



सत्यमेव जयते

B. K. CHATURVEDI

Sd/- (C)

6

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O. No. 1/34/3/2004-Cab.

November 16, 2004

Dear Secretary,

The Cabinet Secretariat had re-iterated instructions regarding attendance of Secretaries in the meetings of the Cabinet and its Committees and on other related issues to all concerned in January, 2000. Salient features of these instructions are indicated below :-

- a) the Secretary of the Department bringing up a matter before the Cabinet/ Cabinet Committees should ordinarily be present, in person and not through his/her deputy, when the item is about to be taken up for consideration. Immediately upon completion of consideration of the item, he/she should retreat from the meeting;
- b) Secretaries of other concerned Departments, whose presence is required at the time of consideration of an item on which they have been consulted by the sponsoring Departments, should also be in attendance;
- c) when sponsoring Secretaries/concerned Secretaries cannot, in compelling circumstances, be present in the meeting in person, they can be represented only by their Special/Additional Secretaries with my prior permission;
- d) all Officers required to attend the meetings should be present in the ante room at the venue of the meetings and they will be ushered into the meeting when required;
- e) no Officer below the level of Additional Secretary shall be in attendance in the meetings, except under prior explicit permission;
- f) the Cabinet Secretariat, while circulating agenda papers, will indicate the specific items with reference to which attendance of the Secretaries is required;
- g) Once an item is included in the agenda of the meeting of the Cabinet/Cabinet Committee, it can only be excluded/postponed with the approval of Prime Minister/Chairman (where Prime Minister is not the Chairman) of the Committees. Therefore, notwithstanding any request made for postponement of an item, the Secretary concerned should be present for the meeting; and
- h) In all cases when the Sponsoring Minister may not be able to attend the meeting, the sponsoring Secretary shall be present in person.

2. The above instructions may be kept in view to ensure effective support during deliberations of the Cabinet or its Committees.

With regards,

Yours sincerely,

B.K. Chaturvedi

(B.K. Chaturvedi)

To

All Secretaries to the Govt. of India (by name).