

No. A-12034/2/2010-IFS.I  
Government of India  
Ministry of Environment & Forests

Paryavaran Bhavan, CGO Complex  
Lodhi Road, New Delhi – 3.

Dated: February, 1<sup>st</sup> 2010

To :The Chief Secretary, All State Governments / Union Territories.

**Sub: Empanelment /Appointment of Indian Forest Service officers for the posts at the level of Joint Secretary/Director/Deputy Secretary under the Central Staffing Scheme of Department of Personnel & Training during 2010 – seeking nominations – reg.**

Sir,

I am directed to say that Ministry of Environment & Forests as the Cadre Controlling Authority for Indian Forest Service has decided to initiate action to seek nominations of eligible and willing Indian Forest Service officers for appointment for the posts at the level of Joint Secretary/Director/Deputy Secretary under the Government of India during 2010. For Joint Secretary Level appointments, only empanelled Indian Forest Service(IFS) officers under CSS-DoPT scheme need to apply in response to this circular.

2. The Department of Personnel & Training have issued guidelines outlining the criteria for nomination of Indian Forest Service officers for empanelment for the posts at the level of Joint Secretary/Director/Deputy Secretary under the Government of India (Appendix). About 30% of the posts under the Central Staffing Scheme are of the rank of Joint Secretary and above, and the remaining 70% of the posts are at the level of Director/Deputy Secretary i.e. the Middle Management level.

3. An online application form has been introduced for applying posts under the Central Staffing Scheme from the year 2008 and the same will be applicable for the year 2010 also. It is available in the DoPT's website address <http://www.persmin.gov.in>. The said format of the application form is enclosed at Annexure-I to IV. Annexure-I is the personal details of the officer that he/she will have to fill 'on line'. Annexure-II is the vigilance clearance, Annexure-III is the certificate of (a) having completed cooling off, (b) officer not being under debarment period and the Annexure-IV is the gist of the ACR gradings. The Annexure-I is to be filled by the concerned officer, applying for the Central Staffing Scheme. Annexure-II to IV are to be electronically filled by the Nodal Officer

designated for the purpose by the Cadre Controlling Authority, who will also authenticate Annexure-I. It is, therefore, requested that nominations of suitable/eligible Indian Forest Service officers along with the following documents **duly verified by the appropriate respective State Authority** may kindly be forwarded to this Ministry urgently, **in any case, not later than 28<sup>th</sup> February, 2010:**

- a) Information regarding Personal Data in the proforma as per Annexure-I duly certified by the appropriate authority of the State Government,
- b) State Vigilance Clearance/Integrity Certificate as per Annexure-II duly certified by the appropriate authority of the State Government,
- c) A Certificate regarding debarment and 'Cooling Off' requirement in respect of the officers as per Annexure-III,
- d) Declaration regarding complete ACR dossier in respect of the officers as per Annexure-IV;
- e) Attested photocopies of Annual Confidential Reports for the last five years from 2004-2005 to 2008-2009 and,
- f) Latest bio-data indicating complete service particulars duly signed by the officer. **Executive Record(ER) sheet, available on IFS website; www.ifs.nic.in should be updated and annexed to the application form. For updating USER ID is officer code and same is the password, which can be later changed.**

**4. It is reiterated that the nominations not accompanied by the above details / documents duly verified by the State Authority will not be considered.**

5.. The Cadre Controlling Authorities are requested to sponsor names of such officers only who are not debarred from deputation to posts under the Central Staffing Scheme and have completed the mandatory period of 'Cooling Off' as prescribed for Central Deputation as per the data available in the cadre.

6. For Joint Secretary level, only those officers who are already empanelled at Joint Secretary level need to apply in the proforma I to IV in case they want to get appointed as Joint Secretary level in Government of India during the year. List of officers already empanelled at Joint Secretary level is enclosed as Annexure-V.

7. From 01.12.2008, the module for online validation / verification and entry of Annexure by the Nodal Officers of the Cadre Controlling Authorities is being hosted, on the website. Only those applications that have been validated electronically by the Nodal officer of this Ministry will be accepted by the DoPT for retention.

8. Considerable processing has to be gone through before an officer is appointed under the Central Staffing Scheme. Despite this, very often, after offering an officer for deputation, Cadre Authorities withdraw the name from offer at an advanced stage of processing. This results in considerable delay in the placement of officers under the Central Staffing Scheme of DoPT, and such a situation may not be in a public interest. Therefore, the Government of India has been following a

policy of debarring an officer for five years, if once appointed by the Government under the Central Staffing Scheme, he does not join the post either on account of personal disinclination, or the refusal of the Cadre, to relieve him. Much as we would like to indicate very early the possibility of placement in respect of the officers in the list, the Central Staffing Scheme lays down detailed consultations with the borrowing Ministries/Departments. Hence, it is difficult to forecast placements in advance.

9. It is also to be highlighted that it is not only the failure to take up the appointment, but also withdrawal of the name after a panel has been recommended by the Civil Services Board, that results in debarment for 5 years. As per instructions contained in letter No. 14/1/98-FS(UN), dated 26.2.1998 and No. 1/1/2003-FAS dated 8.5.2003 of the Department of Personnel and Training, an officer who is debarred from being taken on deputation to a posting under the Central Staffing Scheme is also to be debarred from being given Cadre Clearance for being deputed on foreign assignments/consultancies abroad during the period of debarment. Therefore, you are earnestly requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year and his name is not withdrawn during this period, save under exceptional circumstances. Even when withdrawal of a name is unavoidable, intimation of change in the availability should be given at the earliest opportunity.

10. It is also requested to pay particular attention to the following points while forwarding the names of officers for appointment, under the Central Staffing Scheme:-

- Sufficient names of women and SC & ST officers may be sponsored so that adequate representation can be provided to them in posts under the Central Staffing scheme of DoPT.
- Officers who are likely to be promoted in PB-4 scale of Rs. 37,400-67,000; Grade Pay: 10,000 or in HAG scale of Rs. 67,000-79,000/HAG+ scale of Rs.75,500-80,000 during the year may not be recommended for deputation, for Deputy Secretary/Joint Secretary level, as the case may be, as they are promoted / likely to be promoted in their cadre while on deputation, unless they are empanelled to hold posts at those levels under the Government of India and they are actually selected for such assignments.
- An officer being nominated should be willing to serve anywhere in India. Preference of an officer for a particular station(s) on account of personal reasons, if any, may be explicitly indicated. The Officers have also been given an option to choose any three Departments/ Ministries where they would like to work under the Central Staffing Scheme. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.

11. It is noticed that some of the cadre authorities do not consult/ inform the

officers while recommending their names for empanelment. Many a time, this results in the officers expressing their unwillingness to take up the assignment in spite of the fact that the deputation orders have been issued after a long selection process. It may be advisable, therefore, to give notice to the officers concerned while forwarding their names to this Ministry so as to enable them to keep himself or herself in readiness for the deputation.

12. Copy of the application and the present circular can be accessed from the IFS website; [www.ifs.nic.in](http://www.ifs.nic.in). The applications are to be sent at following address:

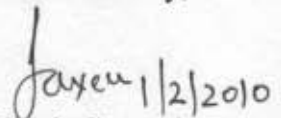
Vivek Saxena

Director (IFS)

R.No. 435, Ministry of Environment & Forests

CGO Complex, Lodhi Road, New Delhi-110003

Yours faithfully,



(Vivek Saxena)

Director (IFS)

Telefax: 011-24362065

e-mail: [hr062@ifs.nic.in](mailto:hr062@ifs.nic.in)

Encls : As Above

Copy to:

1. The Principal Secretary, Forest Department, All State Governments/UTs.
2. The Principal Chief Conservator of Forests, All State Governments/UTs.
3. Managing Director of all Forest Development Corporations.
4. The Director General, India Council of Forestry Research and Education, P.O. New Forest, Dehradun – 248 006.
5. The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.
6. The Director, Wildlife Institute of India, P.O. New Forest, Dehradun.
7. The Director, Forest Survey of India, P.O. New Forest, Dehradun – 248 195.
8. The Director, Indian Institute of Forest Management, P.O. No. 367, Nehru Nagar, Bhopal – 462 003.
9. The Director, Directorate of Forest Education, P.O. New Forest, Dehradun – 248006.

10. Director, Indian Plywood Industries Research & Training Institute, Bangalore.
11. Principal, State Forest Service College, Coimbatore/Burnihat/Dehradun.
12. Principal, Eastern Forest Rangers College, Kurseong.
13. The Deputy Director, Wildlife Preservation, Western Region, 11, Air Cargo Complex, Sahar, Mumbai – 400 099.
14. The Deputy Director, Wildlife Preservation, Northern Region, Bikaner House, Shahjahan Road, New Delhi – 110 011.
15. The Deputy Director, Wildlife Preservation, Eastern Region, Nizam Place, 6Floor, MOS Building, 234/4, A.J. Bose Road, Kolkata – 700 020.
16. The Chief Conservator of Forests (Central), Ministry of Environment & Forests, Regional Office, Chandigarh/Bhopal/Shillong/Bangalore/Lucknow/Bhubneshwar.
17. All IFS officer in the Ministry of Environment & Forests (including National Afforestation Eco-development Board) / Ministry of Agriculture/ Ministry of Rural Development.
18. Shri Irshad, NIC, MoEF for uploading it on Ministry's website.
19. All IFS officers, through e-mail
20. Spare copies – 50 / Guard File.

*Saxena* 11/2/10

(Vivek Saxena)  
Director (IFS)

Telefax: 011-24362065  
e-mail: hr062@ifs.nic.in

## APPENDIX

**Guidelines for the preparation of offer list for consideration for appointment to the post of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2010**

### ELIGIBILITY

#### (A) JOINT SECRETARY

- i) Officers adjudged suitable / empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.
- ii) Preference will be given to the officers who have already done a Central deputation at the level of Deputy Secretary / Director.

#### (B) DIRECTOR

Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in Group 'A'.

Note: Officers of 1996 batch would be considered for appointment as Directors only after June, 2010.

#### (C) DEPUTY SECRETARY

Officers who have completed 9 years of service in Group 'A'.

Note: Officers of 2001 batch would be considered for appointment as Deputy Secretaries only after July, 2010.

### COOLING OFF

It may kindly be ensured that the names of only those officers is sponsored who have finished their prescribed 'cooling off'. An officer who has previously been on deputation to the Centre, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory cooling off' period prior to the proposed date of his appointment at the Centre. In the case of a woman officer whose husband is posted under the Government of India, the 'cooling off'

period can be waived up to six months so that she may get the posting at the station where her husband is posted.

The 'cooling off' period would commence on the date on which the officer reports to his cadre on reversion from Central Deputation including extended deputation arising out of proceeding on Study Leave, EOL, etc. while being on Central Deputation without reverting to the cadre. The details of the Cooling Off are to be in Annexure-III of the application form.

### **VIGILANCE CLEARANCE**

Only the officers clear from the vigilance angle should be placed on offer; in case anything adverse comes to the notice of the against the officer, the same should be conveyed to this Ministry immediately. A certificate of vigilance clearance (**Annexure-II of the application form**) **needs to be given/verified by the cadre controlling authority** and subsequently it will be electronically validated by the nodal officer.

### **DEBARMENT**

The names of the officers who are under the period of debarment may not be sponsored. The details of debarment are to be given in Annexure-III of the application form.

### **CONFIDENTAIL ROLL**

The confidential rolls of the officers placed on offer must be made available complete up to 31.3.2009. Only those officers whose records are graded as 'Very Good' and above in the last five years of service would be considered for retention on **offer and hence only such officers may be sponsored**. The gists of the ACRs are also to be given/to be verified by the State authority in Annexure-IV of the application form.

<b>Personal data</b> <b>Applying for Deputy Secretary / Director / Joint Secretary</b>		
1.	Service	
2.	Cadre (Only for AIS)	
3.	Identity Number (for IAS Officers)	
4.	Applying for Level	a) Joint Secretary b) Director c) Deputy Secretary
5.	First Name	
6.	Middle Name	
7.	Sur Name	
8.	Contact Details a) E-mail Id: b) Office Telephone c) Residentail Telephone d) Mobile Number	Office: Residence: Mobile:
9	Exam Year	
10.	Allotment Year	
11	Date of Joining	
12.	Gender	
13.	Date of Birth	
14.	Category	
15.	Pay Band + Grade Pay	
16.	Basic Pay as on 1.7.2009	
17.	Date of NFSG Grant	

18.	Whether Spouse is working in a Service participating under Central Staffing Scheme. a) Service of Spouse (if reply to 18 is yes) b) Cadre of Spouse (if AIS)	YES / NO
19.	Whether Spouse Currently working under Central Deputation	YES / NO
20.	Whether Officer is willing to be Considered for Posts in Organizations other than Ministries/Departments (Eg. Autonomous Bodies/Statutory Bodies/Registered Societies etc.)	YES / NO

21.	Whether Slotted for Foreign Training / Assignment	YES / NO
22.	Whether Debarred from Central Staffing Scheme Previously If Yes, Date From (of debarment) Date to (of debarment)	YES / NO
23.	Whether worked on Central Deputation before :	YES / NO
(i)	If Yes, date of Reporting to Cadre	
24.	Whether Cooling- Off period completed	YES / NO
(a)	Cooling Off period completion Date	
25.	<b>Whether retained in Offer List during Previous Years</b>	<b>Year 2007 : YES / NO</b> <b>Year 2008 : YES / NO</b> <b>Year 2009 : YES / NO</b>
26.	Choice of Ministries/Departments(Any three)	

## **26. EDUCATIONAL QUALIFICATIONS**

(Please only mention Graduation and above).

<b>S. No.</b>	<b>Qualification</b>	<b>Subject (1) Subject (2)</b>	<b>Year Division</b>	<b>Institution University Place Country</b>
1.				
2.				
3.				

## **TRAINING DETAILS**

(Please mention trainings of duration of only more than 1 month)

<b>S. No.</b>	<b>(i) Training Name (ii) Institute (iii) Country</b>	<b>Training related to Specialization in Subjects</b>	<b>From Date To Date</b>
1.			
2.			
3.			

## **27. EXPERIENCE DETAILS**

<b>S. No</b>	<b>Type of Posting (Cadre /Centre)</b>	<b>(i) Level / Pay Scale (ii) Designation</b>	<b>Ministry Department Office Place</b>	<b>Field of experience acquired during the posting (Major &amp; Minor)</b>	<b>Tenure From &amp; Tenure To</b>

1.					
2.					
3.					
4.					
5.					

The information furnished above by me is correct.

(Signature)

**To be filled by the Cadre Controlling Authority.**

(This should be filled by the competent authority of State Govt. / Cadre Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

SIGNATURE:

NAME :

DESIGNATION

**ANNEXURE -II**

**NAME OF THE OFFICER** \_\_\_\_\_

**SERVICE** \_\_\_\_\_ **CADRE** \_\_\_\_\_

**BATCH** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

1 Whether any disciplinary Proceedings have been initiated against the officer during his career, so far. If yes, details thereof

2 Whether complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/ relevance on the vigilance status/ integrity of the officer as on date, is pending against the officer. If so, details thereof.

3 Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.

4 Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/ present status and final outcome thereof.

5 Whether the name of the officer appears in the Agreed List.

**Signature & Stamp  
Of the officer certifying the proforma  
Name Designation Stamp**

**ANNEXURE -III**

**NAME OF THE OFFICER:** \_\_\_\_\_

**SERVICE** \_\_\_\_\_ **CADRE** \_\_\_\_\_

**BATCH** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**1(a) Whether the Officer has ever been debarred from  
Central Deputation**

**1(b) If yes, period of debarment**

**2 Has the Officer been on Central Deputation before :**

**3. If yes, date of completion of Cooling Off :**

**Signature & Stamp  
Of the officer certifying the proforma**

Name

Designation

Stamp

TO BE FILLED/VERIFIED BY THE STATE AUTHORITY  
ANNEXURE -IV

NAME OF THE OFFICER \_\_\_\_\_

SERVICE \_\_\_\_\_ BATCH \_\_\_\_\_

CADRE \_\_\_\_\_ Date of Birth \_\_\_\_\_

1.	Whether ACR Dossier is Complete upto 31/3/2008	YES / NO
2.	ACR for any year (in the last 5 years) not available in the Dossier	
3.	Adverse entries if any (expunged or unexpunged) in any (ACR(s) If Yes, Year-wise details thereof.	YES / NO
4.	ACR grading of the last 05 years	
	<b>Year / Period</b>	<b>Grading</b>
	2004-05	
	2005-06	
	2006-07	
	2007-08	
	2008-09	

**Signature & Stamp Of the officer certifying the proforma**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Stamp \_\_\_\_\_

## ANNEXURE -V

LIST OF INDIAN FOREST SERVICE OFFICERS WHO STAND EMPANELLED TO HOLD JOINT SECRETARY/ DIRECTOR/ EQUIVALENT LEVEL POSTS AT THE CENTRE AND ARE NOT WORKING AT THE CENTRE.

S. No.	Name Of The Officer	Batch
1.	P. Ahmed	HY:77
2.	D. Sarmak	KN:77
3.	H.S. Pabal	MP:77
4.	P. J. Thosaze	MH:77
5.	M. K. Jiwrajaka	MH:77
6.	B.K. Patnaik	UP:77
7.	A.K. Gulati	HP:77
8.	R.M.N. Sahai	KN:77
9.	P.K. Shukla	MP:77
10.	S. Singsit	MT:77
11.	Suresh Chand	AM:78
12.	B.R. Rallahan	BH:78
13.	R.K. Gupta	HP:78
14.	Dr. M.S. Rana	MP:78
15.	DR. NAND KISHORE	MH:78
16.	R.L. SRIVASTAVA	MT:78
17.	RAHUL KUMAR	RJ:78
18.	A. K. WAHAL	UT:78
19.	PRAVEEN CHANDRA	KN:78
20.	RAJESH GOPAL	MP:78
21.	ALIND CHANDRA	MH:78
22.	R. P. TANGWAN	MT:78
23.	ANSAR AHMED	NG:78
24.	M. L. ARRAWATIA	SK:78
25.	R.B.S. RAWAT	UP:78
26.	R. K. GOEL	UT:77
27.	JAGDISH KISWAN	JK:75
28.	B.A. KHAN	BH:79
29.	CHHOTU RAM	HY:79
30.	KANWAR PAL	KN:79
31.	S.N. KHURANA	MH:79
32.	S. BHAGAT	MH:79
33.	K.S. REDDY	MP:79
34.	M.H. SWAMINATH	KN:79
35.	V. GOPINATHAN	KL:79
36.	D. K. SRIVASTAVA	JH:79
37.	VINAY LUTHRA	KN:79
38.	A.V. JOSEPH	AP:79

S. No.	Name Of The Officer	Batch
39.	SUNIL KUMAR	AM;79
40.	A.K.RANA	MT;79
41.	V.K.BAHUGUNA	MT:79
42.	SURENDRA PAL SINGH	MP:79
43.	ANIMESH SHUKLA	MP79
44.	SUHAS KUMAR	MP:80
45.	AMAR PRASAD	JHK:80
46.	V.S.VERGHESE	KL:80
47.	ASHWANI KUMAR	UP:80
48.	RICHARD D'SOUZA	AGMUT:80
49.	SMT. C.S. RAMALAKSHMI	AP:80
50.	S.B.L. MISRA	AP:80
51.	H.S. SINGH	GJ:80
52.	H.S. KINGRA	HP:80
53.	A.K. SRIVASTAVA	JK:80
54.	AZAM ZAIDI	WB:80
55.	B.B.DHAR	AM:81
56.	O.P.PANDEY	AM:81
57.	R.G.KALAGHATI	AP:81
58.	B.MURALIKRISHNA	AP81
59.	N.GOPINATH	KL:81
60.	K.P.OUSEPH	KL:81
61.	A.K.GOYAL	KL:81
62.	R.R.SHUKLA	KL:81
63.	C.P.RAI	MP:81
64.	A.R.CHADHA	MH:81
65.	N.C.PANT	CHH:81
66.	SHAHBAJ AHMED	MP:81
67.	KHAGISHWAR NAIK	MP:81
68.	R.R.SAHAY	MH:81
69.	P.SUBRAMANIM	TN:81
70.	RUDRAMANI DUBEY	AM:82
71.	P.S.RAO	AP:82
72.	A.K. SRIVASTAVA	GJ:82
73.	S.P.VASUDEVA	HP:82
74.	G.HARI KUMAR	KL:82
75.	VINOD KUMAR UNIYAL	KL:82
76.	G.J. TEGGI	KL:82
77.	V.N. PANDEY	MP:82
78.	SMT.DOPA PANDEY	MP:82
79.	SUDHIR KUMAR PANWAR	MP:82
80.	B.M.S.RATHOR	MP:82
81.	S.C.GAIROLA	MH:82
82.	ANMOL KUMAR	MH:82
83.	SIDHANTA DAS	OR:82

S. No.	Name Of The Officer	Batch
84.	RAMA NAGARAJA REDDY	OR:82
85.	ASHWANI KUMAR UPADHYAY	RJ:82
86.	S.K.SHRIVASTAVA	RJ:82
87.	T.SRKAR	TN:82
88.	T.S. SRONIVASA MURTHY	TN:82
89.	ARSHAD SAJJAD JAFRY	TN:82
90.	ANIL KUMAR DUTTA	UTT:82
91.	NARENDRA KUMAR PANDEY	WB:82
92.	SURENDRA PANDEY	AP:83
93.	R.K. SINGH	CHH:83
94.	G.K. AHUJA	HR:83
95.	P.C.MISHRA	JHK:83
96.	AMARNATHA SHETTY	KR:83
97.	K.G. MOHANLAL	KR:83
98.	ALIT MOHAN BELWAL	MP:83
99.	FARHAN SAJJAD JAFRY	MS:83
100.	BALA PRASAD	MT:83
101.	S. RAGHWAN	OR:83
102.	P.C. TYAGI	TN:83
103.	AWADH KUMAR SINGH	UP:83
104.	JITENDRA VEER SHARMA	UP:83
105.	REKHA PAI	UTT:83
106.	S.T.S. LEPCHA	UTT:83
107.	ASHOK	UTT:83
108.	PRADEEP VYAS	WB:83
109.	TEJINDER SINGH	HP:84
110.	SANJAY KUMAR	JHK:84
111.	D.D. SHARMA	JHK:84
112.	SAIBAL DAS GUPTA	MP:84
113.	ANIL KUMAR SRIVASTAVA	MP:84
114.	S.P. RAYAL	MP:84
115.	GOLLA KRISHANMURTHY	MP:84
116.	ANOOP BADHWA	MS:84
117.	K.S.S.V.P. REDDY	TN:84
118.	S.BASVARAJU	TN:84
119.	SURESH CHANDRA	UP:84
120.	D.M. SHUKLA	AGMUT:85
121.	N.K. VASU	AM:85
122.	PURAN CHANDRA MISHRA	CHH:85
123.	Ms. SAVITA	HP:85
124.	Ms. ANJANI. N. SHARAN	JHK:85
125.	Ms. KIRTI SINGH	JHK:85
126.	RANVIR SINGH	JHK:85

<b>S. No.</b>	<b>Name Of The Officer</b>	<b>Batch</b>
127.	GIRDHAR RAO	MP:85
128	N.S. DONGRIYAL	MP:85
129	G.S. RAJU	MT:85
130	ARVIND KUMAR	SK:185
131	P.RAGHUAM SINGH	TN:85
132	S.P. SRIVASTAVA	UP:85
133	RAVI KANT SINHA	WB:85