

[TO BE PUBLISHED IN PART I SECTION I OF THE GAZETTE OF INDIA
EXTRAORDINARY]

F.No. A-12011/1/2003-IFS.I
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT & FOREST

Paryavaran Bhawan,
CGO Complex, Lodi Road,
New Delhi - 110 003.
Dated 6th May, 2011

OFFICE MEMORANDUM

Subject: Central Staffing Scheme of the Ministry of Environment & Forests (CSS-MoEF)-Procedure for selection and appointment of the Indian Forest Service (IFS) Officers to posts of and above the rank of Assistant Inspector General of Forests & equivalent in the Government of India.

The basic circular on the above subject was issued vide Ministry of Environment & Forests' O.M. No. F.1.11/76-IFS of 8th January, 1984. Further instructions amending the circular were issued from time to time as approved by the Government; the last such Circular being F.A-12011/1/2003-IFS-I dated 9 May 2007. All these instructions in force have been reviewed and consolidated, and the undersigned is directed to communicate the following for the information and guidance of all concerned, in supersession of all relevant orders on the subject.

**CENTRAL STAFFING SCHEME OF
THE MINISTRY OF ENVIRONMENT & FORESTS**

1. The Central Staffing Scheme (CSS) hereinafter referred to as 'Scheme' of the Ministry of Environment & Forests (MoEF) herein after referred to as 'Ministry' has been in operation now for over (25) years. It provides for a systematic arrangement for the selection and appointment of officers of and above the rank of Assistant Inspector General of Forests (AIGF) at the Centre, excluding the tenure deputation posts in the autonomous bodies under the Ministry, known as Non Central Staffing Scheme posts filled by recruitment through the Union Public Service Commission or in accordance with the recruitment rules of the autonomous bodies. Appointments to all posts of the rank of Assistant Inspector General of Forests and above in the Government of India are made under the Scheme of the Ministry, by borrowing officers from the Indian Forest Service (IFS), the cardinal principle being that all officers so borrowed will serve the Government

of India herein after referred to as Central Government or Centre, for a stipulated tenure on deputation and, thereafter, return to their parent cadres. Their growth, development and career prospects will be mainly in their own cadres.

2. The *raison d'être* of such a scheme is the Ministry's need for fresh inputs at senior levels from different cadres of the Indian Forest Service. This two-way movement is of mutual benefit to the Service cadres and the Government of India.

3. The posts included under this Scheme shall ordinarily be manned by Indian Forest Service (IFS) officers borne on State/ Joint cadres borrowed on tenure basis.

4. In exceptional cases, where sufficient number of IFS officers are not available for appointment to specific posts, the officers borne on the State Forest Service (SFS) whose names are included in the 'Select List' referred to in Regulation 7(3) of the IFS (Appointment by Promotion) Regulations, 1966, may be selected for appointment. In case of posts in the North Eastern Region, the SFS officers who are yet to be included in the 'Select List' referred to above, may also be considered.

OBJECT

5. The scope of the Central Staffing Scheme of MoEF (CSS-MoEF) is bound by the following parameters:-

- i. All posts of the rank of Assistant Inspector General of Forests and above in the Government of India may be filled on tenure basis by deputation of officers from the Indian Forest Service;
- ii. The States/Joint Cadres of the Service have a provision for Senior Posts under the Central Government, which provides for trained and experienced members of Service to serve on posts in the Central Government. Accordingly, utilization of the Central Deputation quota of different State cadres is an important factor governing the scale at which officers are borrowed from the various State cadres of the Service.

6. ELEGIBILITY CRITERIA

Eligibility of officers for holding posts of the level of Assistant Inspector General of Forests and above is as given below:-

Designation and scale of pay	Minimum number of Years of Service in IFS	Eligibility as on 1 st January of the vacancy year.
(1)	(2)	(3)
Deputy conservator of Forests(DCF)/Assistant Inspector General of Forests (AIGF) and equivalent i. AIG Grade-II [PB 3: Rs 15600-39100 GP: Rs 6600] ii. AIG Grade-I [PB 3: Rs 15600-39100 GP: Rs.7600] iii. Senior AIG [PB 4: Rs 37400-67000 GP: Rs8700]	7	An Officer will be eligible for consideration for the posts at the level of DCF/AIG or equivalent, if (i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and (ii) The Officer should be drawing at least 3 increments in basic pay in Senior Time Scale [PB3;Rs15600-39100,GP: Rs.6600] or above. <u>Explanatory Note:</u> The posts at this level will be operated flexibly between the levels of AIG Grade II, AIG Grade I and Senior AIG with the qualifying service being 7, 9 and 13 years respectively.
Conservator of Forests (CF)/Deputy Inspector General of Forests (DIGF) and equivalent [PB 4: Rs 37400-67000, GP: Rs8900]	15	An Officer will be eligible for consideration for the posts at the level of CF/DIG or equivalent, if (i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and (ii) At least one officer of the Service of any State Cadre, having the same year of allotment should have been appointed to a post at this level, i.e. in the Selection Grade in Pay Band; PB 4: Rs 37400-67000, GP: Rs 8700; <u>Explanatory Note:</u> As per sub para (ii) above, it is not necessary for the officer under consideration to be actually appointed to the Selection Grade or equivalent in the pay band PB 4: Rs 37400-67000, GP: Rs.8700 in his State Cadre. The officer will be eligible for consideration to a post at the said level, as long as any one officer of his batch has been appointed

		to this level in any State cadre.
Chief Conservator of Forests (CCF)/Inspector General of Forests (IGF) and equivalent [PB 4: Rs 37400-67000 , GP: Rs10000]	19	<p>An Officer will be eligible for consideration for the posts at the level of CCF/IGF or equivalent in the pay band PB 4: Rs 37400-67000 , GP: Rs10000, if,</p> <p>(i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and</p> <p>(ii) At least one officer of the Service of any State Cadre, having the same year of allotment should have been appointed to a post at this level, i.e. in the Pay Band; PB 4: Rs 37400-67000, GP: Rs 10000;and</p> <p>(iii) The officer under consideration should have a minimum of four years of service left before superannuation.</p> <p>Explanatory Note: As per sub para (ii) above, it is not necessary for the officer under consideration to be actually appointed to the level of CCF/IGF or equivalent in the pay band PB 4: Rs 37400-67000, GP: Rs10000 in his state cadre. The officer will be eligible for consideration to a post at the said level, as long as any one officer of his batch has been appointed to this level in any State cadre.</p>
Additional Principal Chief Conservator of Forests level (APCCF)/equivalent [HAG;Rs 67000-79000, GP: Nil]	26	<p>An Officer will be eligible for consideration for the posts at the level of APCCF or equivalent in the pay band HAG, Rs 67000-79000, if</p> <p>(i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and</p> <p>(ii) At least one officer of the Service of any State Cadre, having the same year of allotment should have completed four year of service to a post at this level, i.e. in Pay Band; PB 4: Rs 37400-67000, GP: Rs 10000;and</p> <p>(iii) The officer under consideration should</p>

		<p>have a minimum of three years of service left before superannuation.</p> <p>Explanatory Note: As per sub para (ii) above, it is not necessary for the officer under consideration to be actually completed four years service in the pay band PB 4: Rs 37400-67000, GP: Rs10000 in his State cadre. The officer will be eligible for consideration to a post at the said level, as long as any one officer of his batch has completed four years of service in Pay Band; PB 4: Rs 37400-67000, GP: Rs 10000 in any State cadre.</p>
Additional Director General of Forests (ADGF)/PCCF equivalent(HAG +) Rs 75500- 80000; GP: Nil	29	<p>An Officer will be eligible for consideration for the posts at the level of ADGF/PCCF or equivalent in the pay band HAG+, Rs 75500-80000, if</p> <p>(i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and</p> <p>(ii) At least one officer of the Service of any State Cadre, having the same year of allotment should have been promoted to a post at the level of HAG level completed five year of service to a post at this level, i.e. in Pay Band; PB 4: Rs 37400-67000, GP: Rs 10000;and</p> <p>(iii) The officer under consideration should have a minimum of two years of service left before superannuation.</p> <p>Explanatory Note: As per sub para (ii) above, it is not necessary for the officer under consideration to be actually completed four years service in the pay band PB 4: Rs 37400-67000, GP: Rs10000 in his State cadre. The officer will be eligible for consideration to a post at the said level, as long as any one officer of his batch has completed five years of service in Pay Band; PB 4: Rs 37400-67000, GP: Rs 10000 in any State cadre.</p>
Director General of Forests & Special Secretary (DGF & SS) & equivalent level	30	<p>An Officer will be eligible for consideration for the posts at the level of DGF or equivalent in the pay band Rs. 80000 fixed ,if</p>

Rs 80000 (fixed)	<p>(i) The officer has completed minimum number of years of service in IFS, with respect to the year of allotment, as specified in column (2); and</p> <p>(ii) At least one officer of the Service of any State Cadre, having the same year of allotment should have completed two year of service to a post in Pay Band; HAG+,75500-80000;and</p> <p>(iii) The officer under consideration should have a minimum of one year of service left before superannuation.</p> <p>Explanatory Note: As per sub para (ii) above, it is not necessary for the officer under consideration to be actually appointed in the pay band HAG+, 75500-80000 in his State cadre. The officer will be eligible for consideration to a post at the said level, as long as any one officer of his batch has completed two years of service in Pay Band; HAG+,75500-80000 in any State cadre.</p>
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INSTITUTIONAL ARRANGEMENTS FOR SELECTION FOR APPOINTMENTS TO POSTS AT THE LEVEL OF ASSISTANT INSPECTOR GENERAL OF FORESTS (AIGF) AND EQUIVALENT AND DEPUTY INSPECTOR GENERAL OF FORESTS (DIGF) AND EQUIVALENT

7. Central Forestry Establishment Board(CFEB):

For staffing posts of the rank of AIGF and DIGF or equivalent, the Ministry shall be assisted and advised by Central Forestry Establishment Board (CFEB) constituted there for.

The constitution and functions of this Board are as detailed below:-

Constitution of the CFEB :

Secretary, Ministry of Environment & Forests	Chairperson
Secretary, Department of Personnel and Training	Member
Director General of Forests & Special Secretary(DGF&SS) Ministry of Environment & Forests	Member

Additional Director General of Forests(ADGF)*, Ministry of Environment & Forests	Member
Forest Establishment Officer, i.e Joint Secretary or equivalent dealing with IFS cadre management	Member
Deputy Secretary/Director (IFS Division)	Member Secretary

*** Nominated by Secretary, Ministry of Environment & Forests**

FUNCTIONS OF THE CENTRAL FORESTRY ESTABLISHMENT BOARD (CFEB) :

8. It shall be the duty of the Board:-

- (a) To make recommendations, having regard to the merits, eligibility and availability of officers, in the fields of choice for consideration:
 - (i) for appointments to the posts of AIGF and DIGF or equivalent under the Central Staffing Scheme of the Ministry.
 - (ii) for appointments to other *posts of AIG / DIGF level*, when it is proposed to appoint member of the Service.
- (b) To consider and make recommendations to the competent authority in respect of cases of pre-mature retirement under rule 16(3) of the All India Services (DCRB) Rules, as fall within the purview of Board and to consider premature retirement under relevant rules in respect of officers below the rank of Chief Conservator of Forests/ or equivalent.
- (c) To make recommendations for selection for deputation on fellowship training of such cases as are referred to it by the Government.

8.1 Procedure for filling up posts at AIGF/DCF and DIG/CF or equivalent level:

8.1.1 Vacancy Circular for Inviting Applications:

All existing or anticipated vacancies for the forthcoming year will be enlisted by the F.E.O. and Circular, as per the prescribed criteria for inviting applications/nominations of eligible batches for AIGF and DIGF level will be sent to All State Governments/UTs/ Ministries/Autonomous & Subordinate institutes of MoEF and will be put on Ministry's website (www.moef.nic.in) and IFS website

(www.ifs.nic.in) in September/October every year. The list will be updated for any change in vacancy position.

8.1.2 On line Applications:

On line Applications through IFS website will be invited and the printed copy of the applications with duly filled authenticated annexures, vigilance clearance and completed ACRs/PARs and updated Executive Record (ER) sheets etc., forwarded by the respective Cadres and Ministries/Organizations (for officers under Central deputation) will be considered by the Screening Committee.

8.1.3 Screening Committee for DIGF level and below:

The composition of Screening Committee for screening applications will be:-

ADGF(FC)	Member
ADGF(Wild Life)	Member
JS & FEO	Member Secretary

(The senior of two ADGFs will be Chairperson of the Committee)

8.1.4 Criteria for Screening of Applications/Nominations:

The applications received through proper channel, in accordance with the eligibility criteria for holding AIGF/DIGF level posts, as the case may be, will be considered by the Screening committee and recommend suitable eligible IFS officers, which will be included in "Offer List".

8.1.5 Suitability Criterion for inclusion in "Offer List":

8.1.5.1 DIGF level: Zone of consideration for ACRs/PARs: 7 years from the "preceding year. Out of which 5 ACRs/PARs are to be considered starting from cutoff year and moving backward maintaining continuity. If there are gaps in the availability of ACRs/PARs during the immediately preceding 7 year period from cutoff year inclusive of due to officer being on study leave or for any other reason not within the control of the

officer, at least 5 ACRs/PARs will be considered, by considering the ACRs for a maximum of 2 years immediately preceding the 7 year period for gaps due to study leave or reasons beyond the control of officer. If the 5 ACRs/PARs are still not available, screening committee will not recommend for inclusion in "Offer List". At least, 2 ACRs/PARs from the cutoff year out of 4 years immediately preceding from the "cut off" year should also be available.

8.1.5.2 AIGF level:

Zone of consideration for ACRs/PARs: 5 years from the *preceding year. All ACRs/PARs are to be considered starting from cutoff year and moving backward maintaining continuity. If there are gaps in the availability of ACRs/PARs during the immediately preceding 5 year period from cutoff year inclusive of due to officer being on study leave or for any other reason not within the control of the officer, at least 5 ACRs/PARs will be considered, by considering the ACRs for a maximum of 2 years immediately preceding the 5 year period for gaps due to study leave or reasons beyond the control of officer. If the 5 ACRs/PARs are still not available, screening committee will not recommend for inclusion in "Offer List". At least, 2 ACRs/PARs from the cutoff year out of 4 years immediately preceding from the "cut off" year should also be available.

- 8.1.6. The officers will be assessed, based on ACRs/PARs gradings, attributes, career profile and accordingly, the Screening Committee will recommend name of officers for inclusion in "Offer List".
- 8.1.7 The Screening Committee would not consider the officers who do not meet the prescribed eligibility criteria.
- 8.1.8 After examining all relevant aspects, the Screening Committee shall prepare the "Offer List." Inclusion of names in offer list will be through the process of strict evaluation of such qualities as merit, competence, leadership and a flair for participating in the policy-making process.
- 8.1.9 Offer list so prepared would be kept with the FEO and will be utilized for making appointments to posts under the Scheme.

8.1.10 Validity of "Offer" List:

The "Offer List" will be valid till 31st March of the subsequent calendar year, with reference to the year for which circular for inviting nominations in September/October of the previous calendar year.

8.1.11 "Offer list" of previous calendar year will also be utilized for making appointments upto 31st March of next calendar year.

8.1.12 Inclusion in the Offer List would not confer any right to such appointment under the Centre.

8.1.13 Selection of officers for appointment to the posts at AIGF level and DIGF level:

Particulars of retained officers, included in the "Offer List" along with their ACR dossiers /gradings, vigilance status and other relevant details in a manner prescribed by the Committee, shall be presented before the Central Forestry Establishment Board (CFEB). The needs of the Central Government would be the paramount consideration. While due regard would be given to seniority, filling up of any specific post would be based on merit, competence and the specific suitability of the officer for a particular vacancy in the Central Government. The CFEB after considering all these aspects shall recommend name(s) /panel against a particular post or level.

INSTITUTIONAL ARRANGEMENTS FOR SELECTION FOR APPOINTMENTS TO POSTS AT THE LEVEL OF INSPECTOR GENERAL OF FORESTS (IGF) AND EQUIVALENT AND ABOVE UPTO LEVEL OF ADDITIONAL DIRECTOR GENERAL OF FORESTS (ADGF) AND EQUIVALENT

9. Special Selection Committee(SSC):

For staffing posts of the rank of IGF (PB-4 with GP Rs.10,000) or equivalent and above and up to Additional DGF (HAG+) the Ministry shall, in the process of making recommendations to the Appointments Committee of the Cabinet, be assisted and advised by a Special Selection Committee (SSC) constituted, herein after referred to as 'SSC'.

The constitution of the Special Selection Committee will be :

Secretary, Ministry of Environment & Forests (MoEF)	Chairperson
Secretary, Ministry of Science & Technology	Member
Director, General of Forests & Special Secretary (DGF&SS), Ministry of Environment & Forests	Member

FUNCTIONS OF THE SPECIAL SELECTION COMMITTEE (SSC) :

10. To make recommendations, having regard to the merits, eligibility and availability of the officers in the field of choice for consideration:
- for appointments to the posts of IGF and equivalent, and above up to the level of HAG+ level posts under the Scheme.
 - for appointments to other non-secretariat posts which carry a pay scale, the maximum of which is not less than Rs. 37400-67000, GP Rs.10,000 and below HAG + when it is proposed to appoint officers of the Service.

10.1 Procedure for filling up posts at IGF and equivalent and, above upto the level of HAG+ or equivalent level:

10.1.1 Vacancy Circular for Inviting Applications:

All existing or anticipated vacancies for the forthcoming year will be enlisted by the F.E.O. and Circular, as per the prescribed criteria for inviting applications/nominations of eligible batches for the posts of IGF and equivalent, and above upto the level of HAG+ level posts under the Scheme, will be sent to All State Governments/UTs/Ministries/Autonomous & Subordinate institutes of MoEF and will be put on Ministry's website (www.moef.nic.in) and IFS website(www.ifs.nic.in) in October every year. The list will be updated for any change in vacancy position.

- 10.1.2 On line Applications:** On line Applications ,through IFS website will be invited and the hard copy of print out of the applications ,with duly filled authenticated annexures, vigilance clearance and completed ACRs/PARs etc., forwarded by the respective Cadres and Ministries'/Organizations(for officers under Central deputation) will be considered by the Screening Committee.

10.1.3 Screening Committee for the posts of IGF and equivalent, and above upto the level of HAG+ level posts under the Scheme.

The composition of Screening Committee for screening applications will be:-

10.1.3.1 For IGF & equivalent and upto APCCF level:

DGF&SS	Chairperson
ADGF(FC)	Member
ADGF(WL)	Member

10.1.3.2 For ADGF/PCCF equivalent level

Secretary, Ministry of Environment & Forests	Chairperson
Secretary, Ministry of Science & Technology	Member
DGF&SS, Ministry of Environment & Forests	Member

10.1.3.3. Criteria for Screening of Applications/Nominations:

The applications received through proper channel, in accordance with the eligibility criteria for holding the posts of IGF and equivalent, and above upto the level of HAG+ level posts under the Scheme, as the case may be, will be considered by the respective Screening committee and recommend suitable eligible IFS officers, which will be included in "Offer List".

10.1.4 Suitability Criterion for inclusion in "Offer List":

Zone of consideration for ACRs/PARs: 10 years from the cut off year, as decided by the Screening Committee. Out of which 8 ACRs/PARs are to be considered starting from cutoff year and moving backward maintaining continuity. If there are gaps in the availability of ACRs/PARs during the immediately preceding 10 year period from cutoff year inclusive of due to officer being on study leave or for any other reason not within the control of the officer, at least 8 ACRs/PARs will be considered, by considering the ACRs for a maximum of 3 years immediately preceding the 10 year period for gaps due to study leave or reasons beyond the control of officer. If

the 8 ACRs/PARs are still not available, screening committee will not recommend for inclusion in "Offer List". At least, 3 ACRs/PARs from the cutoff year out of 5 years immediately preceding from the "cut off" year should also be available.

- 10.1.5** The officers will be assessed, based on ACRs/PARs gradings, attributes, career profile and accordingly, the Screening Committee will recommend name of officers for inclusion in "Offer List".
- 10.1.6** The Screening Committee would not consider the officers who do not meet the prescribed eligibility criteria.
- 10.1.7** After examining all relevant aspects, the Screening Committee shall prepare the Offer List. Inclusion of names in offer list will be through the process of strict evaluation of such qualities as merit, competence, leadership and a flair for participating in the policy-making process.
- 10.1.8** Offer list so prepared would be kept with the FEO and will be utilized for making appointments to posts under the Scheme.
- 10.1.9** **Validity of "Offer" List:** The "Offer List" will be valid till 31st March of the subsequent calendar year, with reference to the year for which circular for inviting nominations in September/October of the previous calendar year.
- 10.1.10** "Offer" list of previous calendar year will also be utilized for making appointments upto 31st March of next calendar year.
- 10.1.11** Inclusion in the Offer List would not confer any right to such appointment under the Centre.
- 10.1.12.** **Selection of officers for appointment to the posts at IGF level and above upto ADGF:**

Particulars of retained officers, included in the "Offer List" along with their ACR dossiers /gradings, vigilance status and other relevant details in a manner prescribed by the Committee, shall be presented before the Special Selection Committee(SSC). The needs of the Central Government would be the paramount consideration. While due regard would be given to seniority, filling up of any specific post would be based on merit, competence and the specific suitability of the officer for a particular vacancy in the Central Government. The SSC after considering all these aspects shall recommend name(s) /panel against a particular post or level.

10.2. INSTITUTIONAL ARRANGEMENTS FOR SELECTION FOR APPOINTMENTS TO POSTS AT THE LEVEL OF DIRECTOR GENERAL OF FORESTS & SPECIAL SECRETARY (DGF&SS) AND EQUIVALENT IN THE PAY SCALE OF RS 80,000 FIXED.

10.2.1 Special Committee of Secretaries (SCoS)

For appointment to the posts of DGF & SS or equivalent posts in pay scale of Rs. 80,000 fixed, selection shall be conducted by a Special Committee of Secretaries (SCoS). The composition of SCoS shall be:

Cabinet Secretary	Chairperson
Home Secretary	Member
Secretary, (Personnel)	Member
Secretary, Environment & Forests	Member

10.2.2. Selection of officers for appointment to the posts at DGF & SS level and equivalent posts in the pay scale of Rs 80,000 fixed.

Particulars of officers, of eligible batches, in the zone of consideration after seeking willingness and nominations through respective Cadres, along with their ACR dossiers / gradings, vigilance status and other relevant details, shall be forwarded to ACC, at least 6 months before the likely occurrence of vacancy. The needs of the Central Government would be the paramount consideration. While due regard would be given to seniority, filling up of any specific post would be based on merit, competence and the specific suitability of the officer for a particular vacancy in the Central Government. The SCoS after considering all these aspects shall recommend name(s) /panel against a particular post or level.

10.2.3 Appointment

10.2.3.1 Appointment to posts at the level of Assistant Inspector General of Forests (AIGF) and equivalent; and Deputy Inspector General of Forests (DIGF) and equivalent, as recommended by CFEB will be made with the approval of the Minister, Environment and

Forests. The approved name(s) / panel for other Ministry posts /organization posts will be sent to concern Ministries/Organizations for further approval before making appointment.

10.2.3.2 Appointment to Posts at the level of Inspector General of Forests (IGF) and above up to ADGF level shall be made through name(s)/Panel recommended by the Special Selection Committee (SSC) and after approval of Minister, Environment and Forests (MEF) ,the same shall be forwarded to the DoPT for the final approval of the Appointments Committee of the Cabinet(ACC), before making appointment.

10.2.3.3 Appointment to Posts at the level of DGF&SS or equivalent level in pay scale of Rs 80,000 fixed shall be made through name(s) / Panel recommended by the Special Committee of Secretaries (SCoS) and after approval of Minister, Environment and Forests (MEF) ,the same shall be submitted for approval of the Appointments Committee of the Cabinet(ACC), before making appointment.

FOREST ESTABLISHMENT OFFICER :

11. Joint Secretary or equivalent dealing with the IFS cadre management in the Ministry shall be designated as the Forest Establishment Officer hereinafter called (FEO) under the Scheme and he would be the ex-officio Member Secretary to the Central Forestry Establishment Board (CFEB) and Secretary to Special Selection committee (SSC).

The duties of FEO shall be:-

- 11.1 To receive communications intended for the Central Forestry Establishment Board (CFEB)/ Special Selection Committee (SSC)/Special Committee of Secretaries (SCoS)/ACC and to obtain and communicate their orders to the officers concerned.
- 11.2. To keep himself informed of all possible or impending vacancies in the posts falling within the purview of the SSC/CFEB/ SCoS and the availability of officers of the requisite seniority/ qualifications and experience for making such appointments.

- 11.3 To keep himself in close touch with the State Governments, for the systematic planning for placement of suitable officers on deputation posts at the Centre;
 - 11.4 To ensure up-to-date maintenance and proper custody of the Annual Confidential Reports(ACRs)/Performance Appraisal Reports (PAR's) of all officers belonging to the Service;
 - 11.5 To correspond with the State Governments in regard to the selection or reversion of officers in connection with the appointments within the purview of the ACC or CFEB ;
 - 11.6 To keep himself fully informed of all aspects of senior management (i.e. IGF and above and their equivalent) including development of personnel for it.
12. **ZONE OF CONSIDERATION FOR VARIOUS POSTS:-** For every year, the zone of consideration at various levels (AIGF/DIGF/IGF/APCCF/ADGF/DGF) of IFS officers for deputation under CSS-MoEF Scheme and for freezing of batches at various levels will be finalized, before issuing vacancy circular for inviting applications.
13. **Board/Committee for Staffing of posts under CSS-MoEF Scheme:**
- 13.1. The staffing of posts of the rank of AIGF/DCF (PB 3;GP Rs 6600/Rs 7700) & PB 4;GP:8700) and DIGF/CF(PB 4;GP Rs 8900) or equivalent will be made on the recommendations by the **Central Forestry Establishment Board (CFEB)**.
 - 13.2. The staffing of posts of the rank of IGF/CCF (PB 4 ;GP Rs 10,000) or equivalent and above and up to Additional DGF (HAG+) shall be assisted and advised by a **Special Selection Committee (SSC)**.
 - 13.3 For appointment to the posts of the rank of DGF&SS or equivalent level(Rs 80000 fixed),selection shall be conducted by a **Special Committee of Secretaries (SCoS)**.
14. **TENURE**
- 14.1. The fixed tenure of deputation of posting under the Central Government in the Ministry is the heart of the Scheme. Rotation between the Centre and the States and headquarters and the field, provide a certain degree of pragmatism to the officers for policy formulation and implementation of programmes of the Central and the State Government. Based on the experience gained so far, the periods of tenure of deputation at the different levels shall be as under:-

AIGF or equivalent	4 years
DIGF or equivalent	5 years
IGF or equivalent	5 years
APCCF (HAG) or equivalent	5 years
Above the level of HAG	No tenure

- 14.2. An officer holding the post of Inspector General of Forests or equivalent when appointed to a post under the Scheme at the level of HAG (Rs 67,000-79,000) or equivalent shall have a maximum of five years of combined deputation tenure. An officer holding the post of level of HAG (Rs 67,000-79,000) or equivalent when appointed to a post under the Scheme at the level of HAG+(Rs 75,500-80,000) or equivalent shall have a maximum of five years of combined deputation tenure. There shall be no fixed tenure for the post of the Director General of Forest and Special Secretary (DGF&SS) and Director, Indira Gandhi National Forest Academy (IGNFA)
- 14.3. On the exact date of completion of deputation tenure, every officer shall revert back to his parent cadre. The officer will, however, have a choice to revert to cadre on the 31st May, previous to the date of the end of the deputation tenure in case of personal grounds such as children's education etc.
- 14.4. The period of training abroad undergone by an officer, who was deputed while working at the Centre under the Scheme will not be excluded for the purpose of calculating the tenure at the centre.
- 14.5. In case of officers who underwent training in India the complete period of training will be excluded for the purpose of calculating tenure at the Centre in the following institutions cases:
- i. The National Defence College, New Delhi
 - ii. The Defence Services Staff College, Wellington.
 - iii. The Management Development Institute, Gurgaon for the National Management Programme.
 - iv. The Indian Institute of Public Administration, New Delhi for the Advanced Professional Program in Public Administration (APPPA) course. If the selection for the APPPA course is toward the end of the first tenure, the officer will get extension of tenure, the officer will get extension of tenure till the end of the course.

- v. The Indian Institute of Management, Bangalore for MBA course on Public Policy sponsored by the DoPT, or other such courses sponsored by DoPT.
 - vi. For an officer selected for the Jawaharlal Lal Nehru Fellowship, only half the period spent on the Fellowship will be counted towards the Central tenure.
 - vii. DoPT guidelines and regulations, issued from time to time, will be applicable.
- 14.6 If an officer at the time of completion of his/her deputation tenure under this scheme has less than one year to retire on superannuation, can be given extension of tenure, if willing, till his/her superannuation and need not be reverted to the parent cadre.
- 14.7 An officer who has served in any of the following institutions/posts for at least three years will be permitted to count half the period spent on that post towards his central deputation tenure, subject to a maximum overall tenure of seven years.
- 1. Central Academy for State Forest Service (CASFOS), Burnihat, Dehradun and Coimbatore
 - 2. Eastern Forest Rangers College, Kurseong.
 - 3. Regional Office of the Ministry at Shillong.
 - 4. Forest Survey of India.
 - 5. Indira Gandhi National Forest Academy, Dehradun.
- 14.8 Officers left with balance tenure of less than a year on return from posting abroad or Foreign Service shall be reverted to their parent cadres.
- 14.9 Premature reversion to the respective cadres of the officers serving under the Central Staffing Scheme of MoEF may be allowed by the Ministry of Environment & Forests.
- i. in cases where the officers want to avail the benefit of promotion in their cadres.
 - ii. where the balance tenure of the officer is less than six months.

All other cases of premature repatriation to cadres will require the approval of the *Cabinet Secretary* /Appointments Committee of the Cabinet, as the case may be. Officers reverting to their cadres prematurely shall be subject to the condition of 'extended "cooling off", viz, the "cooling off" for the next Central deputation being reckoned from the date the officers (were scheduled to) complete their normal tenures.

- 14.10 The deputation tenure as prescribed in the preceding paragraphs will not confer any right to the officers to remain on deputation. The Central Government reserves the right to revert the officers to their parent cadres at any time without assigning any reason or change his place of posting. The tenure of the officer(s) can also be curtailed in public interest at the discretion of the Competent Authority.
- 14.11 Every officer appointed to the post under the provision of this Scheme shall revert to the parent State/Joint cadre on the completion of tenure. On completion of approved tenure, the Head of the organization/institute will be responsible for relieving the officer. No officer will be retained in the organization / institute beyond the approved tenure. Temporary arrangements in vacant posts will require approval of the authority competent to make appointments in such posts.
- 14.12 Officers on repatriation from the Centre on completion of tenure may be allowed leave not exceeding two months by the concerned organization/institute. For sanction of further leave required, if any, the officer shall apply to the parent cadre.
- 14.13 On exact date of completion of deputation tenure, every officer shall stand reverted to his/her parent cadre. The officer will, however, have a choice to revert to the cadre on the 31st May, previous to the date of the end of the deputation tenure, in case of personal grounds such as children's education etc. Ordinarily, no extension after completion of the full tenure would be allowed. **However, under extraordinary circumstances, extension of the tenure may be granted, with the prior approval of the Appointment Committee of the Cabinet (ACC).**

15. OFFICERS RETURNING FROM FOREIGN ASSIGNMENT :

- 15.1 An officer who has been on foreign assignment for a period of two years or more will not be considered for selection under CSS-MoEF scheme until he reverts back from such foreign deputation. **The DoPT guidelines amended from time to time in this regard, will be applicable.**

16. INTERVAL BETWEEN POSTINGS ON DEPUTATIONS TO THE CENTRE:

- 16.1 An officer who has previously been on deputation to the Centre, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory "cooling off" period prior to the proposed date of his appointment at the Centre. In the case of Indian Forest Service Cadres pertaining exclusively to States in the North East, namely Assam-Meghalaya, Manipur-Tripura, Sikkim, Nagaland and Jammu & Kashmir, the prescribed "cooling off" period is of 2

years whereas in respect of all other cadres, it is of 3 years. For appointment at the level of HAG or HAG+, the "cooling off" period will be one year. No such restriction would apply for appointment to the post of DGF&SS / Director, IGFA/ Apex level posts in the scale of Rs 80000.

- 16.2 The "cooling off" period would commence on the date on which the officer reports to his cadre on reversion from Central Deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on Central Deputation without reverting to the cadre.
- 16.3 Officers belonging to other Cadres, who have served in the North-East or J & K for two years also would be deemed to have completed their "cooling off" period. In the case of a woman officer whose husband is posted under the Government of India, the "cooling off" period can be waived off up to six months so that she may get the posting at the station where her husband is posted.
- 16.4 Central deputation will normally not be in continuation of inter cadre deputation. However, it can be allowed in case of officers who are borne on cadres other than North Eastern States and Jammu and Kashmir who have served on Inter cadre deputation to North Eastern States or J&K for a minimum period of two years. **The DoPT guidelines amended from time to time in this regard, will be applicable.**
- 16.5 An officer who has been on foreign assignment for a period of two years or more will not be considered for empanelment until he reverts back from such foreign deputation. **The DoPT guidelines amended from time to time in this regard, will be applicable.**

17. COMPULSORY WAITING

- 17.1 Where an officer is to be appointed to a post different from the one held previously on return from training, or abolition of post etc., he/she shall continue to be borne on the establishment of the organization in which he /she previously held the post and his/her pay and allowances shall be met by that organization, till such time he/she assumes charge of a new post. The services of such an officer during the period of his/her compulsory wait can be utilized by the Ministry, for any specific assignment.
- 17.2 Officers posted as Resident Commissioners, or against similar posts of the State Governments in Delhi w.e.f. 4/10/1993 would get lower weightage when the Central Government considers their names for Central Deputation.

18. DEBARMENT

- 18.1 An officer will ordinarily be debarred for further Central deputation for a period of five years , if he fails to take up an assignment in pursuance of an order of the Central Government and the cadre authority / State Government have not requested for withdrawal of the name before his name was *recommended* by the Special Selection Committee (SSC)/Central Forestry Establishment Board(CFEB)for appointment.
- 18.2 A representation against debarment will be considered and decided by the Ministry / Appointments Committee of the Cabinet *as the case may be*.
19. An officer can make application for Central Deputation under any scheme, in response to circular of MoEF, DoPT, Autonomous organization or other Ministries, organizations, including International organizations. However, the selection will be subject to following regulations, as per details below:
- (i) If an IFS officer is selected under CSS of MoEF scheme or under any other scheme or autonomous organization, immediately, communication will be sent to DoPT, requesting for withdrawal of name of officer from the offer list of DoPT.
 - (ii) In the event of selection by DoPT, the officer will be mandatory relieved for post under CSS-DoPT scheme, and in case, the officer does not join, the officer is liable to face debarment in accordance with the extant provisions and rules.
 - (iii) In the event of simultaneous selection under CSS-DoPT scheme and CSS-MoEF scheme or any other scheme, the officer will be mandatory relieved under CSS- DoPT scheme and in case, the officer does not join, the officer is liable to face debarment in accordance with the extant provisions and rules.
 - (iv) In accordance with the DoPT O.M No. 31/20/2008-EO(MM-I),dated 5th September,2008,regarding regulation of deputation tenure, IFS officers under CSS-DoPT scheme as well as Non CSS scheme (CSS-MoEF and other schemes) will be considered for moving from a Central Staffing Scheme post to Non Central Staffing Scheme or vice versa as per the extant provisions and instructions of the said O.M.

20. MOVEMENT OF OFFICERS APPOINTED UNDER THE CSS OF THE MoEF TO THE CSS OF THE DoPT AND THE NON-CSS POSTS OF OTHER MINISTRIES

20.1 Movement of an officer appointed on a post included under the Central Staffing Scheme of the MoEF to a non CSS of MoEF, DoPT, other Ministries, autonomous organizations etc. and vice versa is permitted provided he has obtained no objection from competent authority on the date of screening.

20.2 **Maximum continuous tenure on the CSS and Non-CSS would be seven years, subject to minimum two year in post in either scheme.**

21. MATTERS NOT COVERED UNDER THE SCHEME:

21.1 For the matters related to Central deputation that are not specifically covered under this scheme, **the practice/ guidelines being followed in the CSS of the DoPT alongwith consolidated DoPT guidelines, dated 28.11.2007, which include regulating tenure of officers shifting/moving from 6(2)(ii). Inter-cadre deputation and CSS of MoEF and any amendments from time to time, would apply..**

REPEAL AND SAVINGS

22. With effect from the date of coming into force of this amended Scheme, the old rules framed for appointment to various posts falling within the purview of this Scheme shall cease to operate.

23. Any issue in doubt or dispute regarding the interpretation of these instructions shall be referred to the Ministry of Environment & Forests for final decision.

(B.M.S. Rathore)
Forest Establishment Officer &
Joint Secretary to the Government of India

To
The Manager,
Government of India Press,
New Delhi-(With Hindi Version)

Copy also forwarded for information to:

1. PS to MEF /PPS to Secretary (E&F) / PPS to Director General of Forests & Special Secretary.
2. The Cabinet Secretary , Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
3. The Secretary, DoPT, North Block, New Delhi.
4. The Secretary, MoRD , Krishi Bhavan, New Delhi.
5. The Secretary, DARE, Ministry of Agriculture, Krishi Bhavan, New Delhi.
6. The Secretary, Planning Commission , Yojana Bhavan, New Delhi.
7. The Secretary, Union Public Service Commission, Dholpur House , Shahjahan Road, New Delhi.
8. Joint Secretary (Services) , Department of Personnel & Training, North Block, New Delhi.
9. The Secretary, Forest Department, All State Governments/ UTs.
10. Principal Chief Conservator of Forests, All State Governments/ UTs.
11. All officers in the Ministry of Environment & Forests / National Afforestation Eco-development Board/ GPD.
12. Director General, FSI Dehradun, Director, IGNFA/DFE, Dehradun.
13. Director General, ICFRE, Dehradun.
14. All Regional Offices under the Ministry of Environment & Forests.
15. All Subordinate offices including SFS College/ EFRC, Kerseong.
16. Director IIFM, Bhopal/ Director WII, Dehradun.
17. MoEF (www.moef.nic.in) & IFS website (www.ifs.nic.in)
18. Spare copies-25

06/05/2011
(B.M.S. Rathore)
Forest Establishment Officer &
Joint Secretary to the Government of India