

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI- 110034  
(ESTABLISHMENT – IV BRANCH)**

No.F.3(12)/2022/Misc./TTE/E-IV/380-385

Dated: 18/11/24

To,

1. The Controller, BTE.
2. Dy. Controller of Accounts (DCA), DTTE (HQ).
3. All the Dy. Directors / Branch In-charges, DTTE (HQ).

**Sub: Adherence to the provisions of the GNCTD Act, 1991 and the Transaction of Business of the GNCTD Rules, 1993 related to the proposals for the Council of Ministers-reg.**

Sir / Madam,

I am to forward herewith the copy of letter dated 12.11.2024 issued by the Chief Secretary, Coordination Branch, GAD, GNCTD on the subject mentioned above. This is for your information please.

Yours faithfully,

Encl: As above.

  
(C. SRI RAMAN)  
SECTION OFFICER (ADMN.)

No.F.3(12)/2022/Misc./TTE/E-IV/380-385

Dated: 18/11/24

Copy to:

1. System Analyst, Computer Branch with the request to upload the letter on the Departmental Website.
2. Notice Board
3. Guard file.

  
(C. SRI RAMAN)  
SECTION OFFICER (ADMN.)



MOST IMPORTANT

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**COORDINATION BRANCH, 2<sup>ND</sup> LEVEL, A-WING**  
**DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02.**

**Subject: Adherence to the provisions of the GNCTD Act, 1991 and the Transaction of Business of the GNCTD Rules, 1993 related to the proposals for the Council of Ministers.**

Attention is invited to the provisions of Rule 6 to 14 of the Transaction of Business of GNCTD Rules, 1993 (ToBR) dealing with the preparation, consultation, circulation, discussion, decision and execution of cabinet proposals. Specific attention is drawn to sub-rule (5) of Rule 10 and sub-rule (2) of Rule 14 providing for seeking opinion of Hon'ble Lt. Governor before taking executive action in the proposal or matter specified under Rule 23 of the ToBR. The order dated 28.04.2021 issued by the Lt. Governor's Secretariat under proviso to sub-section (2) of section 44 of the Government of NCT of Delhi Act, 1991 also enumerates matters required to be submitted for opinion of Hon'ble Lt. Governor.

Apart for this, section 45-I (4) of the Government of NCT of Delhi Act, 1991, also mandates certain matters specified therein to be submitted to the Hon'ble Lt. Governor for his opinion through the Chief Minister and the Chief Secretary, before issuing any order thereon.

It may be noted that any welfare scheme/policy/program targeting a specific group or class of person of the society, including interest of a particular community, the Scheduled Caste, the Scheduled Tribe and the Socially and Educationally Backward Classes or any other class of persons attracts the provisions of clause (ii) of sub-section (4) of section 45-I of the Government of NCT of Delhi Act, 1991, for obtaining opinion of Hon'ble Lt. Governor, before taking executive action.

It shall be the duty of all Administrative Secretaries to strictly follow the provisions of ToBR and the Government of NCT of Delhi Act, 1991 as stated above, while drafting a note for the Cabinet, including in respect of a welfare scheme. It should be clearly mentioned in the Cabinet Note as to whether the provisions of Rule 23, Order dated 28.04.2021 or Section 45-I(4) of the Government of NCT of Delhi Act, 1991, as discussed above, are attracted or not for obtaining opinion of Hon'ble Lt. Governor, before taking executive action based on decision of Council of Ministers.

As has been directed earlier, the guidelines issued by Cabinet Secretariat for preparation of Cabinet Notes must be strictly adhered to in all cases. In particular, while drafting a cabinet note, the modalities of implementation, financing and timelines must be clearly stated. Due diligence must be exercised to ensure that the implementation framework follows a process which is transparent and is in conformity with the canons of financial propriety. It shall be incumbent upon the Administrative Secretaries to record his/her views regarding the merits and demerits, to enable the Council of Ministers to arrive at a conscious and informed decision.

*(Signature)*  
 (DHARMENDRA)  
 CHIEF SECRETARY

All Additional Chief Secretaries/ Pr. Secretaries/ Secretaries, GNCT of Delhi.

No. F.53/549/GAD/CN/2022/2016

Dated: 12/11/2024

M. Circulate to all DAs, DCA, BTE  
 For information.

Neeraj m

2350/2014  
 13/11/2024

*(Signature)*  
 13/11  
 Secy (Admin)

27/7/E-IV  
 13/11/24

*(Signature)*  
 13/11