

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,
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इ-मेल / Email: sectcord@dae.gov.in

022-22862661

No.16/53/2021-SCS/E-file/15359

Dated: - 21-12-2021

पुष्ठांकन / ENDORSEMENT

विषय : MoIB से निर्देश : कैबिनेट नोट्स / सीसीईए - के संबंध में।

Subject: Instruction from Ministry of Information and broadcasting regarding submission of Communication Plan in the Cabinet Notes / CCEA - Regarding.

उपरोक्त विषय पर सूचना एवं प्रसारण मंत्रालय , नई दिल्ली से प्राप्त दिनांक 29/09/2021 के अर्ध-शासकीय पत्र संख्या O-15011/20/2020-PMS-Part-2 की एक प्रति सूचना एवं अनुपालन हेतु अग्रेषित है।

A copy of D. O. Letter No. O-15011/20/2020-PMS-Part-2 dated 29/09/2021 received from Ministry of Information and Braodcasting, New Delhi on the above-mentioned subject is forwarded for information and compliance.

संलग्न / Encl.: 1 Page.


(मिनिजा रमेश / Minija Ramesh)
अनुभाग अधिकारी (एस. सी. एस) / Section Officer (S.C.S)
(022 – 22862661)

पऊवि के सभी संघटक इकाईयों/सार्वजनिक क्षेत्र के उपक्रमों/ सहायता प्राप्त संस्थानों के प्रशासनिक प्रधान ।
All Administrative Heads of Constituent Units/PSUs/Aided Institutions of DAE.

प्रतिलिपि / Copy to:

1. All Heads of Constituent Units/PSUs/Aided Institutions of DAE.
2. पऊवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat.-DARPAN
3. सचिव, स्टाफ साइड, पऊवि विभागीय परिषद् / Secretary, Staff Side, DAE Departmental Council.
4. E- फाइल संख्या / 16/53/2021-SCS/E-file. – For digital filing.

APURVA CHANDRA, IAS
Secretary



भारत सरकार
सूचना एवं प्रसारण मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
SHASTRI BHAWAN, NEW DELHI - 110001

29th September, 2021

Dear Secretary

This has reference to the letter received from the Cabinet Secretariat regarding inclusion of Communication Plan in the Cabinet Notes/CCEA proposals sent for consideration of the Cabinet. The idea of the Communication Plan is to facilitate effective dissemination of the decisions of the Cabinet and Cabinet Committees to the target groups, beneficiaries and regions.

2. While preparing the Cabinet/ CCEA Notes, Ministries/ Departments may include the following points in the proposals:

- I. Communication plan of the Scheme/ Projects, including a brief on Question and Answer (Q&A) form for easy comprehension by all stakeholders.
- II. Dissemination of Q&A may be ensured to the Hindi and Regional Media. Such plan may include dissemination in regional languages, a social media plan and write ups by the Sectoral Experts.

with regards

Yours sincerely,

(Apurva Chandra)

All Secretaries to the Government of India



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