

**GOVERNMENT OF KERALA**

**CIRCULAR**

Parliamentary Affairs (A) Department  
No.540/A2/2003/PAD  
Thiruvananthapuram, Dated 23.5.03

Sub :- Subject Committee meeting –Attendance and Performance-Guide lines issued-

Considering the importance of subject Committees, Government have already issued detailed guidelines for attendance and furnishing of details to the committee from time to time. But contrary to the guidelines issued, in a recently held subject committee, the officers who attended the meeting could not answer the queries of the members fruitfully, for want of proper homework. This resulted in creating an awkward situation and Government had to cut a sorry figure in the meeting. It has also been noticed that some Secretaries to Government and Heads of Departments are reluctant to attend the Committee meetings and they have not considered this seriously. Government view the above very seriously and direct that all secretaries to Government and Heads of Departments will attend the concerned subject. Committee meetings without fail and with full details to answer all points raised by the members of the Committee satisfactorily, in future. Any lapse on the above will be viewed seriously by Government.

**N.CHANDRASEKHARAN NAIR**  
**CHIEF SECRETARY**

To

The Principal Secretary /Secretary (All Departments)  
All Heads of Departments.

Forwarded / By Order

Section Officer