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Government of India  
Ministry of Environment, Forest and Climate Change

Prithvi, 6<sup>th</sup> Floor,  
Indira Paryavaran Bhawan,  
Jor Bagh Road, New Delhi -110 003.  
Dated: 26<sup>th</sup> July, 2024

To

The Chief Secretaries/ Administrators,  
All State Governments/Union Territories

**Subject: Vacancy Circular for inviting nominations for appointment to the post of Director General of Forests & Special Secretary on tenure deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change (Vacancy Year-2025) – regarding.**

Sir/Madam,

The Ministry of Environment, Forest and Climate Change (hereinafter referred to as 'Ministry') invites nominations of eligible and willing IFS officers for appointment to the post of Director General of Forests & Special Secretary (DGF&SS), under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change (hereinafter referred to as 'Scheme') dated 06.05.2011, which is available on website ifs.nic.in.

2. As far as the eligibility of batches vis-a-vis the minimum years of service is concerned, it has been decided to invite the applications from willing IFS officers who are eligible as per the conditions laid down in the Scheme of the Ministry.

3. The criteria of eligibility laid down in the Scheme for holding the post of DGF&SS & equivalent level are as under:-

(i) Minimum 30 years of service with reference to the Year of Allotment in the IFS (as on 01.01.2025).

(ii) At least one officer of the service of any state cadre, having the same year of allotment should have completed two years of service to a post in Pay Band HAG + (i.e. Rs.75,500-80,000/-) (as on 01.01.2025).

(Explanatory notes):- It is not necessary for the officer under consideration to be actually appointed in the pay band of HAG+ in his/her cadre. The officer will be eligible for consideration to this post as long as any one officer of his/ her batch has completed two years of service in pay band HAG + i.e. 75,500 – 80,000/- in any State cadre)

(iii) The officer under consideration should have a minimum of one year of service left before superannuation (as on 01.01.2025).

(iv) No cooling off period attracts for applying to the post of DGF&SS.

4. If the officer fails to take up the central deputation assignment after the appointment is approved, he/she will attract debarment of five years from central deputation in accordance with the provisions laid down in the Scheme.

5. Last date of receipt of complete application: The application, complete in all respects as per Annexure-I, vigilance clearance, duly attested APARs (in accordance with the Scheme) and concurrence of the State Government, should be sent on email id ifs@nic.in latest by **27.09.2024**. It may also be



ensured that the correct and updated Executive Record Sheet of the applicant is also attached with the application.

6. Application received without the consent of the State /UT Government and after the last date of receipt of applications will not be entertained.


7. A checklist of documents to be submitted including the application in due format, has been given at Annexure – II.

  
(Prem Prakash Maurya)

Under Secretary to Government of India  
011-20819192

**Copy to:**

1. All Principal Chief Conservators of Forests (HoFF) of State/UT Administrations.
2. The Director General, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun-248 006.
3. Director, IIFM, Nehru Nagar, Bhopal-462 003.
4. The Director General, Forests Survey of India, Kaulagarh Road, Dehradun.
5. The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.
6. All IFS officers in the Ministry of Environment, Forest and Climate Change (including National Afforestation Eco-Development Board)/ Ministry of Agriculture/ Ministry of Rural Development.
7. All Ministries of Government of India
8. NIC for placing the circular on the IFS website/Spare copies-50.

  
(Prem Prakash Maurya)

Under Secretary to Government of India

**ANNEXURE-I**

**APPLICATION FORM FOR CENTRAL DEPUTATION POSTING UNDER THE CENTRAL STAFFING SCHEME OF THE MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE FOR INDIAN FOREST SERVICE OFFICERS FOR APPOINTMENT TO THE POST OF DIRECTOR GENERAL OF FORESTS AND SPECIAL SECRETARY**

**Part-I (to be filled in by the applicant)**

1.	The year for which application is made	
2.	The level at which deputation is sought and choice of posting	DGF&SS, MoEFCC, New Delhi
3.	Name of the applicant	
4.	Batch/year of allotment	
5.	Cadre	
6.	Date of Birth	
7.	Present pay scale with date of commencement of scale of pay	
8.	Present post held	
9.	Full Address for correspondence: (phone/fax/mobile/e-mail)	

10. Educational qualifications

S.No.	Degree/Diploma	University/Institute	Year	Subject(s)

11. Details of postings for the last 10 years: (in descending order)

S No.	Years (from- to)	Post held	Name of the organization	Main Responsibilities in The post	Special attributes/ achievements

12. Details of all deputation postings (in descending order):

S No.	Years (from-to)	Post held	Organisation	Main areas of Responsibilities in the post

13. Date of return to Cadre from last deputation:

Station:

Signature:

Date:

Name:

Ph/Mob:

**Part-II (to be filled in by the concerned State/UT Government)**

1.	Name of the applicant	
2.	Cadre	
3.	Year of allotment	
4.	Date of superannuation	
5.	Whether the officer is clear from vigilance angle	
6.	Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)	
7.	Has the officer ever been reprimanded/penalized or debarred from deputation, if so the details thereof	
8.	Whether original/copies (attested) of ACRs of last ten/eight/five years enclosed	

9. Central Deputation Reserve (in figures) as on date of sponsorship:

Authorized	Filled	Gap

10. State Deputation Reserve (in figures) as on date of sponsorship:

Authorized	Filled	Gap

11. It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for a posting under the CSS of the MoEFCC, the services of the officer shall be placed at the disposal of the Central Government.

Name & designation of the Head of the Forest Department of the State/UT or the Authorized Officer	
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Date:

Place:

**Signature of the officer concerned  
In the State Government/UT Government**

**Part III (to be filled in by the concerned State/UT Government/Administrative Ministries where the officer is already on deputation)**

**PARTICULARS 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 **including whether the officer has functioned as a CVO in part time or additional change capacity**  
(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

DATE:

(NAME AND SIGNATURE)

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

(To be furnished and signed by the CVO or HOD)

8. Where 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 :  
  
of charge sheet pending against the  
officer as on date. [ If so, details to be  
Furnished- including reference no. If any  
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 officers  
[ 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.

CHECK LIST

1. Whether the application has been signed by the officer applying for deputation?
2. Whether Part II and Part III has duly been filled and signed by:
  - (i) Head of Forest Department, Department of the State/UT or the Autonomous Offices.
  - (ii) Officer concerned in the State Government/UT Government.
3. Whether the original/duly attested APARS for respective level posts (in accordance with CSS-MoEFCC) are attached.
4. Whether State Government's Vigilance Clearance is enclosed.
5. Whether Updated Executive Record Sheet is enclosed.

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