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B.K. 17.1.68

Copy of Memo No. 1248(17)/Gen., dated 28th. January, 1968
from V. Natarajan, for Chief Secretary to Government to all
Departments of Government.

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Sub:- Tours of Officers of the Secretariat.

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With a view to discourage frequent tours by Secretariat Officers which affect work in the Secretariat the following instructions are issued for the guidance of all concerned.

(1) Tours by Secretariat Officers may be occasionally necessary in connection with Secretariat functions or other ex. Officio functions of the Officers but they should on no account intervene in matters which are normally within the purview of the Heads of Departments.

(2) Big delegations should not be sent to conferences either of Ministers or Secretaries or other officers convened by the Government of India or the State Government. It is not necessary for the Secretary to accompany the Minister unless he is specifically wanted by the Ministers. It is the duty of the Secretary concerned to brief the Minister properly. When a conference of Secretaries is held, the Secretary should get properly briefed in the subjects to be considered by the Conference and it is not necessary that any other Officers should accompany him in order to assist him. However, if he is unable to attend, he may depute a suitable officers properly briefed to represent him.

3. The Officers to be sent for various discussions in conference should always be with reference to the level of discussions. When routine matters are concerned the Under Secretary may attend the discussion, if it is at a still higher level the Deputy Secretary concerned may attend the Conference and when it involves important points of policy the attendance of the Secretary may be necessary. An Officer deputed to take part in a conference should make himself fully conversant with the problems and the view of the department before proceeding to the discussion and no such Officers should ordinarily take with him any of his subordinates in order to brief him at the meeting.

(4) It is further recommended that even in case where two departments have to be represented, it would be advantageous and convenient if one department's representative gets fully conversant and briefed regarding the view of the department so that only one representative might attend the conference. The whole object is to curtail expenditure and waste of time in attending such Conference.

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Government trust that Secretariat Officers would reduce their touring to the minimum possible and make themselves available at the headquarters whenever required.

It will be the responsibility of the Secretariat to see that the above instructions are strictly observed.

Sir,

Sd. B.R. Patel

Joint Secretary to Government.

Memo No. 511 (9) /Gen., dated 26/1/4

Copy with a copy of the enclosure forwarded to Admr., Branch/G.H. Section/P.F.E., Section/Tribunal Branch/R Branch/Vigilance Branch/A.I.S., Group/S.C. Group/ Establishm Guard File. for information and guidance.

Superintendent,
Political & Services Department.

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