

Speed Post

No. 12034/15/2017-IFS-I  
Government of India  
Ministry of Environment, Forest & Climate change  
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6<sup>th</sup> Floor, Prithivi Wing  
Indira Paryavaran Bhawan, JorBagh Road  
Ali Ganj, New Delhi-110003  
Date: 13 July, 2017

To,

The Chief Secretary,  
(All States).

The Administrator,  
(All Union Territories).

Subject: - Secretary/Additional Secretary Level Empanelment.

Sir,

I am directed to refer to this Ministry's Circular No. 12034/03/2017-IFS-I dated 17.01.2017 and Cabinet Secretariat's D.O. No. 1/3/2017-CS(A) dated 10.07.2017(copy enclosed).

2. It is informed that in order to expedite the empanelment process, Cabinet Secretariat has now proposed to take up two batches each for empanelment at Secretary(1982 and 1983 batches) and Additional Secretary(1985 and 1986 batches) level simultaneously as per 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 the pre-revised HAG scale (Rs. 67,000-79,000/-) 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 pre-revised SAG scale (Pay Band with Grade Pay of Rs. 10000) in the parent cadre or service.

3. In addition to the above criteria, the Cabinet Secretariat informed, vide D.O. No. 1/3/2017-CS(A) dated 10.01.2017, that the officers fulfilling the following criteria would only be considered for empanelment:-

- (i) Officers with at least one year's residual service as on 1.01.2017;
- (ii) Officers with at least 3 years' experience under the Central Staffing Scheme at the level of Deputy Secretary and above; and
- (iii) Officers empanelled at Additional Secretary level (for empanelment at Secretary level) and at Joint Secretary level (for empanelment to Additional Secretary level).

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4. The reference date for determining eligibility shall be 01.01.2017.

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 filled in CVC pro-forma latest by **28.07.2017** along with the following documents (as the recommendations have to be sent to Cabinet Secretariat latest by **31.07.2017**):

- (i). Passport size photograph.
- (ii). Up to date Executive Record Sheets.
- (iii). 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.

  
13-7-2017  
(Manoj Kumar Singh)  
Joint Secretary

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