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D J Normington Esq
 PS/Secretary of State for Employment
 Department of Employment
 Caxton House
 Tothill Street
 LONDON SW1H 9NF

6 March 1985

Dear David,

BUDGET DAY PRESS NOTICES

As you will be aware, the Chancellor will be giving his Budget Statement on Tuesday 19 March. In previous years, it has been the practice for all press notices, including those issued by departments other than the Chancellor's, to be collated by the Treasury and issued both to the press and the House. We propose to do the same this year.

2. Your department and others will doubtless already be considering whether you wish to issue any press notices on Budget Day. I would be grateful for confirmation, by close on Monday 11 March, of the subject matter of any such notices. Press notices should, of course, be cleared in draft with the appropriate expenditure division in the Treasury.

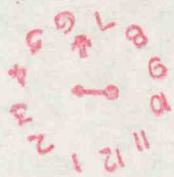
3. You will appreciate that the Treasury will be photocopying and collating a large volume of material over the weekend before the Budget. I am afraid, therefore, that we must ask for copies of press notices to be sent to us by no later than Friday 15 March. We will require 1700 copies in all, and they should be sent to Mrs Bugden in our Committee Section.

4. I am sending a copy of this letter to the private secretaries of all other Cabinet Ministers, Andrew Turnbull (No 10) and Richard Hatfield (Cabinet Office).

Yours sincerely,

Philip Wynn Owen

P WYNN OWEN
 Assistant Private Secretary



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