

MOST IMMEDIATE

By Speed Post

No. 12034/07/2021-IFS-I
Government of India
Ministry of Environment, Forest & Climate change

6th Floor, Prithivi Wing,
Indira Paryavaran Bhawan, JorBagh Road,
Ali Ganj, New Delhi-110003.
Date: 25th October, 2021.

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.

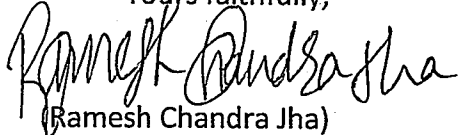
2. In addition to the above, the Cabinet Secretariat has informed that officers fulfilling the following criteria would only be considered for empanelment:

- (i) Officers whose year of Examination is not later than 1988 (i.e. 1989 batch) for Secretary level and 1994 (i.e. 1995 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; and

Contd..

- (iv) Officers should have at least 1 year's residual service as on 01.01.2022;
3. The reference date for determining eligibility shall be 01.01.2022.
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 8th November, 2021 along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by 15th November, 2021):
- (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
 - (iv) 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,

(Ramesh Chandra Jha)
Under Secretary to the Govt. of India

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1. NIC for uploading in website.

Format-I

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 a post in Level 15 of the Pay Matrix (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached) *			Vigilance Status		Date of filing of IPR - 2020	Whether the officer is in Apex scale in cadre
									Post	Duration		CVC clearance	Cadre VC Status		
										From	To				

* Experience of working in the posts in cadre need not be indicated

(Signature of Forwarding Authority)

Format-II

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 a post in Level 14 of the Pay Matrix in the parent cadre/service (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached)*		Vigilance Status		Date of filing of IPR - 2020	Whether the officer is in HAG scale in cadre
									Post	Duration	CVC clearance	Cadre VC Status		
								From	To					

* Experience of working in the posts in the cadre need not be indicated

(Signature of Forwarding Authority)