

मंत्रिमंडल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
Cabinet Secretariat
RASHTRAPATI BHAVAN, NEW DELHI-110004

CIRCULAR

No.CS/8555/2024

Date: 18th October, 2024

Sub: Meeting the Cabinet Secretary.

As is the existing practice, officers and others wishing to meet the Cabinet Secretary may seek appointments by sending an e-mail to cabinetsy@nic.in or telephoning to 011-23016696/23011241.

2. In addition to the above method, as a convenience to Secretaries (who may need to meet on urgent official business) and to officers of State Governments (whose visits to Delhi may be infrequent), an **“Open House” system (a specified period during which officers may come without appointment) is also being introduced** on a trial basis, until further notice.

3. The Open House timings are as follows:

S. No.	Class of officers	Timing of Open House
(i)	Secretaries to Govt. of India and equivalent officers	10:00 a.m. to 10:20 a.m. on Tuesdays, Thursdays & Fridays (except holidays)
(ii)	Visiting All India Service officers from State Governments (i.e. who are based outside Delhi)	

This will be on a first-come-first-served basis and limited to the specified time. Hence, if there are many visitors, some may not be able to meet. It is not intended for any long discussion. The Open House is also subject to cancellation without notice, if exigencies arise on a given day.

4. Due to security restrictions in Rashtrapati Bhavan, those officers who wish to come during the Open House period and do not have the requisite passes, should communicate their name and vehicle number, in advance, to the Cabinet Secretary's office on telephone (Nos.011-23016696/23011241) so that messages can be sent to the Control Room for permitting their vehicle's entry in Rashtrapati Bhavan.

(Harshwardhan Singh Rawat)
Staff Officer to Cabinet Secretary

To:

1. All Secretaries to Government of India & equivalent officers
2. All Chief Secretaries of State Governments & Administrators of UTs
3. All Resident Commissioners of State Governments & UTs
4. NIC, Cabinet Secretariat (Main) – with a request to upload this circular on the website of the Cabinet Secretariat.