

**MOST IMMEDIATE**

**By Speed Post**

No. 12034/02/2026-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, Jor Bagh Road,  
Ali Ganj, New Delhi-110003.  
Date: 20<sup>th</sup> April, 2026.

**OFFICE MEMORANDUM**

**Subject:** - Secretary and Additional Secretary Level Empanelment in respect of officers belonging to Indian Forest Service.

The undersigned is directed to say that the 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 Level 15 of Pay Matrix 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 Level 14 of the Pay Matrix in the parent cadre or service.

2. 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 1992 (i.e. 1993 batch) for Secretary level and 1998 (i.e. 1999 batch) for Additional Secretary level;
- ii. Officers should have been empanelled as Additional Secretary level (for empanelment at Secretary Level) and at Joint Secretary level (for empanelment as 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; and
- iv. Officers should have at least one year's residual service as on 01.01.2025.

Contd..

3. The reference date for determining eligibility shall be 01.01.2025.

4. 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 following documents latest **by 18<sup>th</sup> May, 2026** (as the recommendations have to be sent to Cabinet Secretariat latest by **31<sup>th</sup> May, 2025**):

- i. Up to date Executive Record Sheets along with latest photographs;
- ii. Complete and updated ACR/APAR dossiers;
- iii. Duly filled in and signed CVC pro-forma (copy enclosed) in respect of the officers;
- iv. Details of pay scale in which the nominated officers are presently drawing pay in the parent cadre or service; and
- v. Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.

Encls. As above.

  
(Prem Prakash Maurya)  
Under Secretary to the Govt. of India

To,

All Ministries Government of India & Department and PSU's.

Copy to:

1. NIC for uploading in website.

NOMINATIONS FOR SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: \_\_\_\_\_

Name of the Cadre Controlling Authority \_\_\_\_\_

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ST/OBC Gen	Date from which drawing pay in a post in Level 15 of the Pay Matrix in the parent cadre/service on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached) **		Vigilance Status		Date of filing of IPR -2025	Present grade of the officer in the Cadre/service (regular/ad-hoc) (copy of order to be attached)
									Post	Duration	CVC clearance	Cadre VC Status		
									From	To				

\*Non-Functional Upgradation (NFU) will not be considered.  
 \*\* Experience of working in the posts in cadre need not be indicated

(Signature of Forwarding Authority)

**NOMINATIONS FOR ADDITIONAL SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)**

Name of the Service: \_\_\_\_\_

Name of the Cadre Controlling Authority \_\_\_\_\_

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ OBC/Gen	Date from which drawing pay in a post in Level 14 of the Pay Matrix in the parent cadre/service on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached)**		Vigilance Status		Date of filling of IPR - 2025	Present grade of the officer in the Cadre/service (regular/ad-hoc) (copy of order to be attached)	
									Post	Duration		CVC clearance			Cadre VC Status
										From	To				

\*Non-Functional Upgradation (NFU) will not be considered.  
 \*\* Experience of working in the posts in the cadre need not be indicated.

(Signature of Forwarding Authority)



सत्यमेव जयते



**केंद्रीय सतर्कता आयोग**  
**CENTRAL VIGILANCE COMMISSION**

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं. / No. 021-AIS-1(2)

12.03.2026

दिनांक / Dated.....

CIRCULAR No. 01/03/26

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**Sub: - Revised Proforma for furnishing details of officers by the Cadre Controlling Authorities while seeking vigilance clearance – modification of Point No.7 - reg.**

Kind attention is invited to the Central Vigilance Commission's Circular No. 06/02/24 of even number dated 23.02.2024 vide which 13 Point Proforma capturing departmental input on antecedents of concerned officer has been circulated. At Point No. 7 of the 13 Point format, posting details of the officer(s) are furnished by the Cadre Controlling Authorities for soliciting Commission's input on vigilance status of the officer(s).

2. It has now been decided that Point No. 7 of the 13 Point proforma may be modified to capture more details of the officers as under: -

Present provision

7. Positions held including whether the officer has functioned as a CVO in part-time or additional charge capacity.  
(during the ten preceding years)

Modified provision

7(A). Positions held during the ten preceding years:

Sl.No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/ Deptt. concerned (in case of officers of PSUs etc.)	From	To
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7(B). Whether the officer has functioned as a CVO in part-time or additional charge capacity(details thereof):

7(C). Whether the officer is currently placed under suspension: Yes/No

3. The Commission has also decided for deletion of (\*) mark at the end of 13 point proforma mentioning therein that "If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter".
4. A copy of the prescribed proforma along with ibid modification, is enclosed herewith for information and use by Administrative Ministries/ Department/ Organizations for seeking vigilance status of officer(s) and/or for assessing suitability of officer(s) for appointment as CVO.
5. This issues with the approval of the Commission.



(Puneet Meena)  
Director

Encl: as above.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENTS/ CLEARANCE 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(A). Positions held during the ten preceding years:

Sl.No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/ Deptt. concerned (in case of officers of PSUs etc.)	From	To

7(B). Whether the officer has functioned as a CVO in part-time or additional charge capacity(details thereof) :

7(C). Whether the officer is currently placed under suspension: Yes/No

DATE:

(NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE  
COMMENTS/ CLEARANCE BEING SOUGHT

(To be furnished by the CVO or HOD)

Name of the Officer :

8. Whether the officer has been placed on the  
"Agreed List" or "List of Officer 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] :

13. Whether any complaint with vigilance  
angle is pending against the officer [if so,  
details to be furnished]. :

DATE:

(NAME AND SIGNATURE)

Comp. No.:27292  
F.No. 12016/10/2025-IFS-I  
Government of India  
Ministry of Environment, Forest and Climate Change

Prithvi, 6<sup>th</sup> Floor,  
Indira Paryavaran Bhawan,  
Jor Bagh Road, New Delhi -110 003.  
Dated: 07<sup>th</sup> August, 2025

To  
The ACS/ Principal Secretaries/ Secretaries,  
All State Governments/Union Territories


**Subject: Upgradation/maintenance of IFS Website (ifs.nic.in)**

Sir/Madam,

I am directed to inform that the website of Indian Forest Service (IFS) i.e. <https://ifs.nic.in> is under currently upgradation/maintenance and will not be accessible for some time. During this period, all the relevant information and updates on matters relating to the Indian Forest Service will be available on the website of this Ministry and can be accessed in the link <https://moef.gov.in/ifs>.

2. However, the online updation feature of the Executive Record Sheet Module will also be not available. Hence, officers seeking to update the ER Sheet while applying for various posts or for empanelment purposes etc, may submit the updated Executive Record Sheet in the format enclosed herewith.

3. It is requested that this information may kindly be widely circulated amongst the Indian Forest Service officers of the State/UT.

  
(Prem Prakash Maurya)  
Under Secretary to the Govt. of India  
Ph - 011-20819192

**Copy to:**

- i.All Principal Chief Conservators of Forests & HoFF of State/UT Administrations.
- ii.The Director General, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun-248 006.
- iii.Director, IIFM, Nehru Nagar, Bhopal-462 003.
- iv.The Director General, Forests Survey of India, Kaulagarh Road, Dehradun.
- v.The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.
- vi.All IFS officers in the Ministry of Environment, Forest and Climate Change (including National Afforestation Eco-Development Board)/ Ministry of Agriculture/ Ministry of Rural Development.
- vii.All IFS officers (through email.) for information.
- viii.All Ministries of Government of India
- ix.NIC for placing the circular on the Ministry Website/Spare copies.

## Complete Executive Record Sheet Report

Name of the Officer:	
Service:	<b>Indian Forest Service</b>
Cadre/Allotment Year :	
Date of Birth :	
Gender :	
Place of Domicile :	
Date of Appointment to IFS :	
Recruitment Source :	
IFS Cadre :	

Officer Address :		Marital Status :	
Telephone Office :		Telephone Residential:	
Fax Number:		Mobile :	
Email Address:		If Tenure Post (Yes/No), If Yes, Date of Expiry of the Tenure	

### Educational Qualifications.

Qualification I	Qualification II	Qualification III

**Posting Details**

S. No	Date of Posting From	Date of Posting To	Post Hold	Department	Post Under (Cadre/Ex-Cadre/CDR(CSS-MoEF)/CDR (CSS-DoP&T)	Pay Level/ Pay Scale & Grade Pay	Date of Pay Level/ Scale

**Training Details**

S. No.	Training Type (Domestic/ Foreign)	Financial Year	Duration (in Day/ Month)	Training From	Training To	Institute Name	Subject Name	Country Name

**Specialization Details**

Area of specialization I	Area of specialization II	Area of specialization III	Publication	Award