

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 17<sup>th</sup> September, 2012

To

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


**Sub: Empanelment 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. 1-13/2012-CS(A) dated 19<sup>th</sup> August, 2011 (copy enclosed).

1. 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 31<sup>st</sup> Oct, 2012.

  
(Mohd. Moniruzzaman)

Deputy Secretary to the Government of India

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.1-13/2012-CS(A)  
10<sup>th</sup> September 2012

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 1976 (i.e. 1977 batch) for Secretary level and 1980 (i.e. 1981 batch) for Additional Secretary level;
- (ii) At least 1 year's residual service as on 1.1.2013;
- (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, 2013.

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 format enclosed by 30<sup>th</sup> November, 2012. It will not be possible to consider nominations received after the stipulated date. A copy of the latest Civil List/ Seniority List for the respective Service along with the list of names of the officer recommended is required to be sent. The vigilance status of the officers along with clearance from the Central Vigilance Commission may also be sent.

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

Regards,

Yours Sincerely,

(Ajit Seth)

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

सचिव, प्रशासन (प्रशासन)  
Office Director (Admin.)  
Off. No./Dy. No. 2288  
दिनांक/Date 14/9/12

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Office of SS(MIFF)  
# Dy. No. 6219... \*  
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12/09/2012

SS (Admin.)  
Ajit Seth



**RECOMMENDATIONS FOR ADDITIONAL 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 ₹ 18400-22400 (PR)	Present post held with pay scale & date of appointment	Secretariat posts held outside the cadre under the CSS of DoPT (State clearly whether these were under Central Staffing Scheme of DoP&T)	Vigilance status Any subsequent change may be intimated	CVC Clearance