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MOST IMMEDIATE
By Speed Post

No. 12034/02/2026-IFS-I
Government of India
Ministry of Environment, Forest & Climate change

6th Floor, Prithivi Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Ali Ganj, New Delhi-110003.
Date:30-03-2026

To

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

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

Sir/Madam,

I am directed to say that the Cabinet Secretariat has proposed to draw up panel 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 01.01.2026.

3. The reference date for determining eligibility shall be 01.01.2026.

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 15th May, 2026** (as the recommendations have to be sent to Cabinet Secretariat latest by **31th May, 2026**):

- 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.

Yours faithfully,

Digitally signed by
PREM PRAKASH MAURYA

Date: 30-03-2026
18:36:24

(Prem Prakash Maurya)

Under Secretary to the Govt. of India

Tele: 0112081-9192

Copy to:

- i.
 - i. Principal Secretary (Forests), All State Governments and UTs (List Attached)
 - ii. The Principal Chief Conservator of Forest & HOFF, All State Governments and UTs.
 - iii. NIC for uploading in website.

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

Prithvi, 6th Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi -110 003.
Dated: 07th 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:	Indian Forest Service
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

PARTICULARS OF THE OFFICERS 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. Positions held (During the ten preceding years) :

S.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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DATE:

(NAME AND SIGNATURE)

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

(To be furnished and signed by the CVO or HOD)

Name of the Officer :

8. Whether the officer 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 officers,
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)

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