



सत्यमेव जयते

VIJAI SHARMA
Special Secretary
Tele: 23012697



मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन,
नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110004

82

5

D.O. No. 1/24/1/2008-Cab.

February 27, 2008

Dear Secretary,

The Cabinet Secretariat has, from time to time, issued instructions regarding attendance of Secretaries at the venue of the meetings of the Cabinet and its Committees. The salient features of these instructions were circulated *vide* Cabinet Secretary's D.O. letter No. 1/34/3/2004-Cab. dated 16th November, 2004 (copy enclosed).

2. These instructions, *inter-alia*, lay down that in cases where the sponsoring Minister may not be able to attend the meeting of the Cabinet/Cabinet Committees, the sponsoring Secretary shall be present in person. It has been observed that these instructions are not being adhered to and on several occasions, Joint Secretaries, not fully conversant with the subject, are being deputed for the meetings citing non-availability of the Secretaries concerned.

3. I would request that in view of the existing instructions, the Secretaries concerned with the agenda items should re-schedule their other appointments, if any, to ensure their presence at the venue of the meeting. In very rare and exceptional cases, where Secretaries may seek to absent themselves, prior approval of the Cabinet Secretary must be taken and in all such cases, the concerned Additional Secretary, or where there is no Additional Secretary, the concerned Joint Secretary, who is familiar with the subject may be deputed.

With regards,

Yours sincerely,

Vijai Sharma
(Vijai Sharma)