

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**

N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

**(Personnel Division)**

**DSIIDC/I-O.O./Estt./14**

**Dated: 6<sup>th</sup> August, 2015**

Please find enclosed herewith a copy of Circular No. F.No.3/3/2015/GAD/CN/3175-3184 dated 14.07.2015 received from Special Secretary(GAD) Govt. of NCT of Delhi, regarding methodology of preparation of Cabinet Note for compliance and necessary action.



(S.P. Pant)

Chief Manager (P)

All Divisional Heads

Website

Copy to:

1. Sr. PA to MD
2. Sr. PA to FA
3. PA to GM

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
DELHI SECRETARIAT, NEW DELHI-110002

No.F.No.3/3/2015/GAD/CN/dsgad/11/3175-3184 Date: 14/07/2015

CIRCULAR

Chapter III of the Transaction of Business of the Government of NCT of Delhi Rules, 1993, provides for detailed methodology for preparation and consideration of Cabinet Note. In view of these provisions of Transaction of Business Rules, the following arrangements are hereby made:-

1. The Department concerned will prepare a Cabinet Note and would get the same approved from the Minister-in-charge.

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28/7/15

2. After approval of the Minister, it will be sent by the Departmental Secretary for inter departmental consultation to the departments concerned. As provided in the Transaction of Business Rules, for any Cabinet Note, consultation with the Finance, Planning, and the Law Department is mandatory. Depending on the subject matter of the Cabinet Note, the consultation might be required with the other departments.

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15/7/15  
DSIIDC

3. After the inter departmental consultation, the views of other departments would be incorporated in the Cabinet Note and the same would be put up to the Hon'ble Chief Minister through the Minister concerned for approval of the same for being brought before the Council of Ministers.

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4. After approval of the Hon'ble Chief Minister, the Cabinet Note would be sent to the Administrative Secretary of the department concerned, who will forward it to the Secretary to the Council, i.e. the Chief Secretary, who shall arrange to circulate the same among the Ministers, and simultaneously send a copy thereof to the Lt. Governor.

Handwritten notes and signatures on the left margin, including "AUC", "GAD/11", "MIM", "CM/11", "31/7", and "CO(A-2)".

contd....2...

5. After such circulation, the matter would be included in the list of agenda of the meeting of the Council of Ministers and on such inclusion, the Departmental Cabinet Note would be considered by the Council of Ministers.

This issues with the approval of the Hon'ble Chief Minister.

*Jain*  
14.7.15

**(P.C. JAIN)**  
**Special Secretary (GAD)**

No.F.No.3/3/2015/GAD/CN/*ds/gad/111/3175-3184* Date: *14/07/2015*

**Copy to:**

1. All Pr. Secretaries/Secretaries/Spl. Secretaries/Joint Secretaries/Dy. Secretaries/PS/Superintendents of GNCT of Delhi.
2. Pr. Secretary to Chief Minister/Secretary to all Ministers, GNCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. All Heads of Departments, concerned branches of GNCT of Delhi.
4. OSD to Chief Secretary, GNCT of Delhi.
5. All Autonomous Bodies of Govt. of NCT of Delhi.
6. Controller of Accounts/Accounts Branch/AO/AAO, GNCT of Delhi.
7. D.C.A,GAD, Delhi Secretariat, I.P. Estate, New Delhi-110002.