condemned without deleting (wiping) data from such equipments.
- iv. *While disposing the unserviceable Hard disk it should be destroyed physically by breaking/shredding so that data cannot be retrieved.*

### 4. General Instructions for all PC users

- i. Officer/person in-charge of the Personal computer/laptop will be responsible for information/data security and shall ensure that due diligence is followed in discharge of official work, including adherence to the Manual of Departmental Security Instructions and the conduct rules regarding discharge of official business.
- ii. *Any loss of data or accessories should be reported to the CISO, MHA*
- iii. *User shall properly shut down the computer before leaving the office. Improper shut down may damage the computer hard disk which may be the cause of data loss*
- iv. *MHA shall have the right to monitor and audit networks and computers at regular intervals, from the point of compliance to policy.*
- v. *Users shall not store user name/password in Internet browser.*
- vi. *User shall regularly check last login details of their official e-mail accounts to keep a watch on attempts being made for un-authorized access.*
- vii. *User shall not post any classified information in any social media platform.*
- viii. *User shall attend periodic awareness sessions on Cyber Security measures organized by MHA.*
- ix. *If it is necessary to allow a visitor to use a USB computer storage media devices for any reason, it should be used only on a designated computer. Before using USB computer storage media device a virus scan shall be carried out*
- x. *User shall store the registered storage devices in a secured location when not in use. User should not leave these devices unattended.*
- xi. *Inventory of all Removable storage media issues to officers shall be verified annually by Audit team.*



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Restricted

**5. Security Policy to be configured in PCs/Laptops**

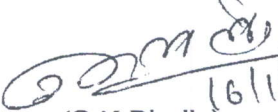
CISO with the help of NIC team shall implement following through appropriate configuration in PCs/Laptops:

- i. Auto run facility should be disabled for external storage device.
- ii. Operating System booting from any removable media shall be disabled in PCs/Laptops.
- iii. Strong password policy shall be configured forcing the use of minimum 10 character password with a combination of CAPs, small, numeral and special character. The period for mandatory change of password shall be set as 180 days.
- iv. Users should have account with limited privileges on their computer and should not be given account with administrator privilege.

6. Designated Information Security Officer (ISO) of every division will carry out regular monitoring of implementation of above guidelines. In divisions, where ISO is not designated, JS concerned will monitor implementation of above guidelines.

7. Officials in Ministers office / other officials/Advisors/consultants etc not directly reporting to any JS / will forward their request directly to CISO i.e. JS(CIS) for any deviation from policy or for any special permission. All remaining officials will forward their request for any deviation from policy or for any special permission through concerned JS to JS(CIS).

8. This policy would be effective wef 02.04.2020. Preparatory work may be completed by all divisions by 01.04.2020

  
(S K Bhalla)

Director (CIS)

To

1. All officials in MHA
2. NIC-officials of MHA(for preparatory work)
3. e-office notice board



Ministry of Home Affairs  
(Integrated Finance Division)

North Block, New Delhi  
Dated 30<sup>th</sup> December, 2019  
31

Office Order

In supersession of earlier order issued for allocation of subject matter to be handled by the AFAs in Integrated Finance Division, the work is being partially modified and redistributed as under which shall be reviewed in due course whenever felt necessary.

Subject matter	Being handled presently	To be handled now onwards
Schemes related policy matters	IFD-V (Home)	IFD-Pers.
Air journey by non-entitled officers, Relaxation to travel by airlines other than Air-India, Claim of TA/DA on tour/transfer/LTC, write off of losses	IFD-II	IFD-I
Proposals related to RRs, Cadre Review, Creation/continuation/revival/abolition of Posts, deployment of troops, ex-gratia and all service related matters.	IFD-IV	IFD-II
Expenditure proposals from SSB and Assam Rifles	IFD-V	IFD-III
All financial matters of RGI	IFD-V	IFD-IV
Expenditure proposals from BM Division	IFD-	IFD-V

2. This issues with the approval of competent authority.

*(M K Jaiswal)*  
Under Secretary & AFA(Fin-II)

To,

1. PPS to SS&FA(F)
2. Director (Finance /Pers.)
3. Deputy Secretary (Home)
4. All AFAs/SOs/ASOs in Integrated Finance Division, MHA
5. IT Cell upload e-office (NIC)

*Ms. Suresh*  
31.12.19  
24/1/2020

*SS&FA*

*म. जैशवाल*  
27/01  
निदेशक (प्रशासन)

*31.12.19*



14

4

No.F.6/18/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

512, Lok Nayak Bhawan,  
New Delhi Dated the 23<sup>rd</sup> January, 2020.

**OFFICE MEMORANDUM**

**Subject: Procurement of Goods / Services through Government e-Marketplace (GeM).**

Rule 149 of GFR states that procurement of **common use** goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services **not** available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.

2. As per the instructions contained in OM No.F.18/3/2017-PPD dated 25.07.2017 by Department of Expenditure, it has been clearly stipulated that while publishing any Bid for procurement through Central Public Procurement Portal (CPPP), procuring entities are required to give an undertaking that category of goods/ services being tendered/ procured is not available on GeM and they have no objection in providing this information for making available such products/ services in GeM.

3. In view of the above provisions of GFR, the procurement of common use goods and services by Ministries or Departments through GeM is mandatory for Goods or Services for which product/service categories are available on GeM.

4. In order to effectively implement the above provisions, a functionality for generating "GeM Availability Report & Past Transaction Summary" is being made available on GeM. This would greatly help and benefit the Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along-with necessary details relating to past transaction summary.

5. With effect from 01.07.2020, when the above functionality will be deployed on GeM, it will be mandatory for a buyer to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The Past Transaction Summary will be provided, wherever available. "GeMAR&PTS" shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published.

सचिव (व्यवस्था) कार्यालय

40277 दिनांक 24/1/2020

35. अ. 24/1/2020

25. अ.

अ. 27/01

P. Sent to  
Cen. office

Page 1 of 2

27.01.20

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33/2020 (2020)



6. However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to non availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

7. This issues with the approval of Secretary (Expenditure).

*K. N. Reddy*

(Kotluru Narayana Reddy)

Deputy Secretary to the Govt. of India

Tel: 24621305

Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.



No. 4-24/96-C&P/CGHS (P)/EHS  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare  
EHS Section

\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated: the 1st January 2020

**OFFICE MEMORANDUM**

**Subject: Eligibility of Permanently Disabled Son of a CGHS Beneficiary to avail CGHS facility.**

In terms of the Office Memorandum of even number dated 07.05.2018, unmarried permanently disabled and financially dependent sons of CGHS beneficiary suffering 40% or more of one or more disabilities as specified in the O.M. will continue to avail CGHS facility even after attaining the age of 25 years. However, the son above the age of 25 years, in cases where disability has occurred after attaining the age of 25 years, is at present not considered as dependent for availing medical facilities under CGHS as per extant policy.

2. The matter has been engaging the attention of this Ministry for quite some past. It has now been decided that such son(s) above 25 years, in cases where the disability has occurred after attaining the age of 25 years can be considered as dependent for availing medical facilities under CGHS, subject to fulfillment of all other conditions as mentioned in the O.M. dated 07.05.2018.

3. This issues with the approval of Competent Authority.

Digitally signed by RAJEEV ATTRI  
Date: Wed Jan 01 16:55:17 IST 2020  
Reason: Approved

(Rajeev Attri)  
Under Secretary to the Govt. of India  
Tel: 011-2306 1883

To

1. All Ministries/Departments, Government of India
2. PPS to Secretary (H&FW)/Secretary (AYUSH)/Secretary (HR)/ Ministry of Health & Family Welfare
3. PPS to DGHS/AS&DG (CGHS)/AS&FA/AS&MD, NRHM/AS(H), MoHFW, New Delhi

अ.प्र.  
9/1/2020

JS (GL)

निदेशक (प्रशा.)

C  
Sul  
1/1/2020

सचिव (रजिस्ट्रार) कार्यालय  
दफ्तरी सं. 40002 दिनांक 9/1/2020



(11) (5)

4. Director, CGHS, Nirman Bhawan, New Delhi
5. Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhawan, New Delhi
6. AD(HQ), CGHS, R.K.Puram, Sector-12, New Delhi
7. All Addl. Directors/Joint Directors of CGHS cities outside Delhi
8. Rajya Sabha/Lok Sabha Secretariat, New Delhi
9. Registrar, Supreme Court of India, New Delhi
10. U.P.S.C. Dholpur House, New Delhi
11. Office of the Comptroller & Auditor General of India, Pocket-9, DeenDayalUpadhyaya Marg, New Delhi.
12. Hospital Empanelment Cell, CGHS, MoHFW, Nirman Bhawan, New Delhi – for circulating the same to all the empaneled Hospitals/ diagnostic centres
13. Integrated Finance Division, MoHFW, Nirman Bhawan, New Delhi
14. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi
15. Shri Shiv Gopal Mishra, Secretary, Staff Side, 13-D, Ferozshah Road, New Delhi
16. All Staff Side Members of National Council (JCM)
17. ED(H)/Planning, Railway Board, Ministry of Railways, Rail Bhawan, Rafi Marg, New Delhi – 110001
18. Central Organisation, ECHS, Department of Ex-Servicemen Welfare, Ministry of Defence, New Delhi
19. Chairman, Employees State Insurance Corporation, Ministry of Labour & Employment, Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002
20. UTI-ITSL, 153/1, First Floor, Old Madras Road, Ulsoor, Bengaluru-560008.
21. Sr. Technical Director, NIC, MoHFW, Nirman Bhawan, New Delhi with the request to upload this OM on the Ministry's website under the link of CS (MA) Rules – OMs and Circulars
22. Hindi Section, MoHFW, Nirman Bhawan, New Delhi for providing Hindi version of this OM.
23. Guard file.



Nirman Bhawan, New Delhi

Dated the 3<sup>rd</sup> January, 2020

**OFFICE MEMORANDUM**

**Subject: Reconciliation of departmental pool houses and bringing them on E-awas portal.**

As per records, a number of quarters from Directorate of Estates have been placed at the disposal of various departments as on request basis. These houses are placed in DP Pool on certain terms and conditions on the understanding that once a quarter becomes vacant due to any reason like vacation, retirement, transfer etc. it will be reverted back to GP pool houses. However, despite such clear instructions, it has been observed that no such houses have been reverted back in GP pool so far, thereby, depleting the number of GP pool houses to a great extent.

2. In order to streamline the problem, it has been decided by the competent authority to bring the complete stock of DP pool houses on e-awas portal and digitisation of the process of allotment of Departmental pool houses to its employees.

3. In this regard, **a workshop is scheduled to be conducted in Directorate of Estates on 8.1.2020 and 9.1.2020 at 11:00 A.M to 1 P.M in Room No.417 'C', Conference Hall.** Accordingly, it is requested to make it convenient to attend the workshop with following information:-

a. All the administrative officers of departments (as per list annexed-I) alongwith a dealing hand are requested to bring the details of the occupants of the houses (as per annexure-II and as per the records available with them) which have been allotted departmental pool houses, in the prescribed format.

b. The concerned officers will be required to furnish the user details such as Department name, Nodal officer name, designation, mobile number, e-Mail ID and office phone number etc. for creating their user ID and password which will be furnished to them by NIC, Directorate of Estates in workshop.

c. The concerned officers will also be apprised of the online module where details of Departmental Pool quarters is to be recorded.

d. No offline allotment of DP pool houses shall be done by Departments w.e.f 15.1.2020.

4. For any query/details officers may contact Shri Vijay Kumar Andley, Deputy Director of Estates(Computer), Contact Number-23063004 or undersigned.

*M.C. Sonowal*  
(M.C. Sonowal)  
Deputy Director of Estates (Policy)  
Tel. 23062505  
Email-mcsonowal-upsc@gov.in

To

1. As per list annexed.

Copy to :-

1. DE-II, Directorate of Estate
2. DD(Computer), Directorate of Estates
3. DD(Coordination), Directorate of Estates

*M.C. Sonowal*  
(M.C. Sonowal)  
Deputy Director of Estates (Policy)



① ⑨

**Annexure-I List of Departments**

1. Dr. Ajay kumar, IAS, Defence Secretary, 101-A, South Block, New Delhi-110001
  2. Shri Binod Kumar Tripathi, Joint Secretary, LS Secretariat, Room no F 014, Parliament Library Building, New Delhi-110001
  3. Sh.Arun kumar Sinha, Director, SPG, 9, Lok Kalyan Marg, New Delhi-110001
  4. Sh.A.K.Bansal, Director(Printing), Nirman Bhawan
  5. Sh.Rajesh Ranjan, DG,CISF, Block No-13, CGO complex, Lodhi Road, New Delhi-110001
  6. Dr.P.P.K Ramacharyulu, Secretary, Rajya Sabha Secretariat, R.No-204, Parliament House annexe, New Delhi-110001
  7. Sh. Amulya Patnaik, Commissioner, Delhi Police, MSO building, IP Estate New Delhi-110002
  8. Sh. S.S Deswal, DG, ITBP, Block No-2, CGO Complex, New Delhi-110003
  9. Sh. Salim Haque, DG, D/o Post, Dak bhawan, New Delhi-110001
  10. Sh. Prabhakar Singh, DG, CPWD, 101-A, Nirman Bhawan, New Delhi-110001
  11. Sh.Rajesh Bhushan, Secretary(Coord), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110001
  12. Dr.Randeep Gularia, Director, AIIMS Hospital, New Delhi-110023
  13. Sh. Dev Vijay Kumar, Chief Secretary, Delhi Government, Delhi Sectt., IP Estates, New Delhi-110002
  14. Sh. Sanjeev Kumar, AS&DG, Room No. 254A, CGHS, Nirman Bhawan
  15. Dr.Sunil Gupta, Medical Supt., Safdarjung Hospital, New Delhi-110023
  16. Dr.Minakshi Bhardwaj, Director & Med Supdt. , RML Hospital, New Delhi-110001
  17. Sh.Vijay Gokhale, Foreign Secretary, M/o External Affairs, Room No. 178, South Block, New Delhi-110001
  18. Sh.B.K.Tiwari, GM(BCP), MTNL, 8,Bikaji Cama Place, New Delhi-110066
  19. Resident Commissioner, M.P Government, B-8, State Employee Block, BKS Marg, New Delhi-110006
  20. Sh. Dharmendra, Chairman, NDMC, Palika Kendra, Parliament Street, New Delhi-110001
  21. Sh.Rajeev Rai Bhatnagar, DG, CRPF, Block No-1, CGO Complex, Lodhi Road, New Delhi-110003
  22. Director, PMO, South Block, New Delhi-110001
  - ✓ 23. Director(Admn.), NDCC-II Bhawan, B-wing, 4<sup>th</sup> Floor, Jai Singh Marg, New Delhi-110001
  24. Sh.Mukesh Kumar, MD, Kendriya Bhandar, E-wing, 1st Floor, Pushpa Bhawan, Madangir Road, New Delhi-110017
  25. Ms. Asha Agarwal, DG of Income Tax, 6th floor, Mayur Bhawan, Connaught Circus, New Delhi-110001
  26. Sh.Gyanesh Bhatia, Commissioner, MCD, Dr.SPM Civic Centre, Minto Road, New Delhi-110002
  27. Resident Commissioner, Govt. of Uttarakhand, 9, Kotla Road, Rouse Avenue, New Delhi-110001
  28. Pravin Kumar Purwar, CMD, BSNL, Bharat Sanchar Bhawan, Harish Chandra Mathur lane, Janpath, New Delhi-110001
  29. Sh. A.K Pandey, Member, Admn., Central Excise, CB of indirect Taxes & Customs, North Block, Central Secretariat, New Delhi-110001
  30. Sh.Gagan Nagpal, Dy.Registrar, Delhi High Court, Shershah Road, Justice SB Marg, New Delhi-110503
  31. Director General, BSF, Block-10, CGO Complex, New Delhi-110003
  32. Area Welfare Officer, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex New Delhi-110003
  33. Joint Secretary, Administration, Room No-279B, North Block, New Delhi-110001
  34. Director(Admn), Indira Gandhi National Centre for Arts, 11, Man Singh Road, New Delhi-110001
  35. Sh. Dharminder Singh, US(Admn), C.G.H.S. Dispensary, Room No-430A, Nirman Bhawan
  36. Secretary (Railway Board), Room Number-227, Rail Bhawan, New Delhi-110001
  37. Director, Intelligence Bureau, IB Colony, Chanakyapuri, New Delhi-110021
  38. Director, Govt. Hospitality Organisation, PMO, South Block New Delhi-110001
- Dep H-2.



39. Smt. Pooja Singh Mandol, Joint DG, Director General of Civil aviation, Opposite Safdarjung Airport, New Delhi-110003
40. Director, CBI, Plot No-5B, CGO Complex, Lodhi Road Complex, New Delhi-110003
41. Deputy Director (Admn.), Lady Harding Hospital, Connaught Place, New Delhi-110001
42. Group Commander (Admn), HQ, NSG, Mehram Nagar, Palam, New Delhi-110037
43. National Security Council Secretariate, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
44. Joint Secretary (Admn.), Room No-319, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001
45. Joint Secretary (Admn.), Room No-194, Jai Singh Marg, Hanuman Road Area, Connaught Place, New Delhi-110001
46. CMD, HUDCO Bhawan, Core-7A, Indian Habitat Centre, Lodhi Road New Delhi-110003
47. Deputy Registrar, Supreme Court of India, Tilak Marg, Mandi House, New Delhi-110201
48. Sh.V.K.Jain, Company Secretary, India Tourism Development Corporation, Scope Complex, Core-87, Lodhi Road, New Delhi-110003
49. Sh. Rajiv Gandhi, Commissioner (P), DDA, Vikas Sadan, INA Colony, New Delhi-110023
50. OSD, DOS, Department of Space, Branch Sectt., 3rd floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
51. Principal Resident Commissioner, Assam Bhawan, 1, Sardar Patel Marg, Near Puducherry House, Kriti Nagar, Block X, Diplomatic Enclave, Chanakyapuri, New Delhi-110021
52. Deputy Director (Admn.), Northern Railway, 564-A, Nirman Bhawan, New Delhi
53. Director (Admn.), Prasar Bharti House, Copernicus Marg, New Delhi-110001
54. Sh. Umesh Kumar, Director, Room No-255, Ministry of Skill Development, 2<sup>nd</sup> Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, New Delhi 110001
55. Sh. Paras Ram, Director, Delhi Jal Board, Varunalya Phase-II, Jhandewalan, Karol Bagh, New Delhi-110005
56. Principal of Audit (Post & Telecommunications), O/o DG of Audit, Pocket-9, Pt. Deen Dayal Marg, New Delhi-110002
57. Director (Admn.), Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi-110005
58. Sh. J.P. Sharma (Coord), Bhakra Beas Management Board, D-II, 47, Kaka Nagar, New Delhi-110032
59. Pankaj Sharma, Internal Financial Advisor, President's Estates, Rashtrapati Bhawan, New Delhi-110004
60. Shri Sunil Sharma, JS, Admin, Ministry of Health & Family Welfare, Room No.148 A, Nirman Bhawan
61. Ms. G. Jayanthi, Joint Secretary, JS(Estt.), Room No.202, North Block, Central Secretariat, New Delhi-110001
62. Joint Technical Advisor, Ministry of Women, Child & Development, 3rd floor, Jeevan Vihar Building, Parliament Street, New Delhi-110003



Annexure-II

Details of Houses as per GAMS record

Sl.No.	Deptt. Name	House Type	No. of Houses
1.	RAJ BHASHA VIBHAG	2H	11
2.	RAJ BHASHA VIBHAG	3	15
3.	RAJ BHASHA VIBHAG	6B	1
4.	RAJ BHASHA VIBHAG	8	1
Total			28

Sl.No.	Deptt. Name	House Type	No. of Houses
1.	KENDRIYA SACHIVALAYA HINDI PARISHAD	4	1



Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)  
Establishment (JCA-2) Section  
\*\*\*\*\*North Block, New Delhi  
Dated: 13<sup>th</sup> January, 2020**OFFICE MEMORANDUM****Subject: General elections to the Legislative Assembly of NCT of Delhi, 2020 – Grant of Paid holiday to employees on the day of poll – regarding**

\*\*\*\*\*

The undersigned is directed to state that as informed by the Election Commission of India, vide their letter No. ECI/PN/4/2020, dated 06.01.2020, Schedule for General Election to the Legislative Assembly of NCT of Delhi, 2020, is as under:-

S. No.	Legislative Assembly	Date	Day
1.	Legislative Assembly of NCT of Delhi	08.02.2020	Saturday

2. In this regard, it is stated that the guidelines issued by this Department vide OM No. 12/14/99-JCA, dated 10.10.2001 regarding closure of Government Offices and grant of paid holiday, may be followed by all the Central Government Offices, including the industrial establishments, in NCT Delhi.

3. The above instructions may please be brought to the notice of all concerned.

4. Hindi version will follow.

213.3.1.2020

(Jugal Singh)

Deputy Secretary to the Government of India

Tel. No. 2309 2338

To

1. All Ministries / Departments of Government of India.
2. UPSC/CVC/C&AG/Lok Sabha Secretariat/Rajya Sabha Secretariat/President's Secretariat/Vice President's Secretariat /PM's Office/Supreme Court/High Court of Delhi / Central Administrative Tribunal.
3. All attached and subordinate offices of Ministry of Personnel, P.G. & Pensions/ MHA
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
5. National Commission for Scheduled Castes/National Commission for Scheduled Tribes/ National Commission for Backward Classes
6. The Chief Secretary of the Government of NCT Delhi.
7. Chairman/Secretaries, Central Government Employees Welfare Coordination Committee
8. The Election Commission of India, New Delhi – w.r.t. letter no. ECI/PN/4/2020 dated 06.01.2020.

म. ज. ल. 22/01

निदेशक (प्रशासन)

Gandhi 22/1



(TO BE PUBLISHED IN PART-II, SECTION-3, SUB-SECTION (II)  
IN THE GAZETTE OF INDIA

No. E-11018/1/2018-AYUSH (O.L.)

Government of India  
Ministry of Ayush

‘AYUSH BHAWAN’  
B-BLOCK, GPO Complex,  
INA, New Delhi-110023,  
Dated: 03 Jan, 2020

**Notification**

S.O. In pursuance of Sub-Rule (4) of Rule 10 of the Official Language (Use for official purposes of the Union) Rules, 1976 (as amended in 1987), the Central Government hereby notifies the following offices under the administrative control of the Ministry of AYUSH, wherein cent percent officials have acquired the working knowledge of Hindi:

“Homoeopathic Drug Research Institute, Lucknow, Uttar Pradesh”

“Clinical Trial Unit of Homoeopathy for Viral Encephalitis, Gorakhpur, Uttar Pradesh”



(P.N. Ranjit Kumar)

Joint Secretary to the Govt. of India

**The Manager,**  
Govt. of India Press,  
Ring Road, Mayapuri,  
New Delhi-110064


**Copy to:**

1. Asst. Manager(Tech.), Govt. of India Press, Mayapuri, Ring Road, New Delhi with the request to provide-20 Copies of the above Notification to this Ministry.
2. CCRH, w.r.t. their letter No. 40-1/2018-19/CCRH/HTS/616 Dated. 14 Oct. 2019 (2 Copies).
3. All Subordinate Offices/Institute under Ministry of AYUSH.
4. All Ministries/Department of Government of India.
5. Department of Official Language, NDCC-II Building, B-Wing, 4<sup>th</sup> Floor, Jai Singh Road, New Delhi-110001.

श. श्री  
27/01

निदेशिका  
31/01/2020 (4 एका)

28.01.2020



(K.C. Bhatt)

Deputy Director (O.L.)

C  
Ms. Gaur  
28/1



(भारत के राजपत्र भाग-11 खंड-3 उपखंड (11) में प्रकाशनार्थ)

सं.ई. 11018/1/2018-आयुष (रा.भा.)

भारत सरकार  
आयुष मंत्रालय

आयुष भवन,  
'बी' ब्लॉक, जीपीओ कॉम्प्लेक्स  
आईएनए, नई दिल्ली-110023  
तारीख: 03 जनवरी, 2020

**अधिसूचना**

का.आ..... केंद्रीय सरकार, राजभाषा (संघ के शासकीय प्रयोजनों के लिए प्रयोग) नियम 1976 (यथा संशोधित 1987) के नियम 10 के उप-नियम (4) के अनुसरण में, आयुष मंत्रालय के प्रशासनिक नियंत्रणाधीन निम्नलिखित कार्यालयों, जिनके शत प्रतिशत कर्मचारीवृन्द ने हिंदी का कार्यसाधक ज्ञान प्राप्त कर लिया है, को एतद्वारा अधिसूचित करती हैं:-

“होम्योपैथिक औषधि अनुसंधान संस्थान, लखनऊ, उत्तर प्रदेश”

“मस्तिष्क ज्वर चिकित्सकीय होम्योपैथिक अनुसंधान इकाई, गोरखपुर, उत्तर प्रदेश”

*रजनीत कुमार*

(पी.एन. रजनीत कुमार)  
संयुक्त सचिव, भारत सरकार

प्रबंधक,  
भारत सरकार मुद्रणालय,  
रिंग रोड, मायापुरी, नई दिल्ली-110064

**प्रति प्रेषित:**

1. सहायक प्रबंधक (तक.) भारत सरकार मुद्रणालय, मायापुरी, रिंग रोड, नई दिल्ली को इस अनुरोध के साथ कि उक्त अधिसूचना की 20 प्रतियां इस मंत्रालय को उपलब्ध कराई जाएं।
2. सीसीआरएच को दिनांक 14 अक्टूबर, 2019 के उनके पत्र सं. 40-1/2018-19/सीसीआरएच/हिशियो/616 के संदर्भ में दो प्रतियां।
3. आयुष मंत्रालय के नियंत्रणाधीन सभी अधीनस्थ कार्यालय/संस्थान।
4. भारत सरकार के सभी मंत्रालय/विभाग।
5. राजभाषा विभाग, एनडीसीसी-11 भवन, बी-विंग, चौथा तल, जयसिंह रोड, नई दिल्ली-110001

*भट्ट*  
(के.सी. भट्ट)  
उप निदेशक(रा.भा.)



राजीव गाँवा  
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O No. 1/50/1/2019-Cab.

27<sup>th</sup> January, 2020

Dear Secretary,

As you are aware, a simplified procedure has been prescribed for finalizing Cabinet/ Cabinet Committee notes with regard to proposals which have been appraised by Expenditure Finance Committee (EFC)/ Public Investment Board (PIB) and other appraisal bodies. The relevant guidelines on this subject *inter alia* stipulate that fresh Inter-Ministerial Consultations (IMC) would not be required if recommendations of the appraisal body are proposed to be accepted by the sponsoring Ministry.

2. In spite of clear guidelines it has been observed that Ministries are circulating the notes afresh for IMC even after appraisal by EFC/PIB, thus delaying finalization of notes. I would, therefore, like to emphasize that when the sponsoring Ministry is fully in agreement with the recommendations of appraisal body, the simplified procedure needs to be adopted for finalizing the notes in terms of extant guidelines. Fresh IMC with all the Ministries concerned is not required. The sponsoring Ministry may quickly finalize the note with approval of Minister-in-charge and refer it to the Ministry of Finance for obtaining approval of the Minister of Finance. At this stage, a copy of the note may be endorsed to Prime Minister's Office and Cabinet Secretariat. The approval of Minister of Finance so obtained may be reflected in the note and relevant number of copies forwarded to Prime Minister's Office and Cabinet Secretariat as per procedure.

3. I am enclosing a copy each of the relevant guidelines dated 25.03.2008, 15.07.2008 and 17.10.2014 for reference. These have also been summarized in the Handbook on writing Cabinet notes and are available on Cabinet Secretariat's website.

4. I would request that the aforesaid guidelines be disseminated to all concerned for compliance.

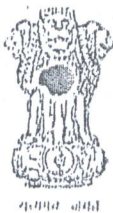
With regards,

Yours sincerely,

(Rajiv Gauba)

Secretaries to the Government of India (as per list)





**VIJAI SHARMA**  
Special Secretary  
Tele : 23012697

**MOST IMMEDIATE**



मंत्रिपरिषद् सचिवालय  
राष्ट्रपति भवन,  
नई दिल्ली-110004  
**CABINET SECRETARIAT**  
RASHTRAPATI BHAVAN  
NEW DELHI-110004

March 25, 2008

D.O. No. 1/13/2/2008-Cab.

Dear Secretary,

The Cabinet Secretariat has issued detailed instructions regarding the procedure to be adopted for preparation of notes for consideration by the Cabinet and Cabinet Committees vide Cabinet Secretariat DO No. 1/16/1/2000-Cab dated 15.04.2002. These instructions have continued to be reiterated from time to time and for ease of reference, these instructions have also been placed on the website of the Cabinet Secretariat viz. [www.cabsec.nic.in](http://www.cabsec.nic.in).

2. You are aware that these instructions, *inter-alia*, lay down a simplified procedure to be followed by the Ministries/Departments with regard to the cases to be considered by various appraisal bodies including the Expenditure Finance Committee (EFC)/Public Investment Board (PIB). Keeping in view the contents of paragraph 29 (c) of these instructions, clarifications have been sought on some of the procedural aspects. It is therefore clarified that:

- (i) subject to conditions elaborated in the subsequent paragraphs, no fresh inter-ministerial consultations would be required if the recommendations of the EFC/PIB are proposed to be accepted by the sponsoring Ministry;
- (ii) after receipt of the recommendations of the EFC/PIB, the sponsoring Ministry/Department will, as soon as feasible, finalise the note for the Cabinet/Cabinet Committees with the approval of the Minister-in-Charge of the sponsoring Ministry/Department. The note will thereafter be referred to the Ministry of Finance for obtaining the approval of the Minister of Finance. Simultaneously, a copy of the draft note will also be forwarded to the Prime Minister's Office for comments, if any. However, the requirement of waiting for 15 days for receipt of comments of PMO would not apply in cases where all other formalities as per the stipulated procedure have been completed;
- (iii) In the Interregnum, the consulted Ministries/Departments would, after receipt of the EFC/PIB minutes, check that their viewpoint has been correctly reflected in the EFC/PIB minutes and forward their comments, if any, to the sponsoring Ministry within a period of 7 days from the date of the issue of the EFC/PIB minutes. Any comments received from the consulted Ministries will be duly reflected in the note for the Cabinet/Cabinet Committees by the sponsoring Ministry;
- (iv) as per usual practice, any comments received from PMO by the sponsoring Ministries before forwarding the note to Cabinet Secretariat, will be taken into account without any reference to PMO in the body of the note;

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- (v) in cases where recommendations of the EFC/PIB are not proposed to be accepted or the proposal is further modified by the sponsoring Ministry/Department for various reasons, fresh comments of all the Ministries required to be consulted, will have to be obtained on the draft note for the Cabinet/Cabinet Committees.
3. To the extent stated above, the existing instructions are further clarified.

With regards,

Yours sincerely,

*Vijai Sharma*  
(VIJAI SHARMA)

To  
All Secretaries to the Govt of India  
(By Name).



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No. 1/13/2/2008-Cab.  
GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)  
RASHTRAPATI BHAVAN


New Delhi, the 15<sup>th</sup> July, 2008

OFFICE MEMORANDUM

Subject: Proposals considered by various appraisal bodies including Expenditure Finance Committee (EFC)/Public Investment Board (PIB).

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The undersigned is directed to refer to the Cabinet Secretariat D.O. letter of even number dated 25.03.2008 clarifying certain procedural aspects relating to proposals considered by various appraisal bodies including the Expenditure Finance Committee (EFC)/Public Investment Board (PIB) and to state that in order to avoid delays in finalization of the notes for consideration of the Cabinet/Cabinet Committees, it has since been decided that the minutes of the meeting of such bodies specifically state that their recommendations are required to be submitted to the Minister-in-charge in each concerned Ministry/Department and comments, if any, are to be forwarded to the sponsoring Department/Ministry within a week. Further, the administrative Ministry may, if no comments are received within one week, obtain the approval of the Minister of Finance on file and thereafter forward the note to the Cabinet Secretariat for including it in the agenda for the Cabinet/Cabinet Committee meeting.

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

To,

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

(9) ②

No.1/50/1/2014-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN

New Delhi, the 17<sup>th</sup> October, 2014

**OFFICE MEMORANDUM**

**Subject: Notes for the Cabinet/Cabinet Committees finalized on the basis of recommendations of appraisal bodies-consolidated instructions reg.**

The undersigned is directed to clarify that instructions in Cabinet Secretariat D.O. letter No. 1/13/2/2008-Cab. dated 25.03.2008 and O.M. No. 1/13/2/2008-Cab. dated 15.07.2008 (copies enclosed) refer to all appraisal bodies. Therefore, while preparing the note for consideration of the Cabinet/Cabinet Committees, wherein the proposals have been recommended by any appraisal body [such as Expenditure Finance Committee (EFC), Public Investment Board (PIB), Core Group on Disinvestment (CGD), Expanded Board of Railways (EBR), Foreign Investment Promotion Board (FIPB), Public Private Partnership Appraisal Committee (PPPAC), Telecom Commission (TC), High Powered Committee for road projects under the Special Accelerated Road Development Programme for North East (HPC) etc.] the approval of the Minister of Finance must be obtained and clearly indicated in the body of the Cabinet Note that the recommendations/minutes of the appraisal body have the approval of the Minister of Finance.

  
(Sanjukta Ray)  
Director  
Tel: 2379 2204

To

**All Secretaries to the Government of India.  
(As per list attached)**