



T.S.R. SUBRAMANIAN

मंत्रिपंडल सचिव
CABINET SECRETARY
NEW DELHI

D.O.No. 1/19/5/97-Cab.

21 May 1997

Dear Secretary,

As part of the Screening Committee procedure, proposals for visits abroad by officials of the rank of Secretary and Additional Secretary are being put up to me from time to time. Of late, I have been noticing that there are instances where foreign tours have been proposed by senior officers, particularly those of the rank of Secretary to the Government of India, which could very well be left to junior officers to handle.


2. Secretaries are very senior officials who represent their country at the highest levels. Secretaries are required to settle pending policy / implementation matters of importance in their ministries. Absence of Secretaries from their headquarters for long periods causes dislocation and delay of work. Most conferences / seminars and other bilateral / multilateral work abroad should be handled by deputing Deputy Secretary / Director / Joint Secretary level officers and in rare cases at the level of Additional Secretaries. Only in exceptional circumstances should it be necessary for a Secretary to the Government of India to travel abroad.

3. The above may be kept in view while initiating proposals for foreign visits in future.

4. Kindly bring this to the notice of your Minister.

With regards,

Yours sincerely,


(T.S.R. Subramanian)

To all Secretaries to the
Government of India (by name)