

MOST IMMEDIATE
By Speed Post

No. 12034/03/2024-IFS-I
Government of India
Ministry of Environment, Forest & Climate change

6th Floor, Prithivi Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Ali Ganj, New Delhi-110003.
Date: 19th March, 2024.

OFFICE MEMORANDUM

Subject: - Secretary and 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 1990 (i.e. 1991 batch) for Secretary level and 1996 (i.e. 1997 batch) for Additional Secretary level;
- ii. Officers should have been empanelled as Additional Secretary level (for empanelment at Secretary Level) and at Joint Secretary level (for empanelment as 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
- iv. Officers should have at least one year's residual service as on 01.01.2024.

3. The reference date for determining eligibility shall be 01.01.2024.

Contd..

4. In this regard, all the Ministries/Departments of Government of India and PSU's are requested to give their recommendations in respect of eligible officers belonging to the Indian Forest Service posted/under their administrative control, in the format enclosed along with following documents latest **by 5th April, 2024** (as the recommendations have to be sent to Cabinet Secretariat latest by **15th April, 2024**):

- i. Up to date Executive Record Sheets along with latest 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.


(Prem Prakash Maurya)

Under Secretary to the Govt. of India

To,

All Ministries/Department of Government of India & and PSU's. (As per the List enclosed.

Copy to:

1. NIC for uploading in website.

NOMINATIONS FOR 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 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 - 2023	Whether the officer is in Apex scale in cadre
									Post	Duration From To	CVC clearance	Cadre VC Status		

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

(Signature of Forwarding Authority)

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 on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held under 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 - 2023	Whether the officer is in HAG in cadre
										Post	Duration		
									From	To			

*Date of NFU need not be indicated

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

(Signature of Forwarding Authority)



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 021-AIS-1(2)

दिनांक / Dated.....23.02.2024.....

CIRCULAR No. 06/02/24

Sub: - Revised Proforma for furnishing details of officers by the Cadre Controlling Authorities while seeking vigilance clearance – modification of Point No.7 - reg.

Kind attention is invited to the Central Vigilance Commission's OM of even number dated 16.03.2022 vide which 13 Point Proforma capturing departmental input on antecedents of concerned officer has been circulated. At Point No. 7 of the 13 Point format, posting details of the officer(s) are furnished by the Cadre Controlling Authorities for soliciting Commission's input on vigilance status of the officer(s)/ assessing suitability of the officer(s) for appointment of CVO.

2. It has now been decided that Point No. 7 of the 13 Point proforma may be modified to capture more details of the officers as under: -

Present provision

7. Positions held :
(during the ten preceding years)

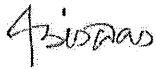
Modified provision

7. Positions held including whether the officer has functioned as a CVO in part time or additional charge capacity :
(during the ten preceding years)

Contd./-

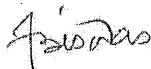
Aswas

3. A copy of the prescribed proforma along with ibid modification, is enclosed herewith for information and use by Administrative Ministries/ Department/ Organizations.
4. This issues with the approval of the Commission.


(Anirban Biswas)
Under Secretary

To,

- (i) The Secretaries of all Ministries/Departments of Gol,
- (ii) All CVOs as per portal (through NIC),
- (iii) Copy forwarded to Sr. TD, NIC, CVC – with a request to upload it on the Commission's website and notify CVOs through the portal.


(Anirban Biswas)
Under Secretary

PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE COMMENTS/ CLEARANCE
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 **including whether the officer has functioned as a CVO in part time or additional charge capacity** :

(During the ten preceding years)

Sl.No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/ Deptt. concerned (in case of officers of PSUs etc.)	Form	TO

DATE:

(NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS/
CLEARANCE BEING SOUGHT

(To be furnished by the CVO or HOD)

- Name of the Officer :
8. Whether the officer has been placed on the "Agreed List" or "List of Officer 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 (*)] :
13. Whether any complaint with **vigilance angle** is pending against the officer [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.