

No. 12034/ 08 /2011-IFS-I  
Government of India  
Ministry of Environment and Forests

Paryavaran Bhawan, CGO Complex,  
Lodi Road, New Delhi - 110 003.  
Dated 01<sup>st</sup> September, 2011

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

**Sub: Empanclement of IFS officers at the level of Secretary/ Addl. Secretary to the Government of India reg.**

Sir/Madam,

I am directed to say that the Cabinet Secretariat has proposed to draw up panels of Group A officers belonging to various Central/ All India Services, other than IAS, for appointment to the posts of Secretary/ equivalent and Additional Secretary/ equivalent in the Government of India.

2. The eligibility conditions, as proposed by the Cabinet Secretariat, for Secretary/ equivalent and Additional Secretary/ equivalent may be seen in letter no. 1-12/2011-CS(A) dated 19<sup>th</sup> August, 2011 (copy enclosed).

3. The State Governments /UTs are therefore requested to recommend the names of eligible and willing IFS officers in the prescribed formats in Annexure- I( for Secretary level ) and in Annexure-II (for Additional Secretary level) to this Ministry latest by 20<sup>th</sup> Oct.2011 .

  
(S.S. Badhawan)  
Director(IFS-I)

Copy for information to:

1. All Principal Chief Conservators of Forests of State/ UT Administrations.
2. NIC for placing the circular on the IFS website.

AJIT SETH



मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

No.1-12/2011-CS(A)  
Dated 19<sup>th</sup> August, 2011

Dear Secretary,

It is proposed to draw up panels of Group 'A' officers belonging to various Central/ All India Services, other than IAS, for appointment to the posts of Secretary /equivalent and Additional Secretary/ equivalent in the Government of India. The eligibility conditions are as follows:

(A) For Secretary level empanelment

- (i) Minimum of 30 years service in Group 'A' ; and
- (ii) Minimum of 2 years service in a post carrying a minimum basic pay (pre- revised) of Rs.22,400/- 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 carrying a scale of pay (pre-revised) of Rs.18,400-22,400/- in the parent cadre or service.

2. It has also been decided that only those officers would be considered for empanelment, who meet the following criteria:

- (i) Whose years of examination is not later than 1975 (i.e. 1976 batch) for Secretary level and 1978 (i.e. 1979 batch) for Additional Secretary level;
- (ii) At least 1 year's residual service as on 1.1.2012;
- (iii) Experience of at least 3 years in Secretariat posts under the Central Staffing Scheme at the level of Deputy Secretary and above;

The reference date for determining eligibility shall be 1<sup>st</sup> January, 2012.

3. Your recommendations in respect of eligible officers belonging to the Service under your administrative control may please be sent to this Secretariat in the formats enclosed, by 31<sup>st</sup> October, 2011. It will not be possible to consider nominations received after the stipulated last date. A copy of the latest Civil List/ Seniority List for the respective Service along with the CR dossiers of the officer recommended may also be sent.

4. I would request you to ensure timely response so that eligible officers are not denied the opportunity.

Yours Sincerely,

(Ajit Seth)

AS (MFE)

2.11.11

JS(BFO) / JS(BA)

Dr 145/29/08

To J. S. (BMSR)  
Dy. No... 5483  
Date... 20/8/2011

Dr. Tishyarakshit Chatterjee  
Secretary,  
Ministry of Environment & Forests  
New Delhi

**RECOMMENDATIONS FOR SECRETARY EMPANELMENT**

Name of the service: \_\_\_\_\_

No	Name of the officer with date of birth	Date of entry into service Gr-A/ Year of Allotment	Whether belongs to SC/ST	Date from which drawing pay in scale of ₹ . 22400-24500 (PR)	Present post held with pay scale & date of appointment	Secretariat posts held outside the cadre (State clearly whether these were under Central Staffing Scheme of DoP&T)	If the officer had not held any Secretariat posts under the Central Staffing Scheme whether he had opted for it	Vigilance along with CVC clearance. Any subsequent change may be intimated

