



VIJAI SHARMA
Additional Secretary
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राष्ट्रपति भवन, नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110004

D.O. No. 1/13/5/2007-Cab

October 18, 2007

Dear Secretary,

As you are aware, the Cabinet Secretariat has issued detailed instructions regarding, inter-alia, the procedure for preparation and submission of papers for consideration of the Committee of Secretaries (CoS) *vide* D.O. No. 1/16/1/2000-Cab. dated 15.4.2002.

2. Annexure-II to this D.O. letter stipulates that the invitee Secretaries are expected to attend the meetings of the CoS in person and not with or through their representatives. The instructions further provide that in case an invitee Secretary is not in a position to attend the meeting on account of unforeseen circumstances and for compelling reasons, he may depute a senior representative, not below the rank of Joint Secretary of his Department, **after prior approval of the Cabinet Secretary.**
3. Cabinet Secretary has observed that inspite of these instructions, in many cases, the meetings of the CoS are not attended by the invitee Secretary personally and as a matter of routine, junior officials are deputed. You will appreciate that such a practice not only undermines the institution of the CoS but also delays the decision making process thereby wasting the precious time of the other Secretaries who are part of the Committees.
4. The Cabinet Secretary expects that all Ministries/ Departments shall adhere to the instructions contained in the circular of 15.4.2002.
5. I will be grateful, if the above instructions are noted for strict compliance.

With regards,

Yours sincerely,

Vijai Sharma
(Vijai Sharma)

To

All Secretaries to the Government of India - by name.