

File No.:AB-11018/65/2024-Gen_Cord. (E-29968)
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi – 110 001

Date: 14-07-2025

OFFICE MEMORANDUM

Subject: D.O. letter dated 9.7.2025 from Cabinet Secretary - instructions for appointment/meeting with non-officials by the Senior Officers in the Department - reg.

The undersigned is directed to enclose herewith a copy of D.O letter dated 09.07.2025 (copy enclosed) received from Cabinet Secretary, regarding instructions for appointment/meeting with non-officials by the Senior Officers in the Department, for information and compliance.

Encl: As above.

Digitally signed by

Swarna Kamal Garg

Date: 14-07-2025

095642

(S. Kamal Garg)
Under Secretary (GC)

To

All JCs/Directors/DSs/DCs of DAHD

Copy to:

1. Secretary, DAHD

2. AS(CDD)/AS(LH)/JS(NLM)/Advisor(AHS)

2. Director, IT - with the request to get this OM alongwith attachment uploaded on the Website of DAHD.

डॉ. टी.वी. सोमनाथन
Dr. T.V. Somanathan

As Admin?

please circulate to
all officials & put up
on website

D.O. No. 4923/CS/2025



सत्यमेव जयते



9/7/2025 at 7:02 PM

मंत्रिमंडल सचिव

भारत सरकार

CABINET SECRETARY
GOVERNMENT OF INDIA

9th July, 2025

Dear Secretary,

Meeting non-officials

People from various sections of society have told me that there is a perceived reluctance among several Secretaries to Government of India and other senior officers to give appointments to persons who are not government officials, who may wish to meet them in connection with the work of their Ministries.

2. The work of government is such that it affects or benefits many people and many organisations. Meeting visitors can give insights into the actual state of affairs in the field, help detect or clarify miscommunications or misunderstandings about government's policy or intentions, give access to new ideas, and provide an opportunity to rectify mistakes. No doubt, senior officers have time constraints which limit their ability to give appointments.

3. I request you, if you are not already doing so, to *endeavour to be accessible to non-officials who may seek to meet you in connection with the work of your Ministry / Department, subject of course to time constraints and other priorities*. Please also request other senior officers in your Ministry/ Department to do the same. I may mention here that the following circumstances would not be a bar to meeting a person in your office:

- a) the person is receiving some benefit from, or is a contractor of, the Department;
- b) the person is from a trade union or political party or NGO;
- c) the person is from the private sector (Indian or foreign) or a chamber of commerce;
- d) the person is under a law enforcement action or investigation by your, or some other, Department;

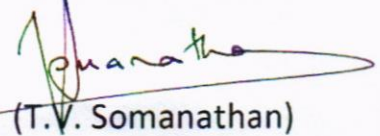
e) the person has a dispute with the Department on some contractual matter and / or the matter is sub judice or under arbitration.

4. Such meetings should be in your office, and not in social settings, clubs, hotels etc. In some cases, if you feel it is necessary as a precaution, you could ask another officer to be present.

5. As mentioned at the outset, this letter is in relation to non-officials; for officials of foreign governments or missions, guidelines of the Ministry of External Affairs will apply.

With best wishes,

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Somanathan', with a long horizontal flourish extending to the right.

(T.V. Somanathan)

All Secretaries to Government of India