

1687/JS(ND)
13/7/2020

1673/JS(K)
13/7/2020



F.No.1/50/1/2020-Cab.
Cabinet Secretariat
Government of India
Rashtrapati Bhawan, New Delhi -01

07th July, 2020

Office Memorandum

Subject: Incorporation of major milestones/ targets and corresponding time-lines in Cabinet/ Cabinet Committees proposals related to infrastructure projects

The undersigned is directed to say that in terms of the extant instructions (as detailed in the Handbook on writing Cabinet Notes), proposals relating to infrastructure projects for consideration of Cabinet/Cabinet Committees are required to contain an additional Appendix i.e. "Statement on Major Milestones and Corresponding Target Dates (Appendix-III)" clearly bringing out the major milestones and the corresponding target dates for achieving them. This Appendix is to be specifically mentioned and brought to the attention of the Cabinet/ Cabinet Committee as part of the approval paragraph. The sponsoring Ministry/ Department is also required to indicate the time-frame and manner of implementation of the decision in the "Statement of Implementation Schedule (Appendix-I)". Further, Ministries/ Departments have also been advised to incorporate specific physical and financial milestones with corresponding targets for their implementation.

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2. However, in spite of clear instructions on the subject, it is observed that Ministries/ Departments are not paying adequate attention while fixing milestones and time-lines at the stage of finalizing the note. Details in this regard are being incorporated in the note in a perfunctory and casual manner. In many cases, requisite details in Appendices are sketchy and they neither contain specific targets/ milestones nor clear time-lines. This affects the monitoring of timely implementation of infrastructure projects leading to avoidable time and cost overruns.
3. As milestones/ targets and their corresponding time-lines are crucial for effective review and monitoring of infrastructure projects, Ministries/ Departments are requested to specify clearly identifiable time-lines for different activities/ milestones in the relevant Appendices in the notes for Cabinet/ Cabinet Committees.
4. These instructions may be disseminated to all concerned for information and strict compliance.

Ashutosh Jindal
07.7.2020
(Ashutosh Jindal)
Joint Secretary
Tele No. 23012697

To Secretaries to the Government of India (as per list). ✓

Please circulate through website
10/7
S.O. Chandra
14/7/2020
M. Pooja

D.S. (K) 13/7/2020
U.S. (K)