



सत्यमेव जयते

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ADDITIONAL SECRETARY  
CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI - 110004

D.O. No. 1/13/6/2007-Cab.

June 23, 2009

Dear Secretary,

As you are aware, the procedural requirements to be met for preparing/ submitting notes for consideration of the Cabinet/ Cabinet Committees/ Group(s) of Ministers, etc. have been specified in Annexure-I to D.O. letter No.1/16/1/2000-Cab. dated 15.04.2002, which is available on the website of the Cabinet Secretariat viz. 'www.cabsec.nic.in'. Further modifications/ clarifications in these guidelines including consideration of the proposals by the appraising bodies such as Expenditure Finance Committee (EFC), Public Investment Board (PIB), Expanded Board of Railways (EBR), Public Private Partnership Appraisal Committee (PPPAC) before such notes are placed before the Cabinet/Cabinet Committees have been issued vide O.Ms. dated 25.03.2008, 15.07.2008 and 25.05.2009 by the Cabinet Secretariat which are also available on the Cabinet Secretariat's website.

2. As you are aware, the President in her address to the joint session of Parliament on 4<sup>th</sup> June, 2009 in paragraph 31 of the of the address had stated that

"An area of major focus for my Government would be reform of governance for effective delivery of public services. Reports of the Administrative Reforms Commission would guide the effort. Reform of structures in the higher echelons of government, increased decentralization, inclusion of women and youth in governance, process reform and public accountability would be key areas for focused action. **As part of process reform, all proposals to the Cabinet will have to report on how the proposal under consideration will enhance the goals of equity or inclusion, innovation and public accountability**".

3. With a view to ensuring that the three overarching public policy objectives of the Government are achieved, in partial modification of the existing guidelines/ instructions on the subject, it has been decided that all notes for consideration of the Cabinet/ Cabinet Committees shall henceforth indicate how the proposal under consideration will enhance the goals of equity or inclusion, innovation and public accountability. Accordingly, the existing instructions (referred to in paragraph 1 of this letter) for preparation and submission of Notes for the Cabinet/Cabinet Committees and various appraising bodies are hereby modified, as indicated in the paras below.

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4. At present, under these instructions, in the penultimate para of the main Note the Ministry/Department is required to refer to the Implementation Schedule which is to be attached as Appendix. The Implementation Schedule would henceforth be Appendix I to the Note, while elaboration on the aspects of equity, innovation and public accountability would, to the extent relevant, be incorporated as Appendix II to the Note, as per the specimen format attached with this letter. Appendix II is to be of one page only. The paragraph immediately preceding the penultimate para in the main note would provide a gist of the contents of Appendix II in a few sentences.

5. While reporting on how the proposal under consideration will advance the goals of equity or inclusion, innovation and public accountability, various aspects of these goals may be kept in view:

- (i) Equity could include geographical considerations, particularly for backward and special category regions, socio-economic equity in the context of disadvantaged communities, gender, poverty, etc.;
- (ii) Similarly, the dimension of public accountability could include (but not be limited to) increased stakeholder participation, awareness campaigns, cost benefit analysis, social audit, independent evaluation and the provision for greater transparency or information disclosure. The proposal should also detail how it is using information tools for ensuring transparency and accountability as well as reporting in the public domain; and
- (iii) As regards innovation, there could be improvements in the existing schemes/structures/practices/procedures etc. In this context, there could be innovations in policy, in institutional arrangements, management innovations or technological innovations, and so on. Innovation could be conceived of in the scheme design itself or room could be left for innovation during actual implementation at the State level by in-built flexibility in the scheme for local innovations. Innovation could also include documentation, dissemination and implementation of the best practices.

6. It is appreciated that it may not be possible that every proposal being put up for consideration by the Cabinet/Cabinet Committee/Group of Ministers would necessarily be able to respond to these three criteria or be amenable to this format of reporting. Where none of the goals can possibly be addressed because these dimensions are not relevant to the proposal under consideration in the Note, the reason for this may be briefly specified in the Note as well as in Appendix II.

7. Care needs to be taken by the Ministries to ensure that reporting on these goals does not become perfunctory or stereotyped. Where, for instance, equity or inclusiveness is furthered, there should be some attempt to quantify the likely impact through suitable indicators. Similarly, where relevant, it should be specified what innovation is being introduced, or exactly how public accountability is going to be strengthened.

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8. While considering the proposals, appraising bodies must deliberate on these goals in detail and the minutes of the meetings of these appraising bodies should appropriately reflect this. If for specific reasons, the proposal is in any way not likely to further the objectives of equity, or public accountability, or of promoting innovation, a clear statement to that effect needs to be reflected in the Minutes of the meeting of the appraisal body.

9. These instructions may be strictly adhered to in preparation of Notes for Cabinet/ Cabinet Committees. Notes received in deviation from these instructions will be returned by the Cabinet Secretariat in future.

Yours sincerely,

  
(Mrutyunjay Sarangi) 23/16/2017

SPECIMEN FORMAT  
APPENDIX-II

**SECRET**

No. \_\_\_\_\_  
**MINISTRY OF** \_\_\_\_\_  
**DEPARTMENT OF** \_\_\_\_\_

STATEMENT ON EQUITY, PUBLIC ACCOUNTABILITY AND INNOVATION

Subject: \_\_\_\_\_

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<b>S. No.</b>	<b>The required goal</b>	<b>How does the proposal advance this goal?</b>
1.	Equity or inclusiveness	
2.	Public Accountability	
3.	Innovation	

Signature \_\_\_\_\_  
Name

\_\_\_\_\_  
Designation \_\_\_\_\_  
Not below the rank of Joint  
Secretary  
in the sponsoring  
Ministry/Department)

Telephone No. \_\_\_\_\_