

F. No. 38017/01/2015-IFS-I  
Government of India  
Ministry of Environment, Forest and Climate Change  
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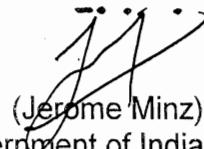
Dated:- 31<sup>st</sup> March 2016

OFFICE MEMORANDUM

Sub: Minutes of the meeting held on 29.03.2016 at 11.00 AM under the Chairmanship of Secretary, Ministry of Environment, Forest and Climate Change, New Delhi, with the Principal Secretaries (Forest)/Principal Chief Conservators of Forest of all the State Governments/UTs.

I am directed to forward a copy of the minutes of the meeting held on 29.03.2016 at 11.00 AM under the Chairmanship of Secretary, Ministry of Environment, Forest and Climate Change, New Delhi, with the Principal Secretaries (Forest)/Principal Chief Conservators of Forest of all the State Governments/UTs for information and necessary action.

It is requested that action as deliberated upon may be taken up immediately and a report furnished to the Ministry at an early date.

  
(Jerome Minz)  
Deputy Secretary to the Government of India

To,

Principal Secretary (Forest)  
All States and UTs

Copy to: Principal Chief Conservators of Forest of all States and UTs.

**Minutes of the meeting held on 29.03.2016 at 11.00 AM under the Chairmanship of Secretary, Ministry of Environment, Forest and Climate Change, New Delhi, with the Principal Secretaries (Forest)/Principal Chief Conservators of Forest of all the State Governments/UTs.**

A meeting was held under the chairmanship of Secretary, Ministry of Environment, Forest and Climate Change with the Principal Secretaries (Forest)/Principal Chief Conservators of Forest of all the State Governments/UTs to discuss various urgent issues with reference to the effective cadre management of Indian Forest Service Officers.

List of participants is enclosed as Annexure.

Secretary, Ministry of Environment, Forest and Climate Change welcomed all the participants and gave a brief background and context of the meeting. Secretary explained that some of the issues listed in the agenda items have been taken up with the State Governments at various levels, however, there has been no response. Thereafter, agenda items were taken up for discussion.

- (i) **Review of service of All India Service officers who have completed 15 years and 25 years of qualifying service or attained the age of 50 years, whichever is earlier, is required to be carried as per the provisions contained in the All India Services (Death-cum-Retirement Benefits) Rules, 1958.**

Initiating the discussion, IG (IFS) explained in brief the provisions of the All India Services (Death-cum-Retirement Benefits) Rules, 1958, highlighting that State Governments are required to carry out review of officers who have completed 15 years, 25 years have attained the age of 50 years. This report is required to be forward in the prescribed proforma. A copy of the proforma was circulated to all the participants. It was also highlighted that State Government should complete this exercise as the Central Government attaches a lot of importance to this exercise and this is being monitored at the highest level. Secretary (EF&CC) requested representatives of all the State Governments/UT to apprise in brief the progress made so far. Most of State Governments informed that they have already initiated the process and are likely to complete the review by the end of April, 2016. It was requested to all the representatives to complete the process at the earliest and send the report in the prescribed proforma circulated to them. Secretary, (EF&CC), expressed his concern over the dismal progress made by the State Governments and conveyed the urgency in this regard.

(ii) **Pending Sanction for Prosecution cases in r/o IFS officers.**

Joint Secretary & Chief Vigilance Officer in the Ministry apprised the participants that sanction for prosecution cases needs to be sent by the State Governments in the required format. JS&CVO also pointed out certain State Governments from where such proposal are awaited and requested them to expedite the matter since such proposals are required to be referred to the Central Vigilance Commission.

(iii) **Empanelment of IFS officers at Joint Secretary level under the Central Staffing Scheme of DoPT.**

IG (IFS) apprised the participants that IFS officers upto 1990 batch have already been empanelled. It was informed that the Expert Panel in DoPT has already assessed the ACR dossiers of IFS officers of 1991-1994 batch however the matter could not be processed further for want of duly filled CVC pro-forma still pending with some State Governments. Batch wise details showing pendency were presented. Further, it was highlighted that due to late response from some State Governments, the CVC pro-forma already received from other State Government lose their validity after one year resulting in delay in processing the cases. Secretary apprised the State Governments that Department of Personnel and Training is also objecting to the piece meal approach of Ministry of Environment, Forest and Climate Change and has requested that a consolidated proposal be forwarded. A copy of the letter dated 28.03.2016 addressed to these States requesting for CVC pro-forma was handed over to the representatives of the concerned State Governments. It was requested that duly filled CVC pro-forma in original, duly signed and stamped with date in respect of IFS officers of 1991-1994 batches may be sent to the Ministry by 15<sup>th</sup> April, 2016.

(iv) **Adopting SPARROW (Smart Performance Appraisal Report Recording Online Window) for online recording APARs in r/o IFS officers.**

Secretary, Ministry of Environment, Forest and Climate Change observed that adopting SPARROW is a significant shift from manual process to online process for online recording of APARs of IFS officers.

IGF(IFS) apprised the participants that as per the requirement, for adopting SPARROW all IFS officers are required to have nic mail ID and digital signatures (DSC). Accordingly, all the representatives were requested to send the duly filled pro-forma (n)Code Solutions, who is an empanelled agency with NICSI, for issue of Digital Signatures Certificate. It was also requested that all the nodal officers should be in touch with Shri R.K. Agrawal, Marketing Manager, (n)code Solutions, for obtaining DSCs. Many participants raised the issue of not having active NIC mail. It was informed that for any NIC related problem the State Government may contact Shri Anil Kumar, Technical Director, NIC, Ministry of Environment, Forest and Climate Change at [anil.kumar@nic.in](mailto:anil.kumar@nic.in) and for Digital Signature Certificate Shri. R. K. Agrawal, Marketing Manager, (n)Code Solutions. Tel: 011-26452279-80. Mob: 9891927888 email: [rkagrawal@gnfc.in](mailto:rkagrawal@gnfc.in).

It was also informed that for obtaining/activating nic mail, Shri Anil Kumar, Technical Director (NIC) may be contacted.

(v) **Induction of State Forest Service officers to IFS.**

IGF(IFS) apprised the participants that the proposals for confirmation of promotion quota vacancies for induction of State Forest Service Officers into IFS are awaited from some State Governments. Some State Governments informed that delay in sending the proposals was due to Court cases filed by the State Forest Service Officer. The State Governments however assured that all such proposal will be sent to the Ministry by the end of April, 2016.

(vi) **Digitization of ACRs/APARs.**

IGF(IFS) apprised the participants that the Ministry has initiated an exercise to convert hard copy of ACRs/APARs into the digitized form. It was also informed that the status of availability of ACRs/APARs is uploaded in website [www.ifs.nic.in](http://www.ifs.nic.in). The participants were requested to check the availability status of ACRs/APARs and not available ACRs/APARs may be sent the Ministry for updating the record. NIC was requested to suitably modify the software so that the non available ACRs/APARs are also clearly reflected.

(vii) **Updation of Executive Records Sheets.**

IGF(IFS) apprised the participants that even after constant persuasion, Executive Record Sheet of only 1.323 IFS officers are available and some of the Executive Record Sheets available are not updated. The participants were requested to sensitize the IFS officers for creating and updating their Executive Record Sheets as this is also essential for SPARROW. It was also clarified that due to non-availability of Executive Records Sheets, the request for any kind of deputation, foreign travel etc will not be considered.

While concluding the meeting, Secretary, Ministry of Environment, Forest and Climate Change observed that amongst all the issues discussed review of service of All India Service officers needs topmost attention as there is no progress in this regard by most of the States. Secretary requested all participants to apprise the Chief Secretaries about the deliberations and convey the sense of urgency in this regard. In addition Secretary also expressed his concern and observation that issues related to personnel management in States needs to be addressed effectively. The various records such as APARs, ER Sheets and Service Books etc should be updated and available easily. The States should have a plan of action to this effect.

Secretary also highlighted that most of the States do not have adequate utilization of the CDR. This leads to a number of problems as far as cadre management is concerned. Further, CDR is also an important criteria while assessing Cadre Review proposals. Therefore, efforts should be made to fully utilize CDR.

The meeting ended with a vote of thanks to the Chair.

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**LIST OF PARTICIPANTS**

| Sl.No. | State/UTs.                   | Name Of Officers  | Designation   |
|--------|------------------------------|---|---|
| 1.     | MoEF&CC                      | Dr. S.S. Negi   | DGF&SS  |
| 2.     | MoEF&CC                      | Dr. Rekha Pai   | IGF(IFS)  |
| 3.     | MoEF&CC                      | Shri Arun Kumar Mehta   | Joint Secretary & CVO   |
| 4.     | MoEF&CC                      | Shri Jerome Minz  | Deputy Secretary (IFS)  |
| 5.     | Andhra Pradesh               | Sh. S.B.L. Mishra   | Principal Chief Conservator of Forest   |
| 6.     | A&N Islands                  | Sh. Omkar Singh   | Principal Chief Conservator of Forest   |
| 7.     | Arunachal Pradesh            | Dr. Shashi Kumar  | Principal Chief Conservator of Forest & Principal Secretary (Forest)                        |
| 8.     | Assam                        | Sh. Sanjeeva Kumar  | Principal Secretary (Forest)  |
| 9.     | Bihar                        | Sh. D.K. Shukla   | Principal Chief Conservator of Forest   |
| 10.    | Chandigarh                   | Sh. Santosh Kumar   | Chief Conservator of Forest   |
| 11.    | Delhi                        | Sh. Tarun Coomar  | Additional PCCF   |
| 12.    | Daman and Diu and D&N Haveli | Sh. O.V.R. Reddy  | Chief Conservator of Forest   |
| 13.    | Goa                          | Sh. Ajai Saxena   | Principal Chief Conservator of Forest   |
| 14.    | Gujarat                      | Sh. Puranchand Parmar   | Secretary   |
| 15.    | Haryana                      | 1. Sh. Amarinder Kaur<br>2. Sh. Rupinder Singh<br>3. Sh. Vivek Saxena | 1. Principal Chief Conservator of Forest<br>2. Addl. PCCF<br>3. Chief Conservator of Forest |
| 16.    | Himachal Pradesh             | Sh. Vivek Mahajan   | Resident Commissioner   |
| 17.    | Jharkhand                    | Sh. S.E.H. Kazmi  | Additional PCCF (Admn.)   |
| 18.    | Jammu & Kashmir              | Sh. Rakesh Kumar Gupta  | Principal Secretary (Forest)  |
| 19.    | Karnataka                    | Sh. Abhiram G. Sankar   | Deputy Secretary (Services), DPAR   |
| 20.    | Kerala                       | Sh. K. J. Varughese   | Additional PCCF (Admn.)   |
| 21.    | Madhya Pradesh               | 1. Sh. Anil K. Upadhyay<br>2. Sh. Keshav Singh                        | 1. Additional PCCF<br>2. Conservator of Forest (Admin I)                                    |
| 22.    | Maharashtra                  | Sh. Virendra Tiwari   | Chief Conservator of Forest   |
| 23.    | Manipur                      | Sh. Shambhu Singh   | Addl. Chief Secretary (F)   |
| 24.    | Meghalaya                    | Sh. B.K. Lyngwa   | Additional PCCF   |
| 25.    | Mizoram                      | 1. Sh. Umakant<br>2. Sh. Tsewang Gyaltson                             | 1. OSD, Mizoram Government<br>2. Assistant Conservator of Forest                            |
| 26.    | Odhisha                      | Sh. P.K. Lenka  | Additional Secretary (F&E)  |
| 27.    | Punjab                       | Sh. Saurabh Gupta   | Conservator of Forest   |
| 28.    | Rajasthan                    | Sh. Deepak Bhatnagar  | Member Secretary & APCCF  |
| 29.    | Sikkim                       | Smt. Monalisa Das   | Joint Residential Commissioner  |
| 30.    | Tamil Nadu                   | 1. Sh. Hansh Raj Verma<br>2. Sh. Sudhanshu Gupta                      | 1. Secretary (Forest)<br>2. CCF   |
| 31.    | Tripura                      | Sh. Rakesh Sarwal   | Principal Residential Commissioner  |
| 32.    | Uttar Pradesh                | 1. Ashok Kumar<br>2. Sh. S.P. Srivastava<br>3. Sh. Bivash Ranjan      | 1. Special Secretary<br>2. Chief Conservator of Forest<br>3. Chief Conservator of Forest    |
| 33.    | Uttarakhand                  | 1. Sh. R.K. Tomar<br>2. Sh. Monish Mullick                            | 1. Joint Secretary<br>2. Additional PCCF  |
| 34.    | West Bengal                  | Sh. C. Sinha  | Principal Secretary (Forest)  |
| 35.    | IGNFA (Dehradun)             | Sh. Alok Saxena   | Principal Chief Conservator of Forest/ Joint Director                                       |