

डॉ. टी.वी. सोमनाथन  
Dr. T.V. Somanathan



सत्यमेव जयते



एक कदम स्वच्छता की ओर

मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

DO No.1/50/3/2024-Cab.

24<sup>th</sup> October, 2024

*Dear Secretary,*

The mechanism of Secretaries sending a monthly Demi-Official (DO) letter to the Cabinet Secretary started with the practice of the Cabinet Secretary keeping the Prime Minister informed about the significant happenings in Ministries. For this purpose, Secretaries were requested vide letter dated 25<sup>th</sup> August, 1964 to send a very brief personal note on a weekly basis detailing the important events in their respective Ministry/Department. Over the years, the DO letter has undergone changes with regard to its periodicity, from weekly to fortnightly to monthly, as also in its content and thrust in tune with the requirements of the day. At one stage, a separate monthly report was introduced, but over a period of time, the monthly report has, in many cases, evolved to become a part of, or annexure to, the monthly DO letter. Various letters issued from time to time by the Cabinet Secretariat in this regard can be found on the website for reference (<https://cabsec.gov.in/cabinetsection/monthlydoletter/>).

2. The monthly DO letter has now largely become a consolidation of information compiled from various wings of the Ministry/Department, put together in the format of a letter running into many pages, or a covering letter attaching a compilation. From what was initially envisaged to be a brief personal note from the Secretary, it now contains a plethora of information, data and details which are not only voluminous but, in many cases, not serving any purpose. Meanwhile, digital tools like E-Samiksha have been introduced. As a result, this mechanism has lost its effectiveness as a meaningful tool to draw attention to important matters. I have, therefore, re-assessed this mechanism in the current context.

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3. From now on, please send a very brief monthly letter of one or, at most, two pages, containing

- (i) those policy and other matters pending due to prolonged inter-ministerial consultations which you want to bring to my notice;
- (ii) proposals/references pending for long in the Cabinet Secretariat or the Prime Minister's Office;
- (iii) particulars of any case in which there has been a departure from Rules of Business; and
- (iv) any other matter/significant development(s) that you feel warrants being brought to my notice.

4. The monthly report prescribed in 2014/2022 is hereby discontinued and need not be submitted. An exercise to develop Department-specific formats capturing key controllable parameters/indicators/metrics relating to a Ministry/ Department is underway. Once individual monthly report formats are finalised for Ministries/Departments, details specified therein should be attached as an annexure to the monthly DO letter. Till such time, the monthly DO letter without any annexure will suffice.

5. Kindly send this revised form of monthly DO letter to me by the 10<sup>th</sup> of the succeeding month, starting with the letter for October by 10<sup>th</sup> November, 2024.

***With best wishes,***

Yours sincerely,



**(T.V. Somanathan)**

**All Secretaries to the Government of India**