

File No: 27-4/14/2025-IT
Government of India
Ministry of Environment, Forest and Climate Change
IT Division

Indira Paryavaran Bhavan,
Jor Bagh Road, New Delhi -110003

Dated: May 15, 2025

OFFICE MEMORANDUM

Subject: Shutting down all IT Related System before leaving office as a measure to implementation of Cyber Security in the Ministry - Regarding.

The undersigned is directed to convey that the Ministry is taking various measures to contain the Cyber Security attacks. It has been noticed that some computer systems are left switched 'ON' at the end of the day by officials, when they leave office. This can lead to unauthorised intrusion into the Ministry's Network.

2. All the officers and staff including contractual and outsourced officials are requested to shut down their computers and switch off power/UPS of IT related systems including monitor, Printers and Photocopiers, before leaving the office, as a Cyber Security measure in the Ministry.
3. This issues with the approval of competent Authority.


(Surendra Singh Meena)
Under Secretary (IT)

To

1. All Officers and Staff including Contractual and Outsourced Officials

Copy to:

1. PSO to Secretary(EF&CC)
2. PPS to JS (IT)
3. Director (GA)
4. Sr. Technical Director(NIC)