

ADMIN-65013/7/2022-P-II [E-174519]
Government of India
Ministry of Environment, Forest and Climate Change

1st Floor, Prithvi Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-10003


Dated the 6th June, 2025

OFFICE MEMORANDUM

Subject: Disposal of work by officers of MoEF&CC during their official tour-regarding

The undersigned is directed to refer to the captioned subject and to state that all officers of MoEF&CC are advised to dispose off their eFiles/eReceipts and digitally sign the approved draft during their official tour and that it shall be the responsibility of the officer concerned for disposal of such work during the official tour.

2. This issues with the approval of the Competent Authority.


06.06.2025

(Chiranjib Mridha)

Under Secretary to the Government of India

To,

1. All Divisional Heads, MoEFCC.
2. All Directors/DS/US, MoEFCC.

Copy of information to:

1. PS to HMEFCC/ PS to HMoSEFCC.
2. PSO to Secretary, EFCC/ PSO to DGF&SS/PPS to AS(NPG)/PPS to AS(VVY)/PPS to AS(AG)/PPS to AS & FA/PPS to Sr. EA
3. Sr. Consultant (IT)-with a request to upload on eOffice dashboard and circulate on WhatsApp group of the Ministry.