

No. 1/8/1/2011-CA.IV  
Government of India  
Cabinet Secretariat  
Rashtrapati Bhavan  
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New Delhi, dated the 24<sup>th</sup> May, 2011

CIRCULAR

**Subject:- Instructions for sending meeting notices, background notes, etc. to the Chief Secretaries of North-Eastern States for the meetings.**

It has been brought to the notice of this Secretariat that for meetings wherein the Chief Secretaries or other officers from the North-Eastern States are invited, the notices are often issued at short notice and background notes do not reach to the concerned officers well in time.

2. In order to enable meaningful participation by the officers, it has been desired that meeting notices and background notes may kindly be sent to the invitees from North-Eastern States well in advance and by speed post/ by fax/ e-mail, if required, to ensure delivery well before the meetings.

3. For better coordination, a copy of the documents may also be sent to the O/o the Resident Commissioner/s of the concerned State/s.



(Murali Bhavaraju)

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