

MOST IMMEDIATE

By Speed Post

No. 12034/06/2019-IFS-I
Government of India
Ministry of Environment, Forest & Climate change

6th Floor, Prithivi Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Ali Ganj, New Delhi-110003.
Date: 25 July, 2019.

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 HAG scale 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 SAG scale or more 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 1984 (i.e. 1985 batch) for Secretary level and 1989 (i.e. 1990 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 01.01.2019;

3. The reference date for determining eligibility shall be 01.01.2019.

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 5th August, 2019 along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by 20th August, 2019):

- (i). Up to date Executive Record Sheets alongwith photographs;
- (ii) Duly filled in and signed CVC pro-forma 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.

Encls. As above.

Yours faithfully,



(Subir Kumar)

Under Secretary to the Govt. of India

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]

1.	Name of the Officer(in full)	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Date of Retirement	:	
5.	Date of Entry into Service	:	
6.	Service to which the officer belongs including batch/year cadre-etc. wherever applicable	:	
7.	Positions held (during the ten preceding years)	:	

S. No.	Organization (Name in full)	Designation & Place of posting	Administrative/ Nodal Ministry/ Department Concerned (in case of officers of PSUs etc.)	From	To

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.

NOMINATIONS FOR SECRETARY EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in HAG scale	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT*		Vigilance Status (along with CVC clearance)	Date of filing of IPR	Whether the officer is in Apex scale in cadre
									Post	Duration From To			

* Experience in cadre posts need not be indicated

(Signature of Forwarding Authority)

NOMINATIONS FOR ADDITIONAL SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in SAG scale	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT*		Vigilance Status (along with CVC clearance)	Date of filing of IPR	Whether the officer is in HAG scale in cadre
									Post	Duration From To			

* Experience in cadre posts need not be indicated

(Signature of Forwarding Authority)