

Speed Post

No. 12034/05/2018-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: 21 May 2018.

To,

The Chief Secretary,
(All States).

The Administrator,
(All Union Territories).

Subject: - Secretary/Additional Secretary Level Empanelment.

Sir,

I am directed to refer to Cabinet Secretariat's D.O. No. 1/6/2018-CS(A) dated 8th May, 2018.

2. It is informed that 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 HAG scale 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 SAG scale or more in the parent cadre or service.

3. 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 1983 (i.e. 1984 batch) for Secretary level and 1987 (i.e. 1988 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;

Cont...

(02)

- (iv) Officers should have at least 1 year's residual service as on 01.01.2018;

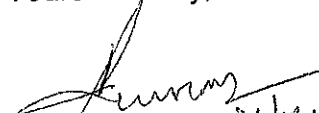
4. The reference date for determining eligibility shall be 01.01.2018.

5. 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 May, 2018 along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by 15th June, 2018):

- (i). Up to date Executive Record Sheets.
- (ii) Duly filled in and signed CVC pro-forma 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
- (ii) Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.

Yours faithfully,

Encls. As above.


(Ashok Kumar) 21/5/18

Under Secretary to the Govt. of India
Tel No. 24695357

Copy to:

1. NIC for uploading in website.

Annexure-I

Nomination for empanelment at Secretary level

Name of the Service _____

Name of the Ministry/Department _____

Sl. No.	Name of the officer (Shri/Ms)	Date of Birth	Whether SC/ST/Gen	Year of exam	Batch	Date of entry in service (Group "A")	Date from which pay drawn in HAG scale	Present Post	Posts held under Central Staffing Scheme of DoPT			Vigilance status	Date of filing IPR
									Post	Duration			
										From	To		
1													
2													

(Signature of Forwarding Authority)

Annexure-II

Nomination for empanelment at Additional Secretary level

Name of the Service _____

Name of the Ministry/Department _____

	Name of the officer (Shri/Ms)	Date of Birth	Whether SC/ST/Gen	Year of exam	Batch	Date of entry in service (Group "A")	Date from which pay drawn in SAG scale	Present Post	Posts held under Central Staffing Scheme of DoPT		Vigilance status	Date of filing IPR	
									Post	Duration			
										From			To
1													
2													

(Signature of Forwarding Authority)

Particulars of the Officers for whom CVC 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/ Department Concerned (in case of officers of PSUs etc.)
			From
			To
8.	Whether the officers 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: _____

Signature with Name & Designation

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