

MOST IMMEDIATE  
By Speed Post

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

6<sup>th</sup> Floor, Prithivi Wing,  
Indira Paryavaran Bhawan, Jor Bagh Road,  
Ali Ganj, New Delhi-110003.  
Date: 15<sup>th</sup> July, 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 1987 (i.e. 1988 batch) for Secretary level and 1993 (i.e. 1994 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 01.01.2021;
3. The reference date for determining eligibility shall be 01.01.2021.
  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 31st July, 2021 along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by 10th August, 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,



(J.S. Kanth)

Under Secretary to the Govt. of India

Copy to:

1. NIC for uploading in website.

**ARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / 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 / Deptt. concerned ( in case of officers of PSUs etc. )	From	To

8. Whether the officer 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:

(NAME AND SIGNATURE)

(\* ) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

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)