To
The Chief Secretary,
(All States).

The Administrator,
(All Union Territories).

Subject: - Secretary/Additional Secretary Level Empanelment in respect of officers belonging
to Indian Forest Service.

Sir,

I am directed to say that the Cabinet Secretariat has proposed to draw up panels of
IFS officers for appointment at the level of Secretary and Additional Secretary in the
Government of India and have laid the following eligibility conditions:

(A) For Secretary level empanelment:
   (i) Minimum of 30 years’ service in Group ‘A’; and
   (ii) Minimum of 2 years’ service in a post in Level 15 of Pay Matrix or more.

(B) For Additional Secretary level empanelment:
   (i) Minimum of 25 years’ service in Group ‘A’; and
   (ii) Minimum of 7 years’ service in a post in the Level 14 of the Pay Matrix in the
        parent cadre or service.

2. In addition to the above, the Cabinet Secretariat has informed that officers fulfilling
the following criteria would only be considered for empanelment:

   (i) Officers whose year of Examination is not later than 1985 (i.e. 1986 batch) for
       Secretary level and 1991 (i.e. 1992 batch) for Additional Secretary level;
   (ii) Officers should have been empanelled as Additional Secretary level (for
        Secretary Level) and Joint Secretary level (for Additional Secretary level).
   (iii) Officers should have at least 3 years’ experience under the Central Staffing
        Scheme at the level of Deputy Secretary and above;

Contd..
(iv) Officers should have at least 1 year’s residual service as on 01.01.2020;

3. The reference date for determining eligibility shall be 01.01.2020.

4. In this regard, all the State Governments/Union Territories are requested to give their recommendations in respect of eligible officers belonging to the Indian Forest Service under their administrative control in the format enclosed along with vigilance clearance and duly filed in CVC pro-forma latest by 26th June, 2020 along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by 30th June, 2020):

(i). Up to date Executive Record Sheets alongwith photographs;
(ii) Duly filled in and signed CVC pro-forma(copy enclosed) in respect of the officers;
(iii) Details of pay scale in which the nominated officers are presently drawing pay in the parent cadre or service; and
(ii) Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.

Yours faithfully,

(Subir Kumar)

Under Secretary to the Govt. of India

Encls. As above.

Copy to:

1. NIC for uploading in website.
Particulars of the Officers for whom CVC CLEARANCE is being sought

[To be furnished and signed by the CVO or HOD]

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/ Nodal Ministry/ Department Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

8. Whether the officers has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity”. (If yes, details to be given)

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*)

11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer, as on date. [If so, details to be furnished – including reference no., if any, of the Commission]

12. Is any action contemplated against the officer as on date. [If so, details to be furnished] (*)

DATE: ___________________________  Signature with Name & Designation

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
<table>
<thead>
<tr>
<th>Post</th>
<th>Date From</th>
<th>Date To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3</td>
<td>1990-01-01</td>
<td>1995-01-01</td>
<td>5 years</td>
</tr>
</tbody>
</table>

**Experience in cadre posts need not be indicated.**

**Signature of forwarding authority:**

________________________

**Name of the Service:**

________________________

**Nominations for Secretary Empanelment (To be forwarded by Cadre Controlling Authorities only):**

Form-I
<table>
<thead>
<tr>
<th>Post</th>
<th>Date of Appointment</th>
<th>Drawing Pay From</th>
<th>To</th>
<th>Post</th>
<th>Date of Present Post</th>
<th>Drawing Pay From</th>
<th>To</th>
<th>ST Gen Ser</th>
<th>Date of Birth</th>
<th>Name of Officer (Signature)</th>
<th>Name of the Service</th>
</tr>
</thead>
</table>

**Note:** Experience in cadre posts need not be indicated.