

F.No. A-12011/1/2003-IFS.I  
GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT AND FORESTS

Paryavaran Bhawan,  
CGO Complex, Lodi Road,  
New Delhi - 110 003.

Dated the 9th May, 2007

OFFICE MEMORANDUM

Subject: Central Staffing Scheme of the Ministry of Environment and Forests - Procedure for selection and appointment of the Indian Forest Service (IFS) Officers to posts of and above the rank of Assistant Inspector General of Forests & equivalent in the Government of India.

The basic circular on the above subject was issued vide Ministry of Environment and Forests' O.M.No. F.1.11/76-IFS of 8th January, 1984. Further instructions amending the circular were issued from time to time as approved by the Government. All these instructions in force have been reviewed and consolidated, and the undersigned is directed to communicate the following for the information and guidance of all concerned, in supersession of all relevant orders on the subject.

CENTRAL STAFFING SCHEME OF  
THE MINISTRY OF ENVIRONMENT & FORESTS

- 1) The Central Staffing Scheme (CSS) hereinafter referred to as 'Scheme' of the Ministry of Environment and Forests (MoEF) herein after referred to as 'Ministry' has been in operation now for over 20 years. It provides for a systematic arrangement for the selection and appointment of officers of and above the rank of Assistant Inspector General of Forests (AIGF) at the Centre, excluding the tenure deputation posts in the autonomous bodies under the Ministry, known as Non Central Staffing Scheme posts or posts filled by recruitment through the Union Public Service Commission. Appointments to all posts of the rank of Assistant Inspector General of Forests and above in the Government of India are made under the Scheme of the Ministry, by borrowing officers from the Indian Forest Service (IFS), the cardinal principle being that all officers so borrowed will serve the Government of India herein after referred to as Central Government or Centre, for a stipulated tenure on deputation and, thereafter, return to their parent cadres. Their growth, development and career prospects will be mainly in their own cadres.

- 2) The *raison d'être* of such a scheme is the Ministry's need for fresh inputs at senior levels from different cadres of the Indian Forest Service. This two-way movement is of mutual benefit to the Service cadres and the Government of India .
- 3) The posts included under this Scheme shall ordinarily be manned by Indian Forest Service (IFS) officers borne on State/Joint cadres borrowed on tenure basis.
- 4) In exceptional cases, where sufficient number of IFS officers are not available for appointment to specific posts, the officers borne on the State Forest Service (SFS) whose names are included in the 'Select List' referred to in Regulation 7(3) of the IFS (Appointment by Promotion) Regulations, 1966, may be selected for appointment. In case of posts in the North Eastern Region, the SFS officers who are yet to be included in the 'Select List' referred to above, may also be considered.

#### **OBJECT**

5. The scope of the Central Staffing Scheme of MoEF is bound by the following parameters:-
  - (i) All posts of the rank of Assistant Inspector General of Forests and above in the Government of India may be filled on tenure deputation from the Indian Forest Service;
  - (ii) The States/Joint Cadres of the Service have a provision for Senior Posts under the Central Government, which provides for trained and experienced members of Service to serve on posts in the Central Government. Accordingly, utilization of the central deputation quota of different State cadres is an important factor governing the scale at which officers are borrowed from the various State cadres of the Service.

## ELIGIBILITY CRITERIA

6. Eligibility of officers for holding posts of the level of Assistant Inspector General of Forests and above is as given below:-

Designation and pay scale	Minimum number of Years of Service in IFS	Remarks
(1)	(2)	(3)
Assistant Inspector General of Forests (AIGF) and equivalent i. AIG Grade-II [Rs.10,000-325-15,200] ii. AIG Grade-I [Rs.12,000-375-16,500] iii. Senior AIG (Rs. 14,300-400-18,300]	7	Officers should be drawing at least of Rs.10,975 as basic pay in Senior Time Scale or more. The posts at this level will be operated flexibly between the levels of AIG Grade II, AIG Grade I and Senior AIG with the qualifying service being 7, 9 and 13 years respectively.
Deputy Inspector General of Forests (DIGF) and equivalent Rs.16,400-450-20,000	15	Officers should be drawing at least Rs.13,775 as basic pay in the pay scale of Rs.12,000-16,500 or above.
Inspector General of Forests (IGF) and equivalent Rs.18,400-500-22,400	19	Appointment of at least one officer of the Service of any State Cadre in the scale of Rs.18,400-22,400 would be a pre-condition for consideration of the officers of a particular year of allotment.
Director General, Forest Survey of India Director, Indira Gandhi National Forest Academy Rs.22,400-525-24,500	26	Minimum of three years of Service in the scale of 18,400-22,400 in the parent cadre or Service and a minimum of two years of Service left for retirement. Eligibility criteria will apply to the entire batch as soon as one officer of a batch has put in the required three years of Service on a post carrying basic pay of Rs.18,400-22,400.
Additional Director General of Forests (ADGF) Rs.24,050-650-26,000	29	Five years of Service in the scale of Rs.18,400-22,400 in the parent cadre or Service and a minimum of two years of Service left for retirement. Eligibility criteria will apply to the entire batch as soon as one officer of a batch has put in the required five years of Service on a post carrying basic pay of Rs.18,400-22,400.
Director General of Forests & Special Secretary (DGF & SS) Rs.26,000 (Fixed)	30	Minimum of two years of Service in a post carrying a basic pay of Rs.24,050-650-26,000 or above. Eligibility criteria will apply to the entire batch as soon as one officer of a batch has put in the required two years of Service on a post carrying basic pay of Rs.24,050-650-26,000.

**INSTITUTIONAL ARRANGEMENTS FOR SELECTION FOR APPOINTMENTS TO POSTS AT THE LEVEL OF ASSISTANT INSPECTOR GENERAL OF FORESTS (AIGF) AND EQUIVALENT AND DEPUTY INSPECTOR GENERAL OF FORESTS (DIGF) AND EQUIVALENT**

7. For staffing posts of the rank of AIGF and DIGF or equivalent, the Ministry shall be assisted and advised by Central Forestry Establishment Board (CFEB) constituted therefor. The constitution and functions of this Board are as detailed below:-

**Constitution of the CFEB :**

- (i) Secretary, Ministry of Environment & Forests,  
- ex-officio Chairperson
- (ii) Secretary, Department of Personnel and Training  
- ex-officio Member
- (iii) The Director General of Forests & Special Secretary,  
Ministry of Environment and Forests - ex-officio Member
- (iv) Additional Director General of Forests,  
Ministry of Environment and Forests - ex-officio Member
- (v) Forest Establishment Officer i.e. Joint Secretary or  
equivalent, dealing with IFS cadre management in the  
Ministry  
-ex-officio Member Secretary

**Functions of the Board :**

8. It shall be the duty of the Board:-

- (a) to make recommendations, having regard to the merits, eligibility and availability of officers, in the fields of choice for consideration:
  - (i) for appointments to the posts of AIGF and DIGF or equivalent under the Central Staffing Scheme of the Ministry.
  - (ii) for appointments to other posts which carry a pay scale, the maximum of which does not exceed Rs.20,000/- when it is proposed to appoint officers of the Service.
- (b) to consider and make recommendations to the competent authority in respect of cases of pre-mature retirement under rule 16(3) of the All India Services (DCRB) Rules, as fall within the purview of Board and to consider premature retirement under relevant rules in respect of officers below the rank of Chief Conservator of Forests/ or equivalent.
- (c) to make recommendations for selection for deputation on fellowship training such of the cases as are referred to it by the Government.

INSTITUTIONAL ARRANGEMENTS FOR SELECTION FOR APPOINTMENTS TO POSTS OF INSPECTOR GENERAL OF FORESTS (IGF) & EQUIVALENT, DIRECTOR GENERAL, FOREST SURVEY OF INDIA (FSI), DIRECTOR, INDIRA GANDHI NATIONAL FOREST ACADEMY (IGNFA) AND EQUIVALENT, ADDITIONAL DIRECTOR GENERAL OF FORESTS (ADGF) AND DIRECTOR GENERAL OF FORESTS & SPECIAL SECRETARY (DGF & SS):

9. For staffing posts of the rank of IGF or equivalent and above upto and including the level of Additional DGF, the Ministry shall, in the process of making recommendations to the Appointments Committee of the Cabinet, be assisted and advised by a Special Selection Committee (SSC) constituted, herein after referred to as 'Committee'. The constitution and functions of the Special Selection Committee are detailed below :

- (i) Secretary, Ministry of Environment & Forests (MoEF) - Chairperson (Ex-officio)
- (ii) Secretary, Ministry of Science and Technology - Member Ex officio
- (iii) Director General of Forests & Special Secretary, Ministry of Environment & Forests - Member Ex officio

\* For appointment to the post of DGF & SS, selection shall be conducted by a Special Committee of Secretaries Under the Chairmanship of the Cabinet Secretary with the following composition:-

Cabinet Secretary	-	Chairman
Home Secretary	-	Member
Secretary (Personnel)	-	Member
Secretary Environment & Forests	-	Member

**Functions of the Special Selection Committee (SSC) :**

10. To make recommendations, having regard to the merits, eligibility and availability of the officers in the field of choice for consideration:
- (i) for appointments to the posts of IGF and equivalent/Director General, FSI/Director, IGNFA or equivalent/ ADGF/DGF & SS under the Scheme.
  - (ii) for appointments to other non-secretariat posts which carry a pay scale, the maximum of which is not less than Rs.18,400/-, but does not exceed Rs.24,500/- when it is proposed to appoint officers of the Service.

## **FOREST ESTABLISHMENT OFFICER :**

11. Joint Secretary or equivalent dealing with the IFS cadre management in the Ministry shall be designated as the Forest Establishment Officer hereinafter called (FEO) under the Scheme and he would be the ex-officio Secretary to the SSC.

The duties of FEO *shall be* :-

- (i) To receive communications intended for the CFEB/SSC/ACC and to obtain and communicate their orders to the officers concerned.
- (ii) To keep himself informed of all possible or impending vacancies in the posts falling within the purview of the SSC/CFEB and the availability of officers of the requisite seniority/qualifications and experience for making such appointments.
- (iii) To keep himself in close touch with the State Governments, for the systematic planning for placement of suitable officers on deputation posts at the Centre;
- (iv) To ensure up-to-date maintenance and proper custody of the annual confidential records of all officers belonging to the Service;
- (v) To correspond with the State Governments in regard to the selection or reversion of officers in connection with the appointments within the purview of the ACC or CFEB;
- (vi) To keep himself fully informed of all aspects of senior management (i.e. IGF and above and their equivalent) including development of personnel for it.

## **CADRE CLEARANCE FOR APPOINTMENT TO AUTONOMOUS BODIES**

12. The autonomous bodies wholly or substantially funded by the MoEF or any other Ministry shall not appoint a member of the Service without obtaining cadre clearance from the Ministry.

## **PROCEDURE FOR FILLING UP OF VACANCIES :**

13. The procedure will be as under :-
  - (i) The IFS officers at different levels shall be empanelled based on the evaluation of their Annual Confidential Reports (ACRs)/ Personal Appraisal Reports (PARs) Dossiers; Vigilance clearance and other Service Records. The Panels at the levels of IGF and above will require approval by the ACC.
  - (ii) The list of officers empanelled at different Grades shall be maintained with the FEO.
  - (iii) The State/UT Governments shall convey the names of the officers from amongst the empanelled officers whose services they are

willing to spare for deputation with the GOI. The list of such officers shall constitute the "Offer List".

(iv) The anticipated and the existing vacancies shall be made known to the State/ UT Governments on six-monthly basis or earlier if so required. This information shall also be put on the Ministry's website.

(v) A Screening Committee shall shortlist the suitable candidates for a particular post. The Committee shall comprise of:

A. For the posts of the Grade of IGF and above:

1. DGF & SS - Chairman
2. ADGF (FC) - Member
3. ADGF (WL) - Member

B. For the posts of the Grade of DIGF and below:

1. ADGF (FC) - Member#
2. ADGF (WL) - Member#
3. JS - Member

(# The senior of the two ADGFs would be the Chairman)

For screening of officers at a particular level, no officer of the same level or below shall be a Member of the Screening Committee:

(vi) For final selection of the candidate the Offer List / Short-listed Offer List shall be put up before the Board/Committee.

(vii) The preparation of a 'panel' shall be through a process of strict selection and evaluation of such criteria as length of the service, merit, competence, leadership, capacity for policy making on the basis of qualification, experience and specific suitability of the officer(s) to the post.

(viii) The appointments to the posts up to the level of DIGF and equivalent shall be approved by the Ministry and for the level of IGF and above by the ACC. For appointments of officers under this scheme in other Ministries, a 'panel' approved by the competent authority in the MoEF would be forwarded to the concerned Ministry for selection of a suitable officer in that Ministry.

(ix) The validity of a 'panel' for a particular post shall be for a period of one year from the date of its approval by the competent authority.

(x) The officer once empanelled shall stay empanelled till retirement.

## TENURE

14(i) The fixed tenure of deputation of posting under the Central Government in the Ministry is the heart of the Scheme. Rotation between the Centre and the States and headquarters and the field, provide a certain degree of pragmatism to the officers for policy formulation and implementation of programmes of the Central and the State Government. Based on the experience gained so far, the periods of tenure of deputation at the different levels shall be as under:-

AIGF or equivalent	-	4 years
DIGF or equivalent	-	5 years
IGF or equivalent	-	5 years
Above the level of IGF	-	4 years

14(ii) An officer holding the post of Inspector General of Forests or equivalent when appointed to a post under the Scheme at the level of Director General, Forest Survey of India (FSI) or Director, Indira Gandhi National Forest Academy (IGNFA) or equivalent shall have a maximum of seven years of combined deputation tenure. For appointment at the level of the ADGF, the combined tenure will be seven years. There shall be no fixed tenure for the post of the Director General of Forests and Special Secretary (DGF&SS).

14(iii) On the exact date of completion of deputation tenure, every officer shall revert back to his parent cadre. The Officer will, however, have a choice to revert to the cadre on the 31<sup>st</sup> May, previous to the date of the end of the deputation tenure in case of personal grounds such as children's education etc.

14(iv) The period of training abroad undergone by an officer, who was deputed while working at the Centre under the Scheme will not be excluded for the purpose of calculating the tenure at the Centre.

14(v) In cases of the officers who underwent training in India the complete period of training will be excluded for the purpose of calculating tenure at the Centre in the following institutions cases :

- (i) The National Defence College, New Delhi.
- (ii) The Defence Services Staff College, Wellington.
- (iii) The Management Development Institute, Gurgaon for the National Management Programme.
- (iv) The Indian Institute of Public Administration, New Delhi for the Advanced Professional Program in Public Administration (APPPA) course (only for the first tenure at the Centre). If the selection for the APPPA course is towards the end of the first tenure, the officer will get extension of tenure till the end of the course.
- (v) The Indian Institute of Management, Bangalore for MBA course on Public Policy sponsored by the DoPT.



- (vi) For an officer selected for the Jawahar Lal Nehru Fellowship, only half the period spent on the Fellowship will be counted towards the Central tenure.
- 14(vi) If an officer at the time of completion of his/her deputation tenure under this scheme has less than one year to retire on superannuation, can be given extension of tenure, if willing, till his/her superannuation and need not be reverted to the parent cadre.
- 14(vii) An officer who has served in any of the following institutions/posts for at least three years will be permitted to count half the period spent on that post towards his central deputation tenure, subject to a maximum overall tenure of seven years.
1. State Forest Service College, Burnihat, Dehradun and Coimbatore
  2. Eastern Forest Rangers College, Kurseong.
  3. Regional Office of the Ministry at Shillong
  4. Forest Survey of India.
  5. Indira Gandhi National Forest Academy, Dehradun.
- 14(viii) Officers left with balance tenure of less than a year on return from posting abroad or Foreign Service shall be reverted to their parent cadres.
- 14(ix) Premature reversion to the respective cadres of the Officers serving under the Central Staffing Scheme of MoEF may be allowed by the Cabinet Secretary:
- a. in cases where the officers want to avail the benefit of promotion in their cadres;
  - b. where the balance tenure of the officer is less than six months.
- All other cases of premature repatriation to cadres will require the approval of the Appointments Committee of the Cabinet. Officers reverting to their cadres prematurely shall be subject to the condition of 'extended colling off', viz, the cooling off for the next Central deputation being reckoned from the date the officers (were scheduled to) complete their normal tenures.
- 14(x) The deputation tenure as prescribed in the preceding paragraphs will not confer any right to the officers to remain on deputation. The Central Government reserves the right to revert the officers to their parent cadres at any time without assigning any reason or change his place of posting. The tenure of the officer(s) can also be curtailed in public interest at the distretion of the Competent Authority.
- 14(xi) Every officer appointed to the post under the provision of this Scheme shall revert to the parent State/Joint cadre on the completion of tenure. On completion of approved tenure, the Head of the organization/institute will be responsible for relieving the

officer. No officer will be retained in the organization/institute beyond the approved tenure. Temporary arrangements in vacant posts will require approval of the authority competent to make appointments in such posts.

- 14(xii) Officers on repatriation from the Centre on completion of tenure, may be allowed leave not exceeding two months by the concerned organization/institute. For sanction of further leave required, if any, the officer shall apply to the parent cadre

**OFFICERS RETURNING FROM FOREIGN ASSIGNMENT:**

15. An officer who has been on foreign assignment for a period of two years or more will not be considered for empanelment until he reverts back from such foreign deputation.

**INTERVAL BETWEEN POSTINGS ON DEPUTATIONS TO THE CENTRE:**

- 16(i) An officer will be considered for deputation to the Central Government on the posts of AIGF, DIGF, or IGF only if he has rendered three years of Service, prior to the proposed date of his appointment at the Centre, in the State Government/Union Territory Administration or in his parent cadre. In the case of the states like Assam, Meghalaya, Manipur, Tripura, Nagaland, Arunachal Pradesh, Mizoram, Andaman & Nicobar Islands, Lakshdweep Islands, Jammu & Kashmir and Sikkim the prescribed interval, also known as 'cooling off' period, will be two years. For appointments at the level of Director General, FSI/ Director, IGNFA or ADGF or equivalent, the period of 'cooling off' will be one year. No such restriction would apply for appointment to the post of DGF & SS.
- 16(ii) Any leave taken by the officer on completion of tenure of deputation at the Centre from the Central Government will not be counted towards 'cooling off' period. In other words, the 'cooling off' will count from the date the officer reports for duty to the State Government, Union Territory Administration or the cadre authority.
- 16(iii) The 'cooling off' period for the officers belonging to cadres other than North East and J&K, who opt to serve in the North Eastern States and Jammu & Kashmir after completing a spell of Central Deputation, will be reduced to 50 % of the normal 'cooling off' period prescribed for others. (The services rendered by such officers in the North Eastern States and Jammu & Kashmir will count towards 'cooling off')
- 16(iv) Central deputation will normally not be in continuation of inter cadre deputation. However, it can be allowed in case of officers who borne on cadres other than North Eastern States and Jammu and Kashmir who have served on Inter cadre deputation to North Eastern States or J&K for a minimum period of one and half years.

### **COMPULSORY WAITING**

- 17(i) Where an officer is to be appointed to a post different from the one held previously on account of return from training, or abolition of post etc., he/she shall continue to be borne on the establishment of the organization in which he/she previously held the post and his/her pay and allowances shall be met by that organization, till such time he/she assumes charge of a new post. The services of such an officer during the period of his/her compulsory wait can be utilized by the Ministry, for any specific assignment.
- 17(ii) Officers posted as Resident Commissioners, or against similar posts of the State Governments in Delhi w.e.f. 4/10/1993 would get lower weightage when the Central Government considers their names for Central Deputation.

### **DEPARMENT**

- 18(i). An officer will ordinarily be debarred for further Central deputation for a five years period, if he fails to take up an assignment in pursuance of an order of the Central Government and the cadre authority/State Govt. have not requested for withdrawal of the name from the 'offer list' before his name was included in the 'panel' by the Special Selection Committee/CFEB for a placement.
- 18(ii). A representation against debarment will be considered and decided by the Appointments Committee of the Cabinet.

### **MOVEMENT OF OFFICERS APPOINTED UNDER THE CSS OF THE MoEF TO THE CSS OF THE DoPT AND THE NON-CSS POSTS OF OTHER MINISTRIES**

- 19(i) Movement of an officer appointed on a post included under Central Staffing Scheme of the Ministry to another post at the centre is permitted. Movement of an officer appointed on a post included under the Central Staffing Scheme of the MoEF to a non CSS of MoEF, DoPT, other Ministries and vice versa is also permitted.
- 19(ii) Maximum continuous tenure on the CSS and Non-CSS would be seven years.

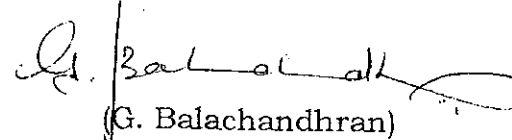
### **MATTERS NOT COVERED UNDER THE SCHEME:**

20. For the matters related to Central deputation that are not specifically covered under this scheme, the practice / guidelines being followed in the CSS of the DoPT would apply.

### **REPEAL AND SAVINGS**

21. With effect from the date of coming into force of this amended Scheme, the old rules framed for appointment to various posts falling within the purview of this Scheme shall cease to operate.

22. Any issue in doubt or dispute regarding the interpretation of these instructions shall be referred to the Ministry of Environment & Forests for final decision.



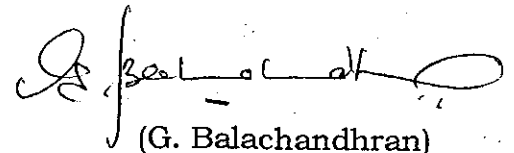
(G. Balachandhran)  
Forest Establishment Officer &  
Joint Secretary to the Government of India

To

The Manager,  
Government of India Press,  
New Delhi - (With Hindi Version)

Copy also forwarded for information to:

1. PS to MEF / PPS to Secretary (E&F) / PPS to Director General of Forests & Special Secretary.
2. The Caninet Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
3. The Secretary, DoPT, North Block, New Delhi.
4. The Secretary, MoRD, Krishi Bhavan, New Delhi.
5. The Secretary, DARE, Ministry of Agriculture, Krishi Bhavan, New Delhi.
6. The Secretary, Planning Commission, Yojana Bhavan, New Delhi.
7. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
8. Joint Secretary (Services), Department of Personnel & Training, North Block, New Delhi.
9. The Secretary, Forest Department, All State Governments/ UTs.
10. Principal Chief Conservator of Forests, All State Governments / UTs.
11. All officers in the Ministry of Environment & Forests / National Afforestation Eco-development Board / GPD.
12. Director General, FSI Dehradun, Director, IGNFA/DFE, Dehradun.
13. Director General, ICFRE, Dehradun.
14. All Regional Offices under the Ministry of Environment & Forests.
15. All Subordinate offices including SFS College / EFRC, Kerseong.
16. Director IIFM, Bhopal / Director WII, Dehradun.
17. Spare Copies - 25.



(G. Balachandhran)  
Forest Establishment Officer &  
Joint Secretary to the Government of India