

Computer No. E-249082
File No.27-4/27/2024-IT
Government of India
Ministry of Environment, Forest and Climate Change
IT Division

Indira Paryavaran Bhawan
Jorbagh Road,
New Delhi-110003

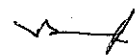
Dated: July 15, 2025

OFFICE MEMORANDUM

Subject: Review and Clearance of Pending e-Files

The undersigned is directed to inform that the pendency of files for more than 90 days under the Joint Secretary and equivalent and above Officers needs to be closely monitored by the concerned officers. It may be seen that the files in the "Inbox" as well as in the "Parked" folder reflect as pending files.

2. All the officers of Joint Secretary equivalent and above are requested to kindly forward the inactive files in the "Inbox" and "Parked" folder to the "File Custodian" immediately.
3. All the Divisional heads are also requested to identify the "File Custodian" in each Division. Divisional Heads are requested to direct all the officials and other personnel including project staff, working under them to unpark all the files from "Parked" folder and send the files (including inactive files) pending under "Inbox" to File Custodian of the Division.
4. The File Custodian of the Division may be requested to close all the inactive files. The File Custodian can reopen the files as and when it is required. This may be treated as "Top Priority". SOP for closing Files in e-Office is Enclosed.
5. This issues with the approval of Competent Authority.



(Vikram Singh)
Deputy Secretary(IT)

To,
All Divisional Heads

Standard Operating Procedure (SOP) for Closing Files Older than 90 Days in eOffice (Government of India)

1. Purpose

To ensure timely closure of files that have been inactive for more than 90 days in the eOffice system, maintaining efficiency and compliance with record management policies.

2. Scope

Applicable to all eOffice users in the Ministry of Environment, Forest and Climate Change for file management.

3. Responsibilities

- **Nodal Officer (eOffice Admin with IT Division):** Oversees the process.
- **Section Officer/ US/DS/Director:** Reviews and approves file closure.
- **File Custodian:** ASO level Officer will be the file custodian. He/She is a File Initiator/Creator and should close the files of the particular Section.

4. Procedure for Closing Inactive Files (Inactive/90+ Days Old)

- **Step 1:** All Divisional Heads will Identify the File Custodian in each Divisions handled by them.
- **Step 2:** Identification of Inactive Files

All the Officers will identify the files which are not in use and also more than 90 Days in the "Inbox" and "Parke Files"

- **Step 3:** Review for Closure
- **Step 4:** Send the identified files to the File Custodian of the Division.
- **Step 5: Section Officer/ US/DS/Director:** reviews flagged files to determine if:
 - The matter is resolved.
 - No further action is required.
 - The file can be closed.

- **Step 6: Approval for Closure**
 - If the file is eligible for closure: (i) **Section Officer/ US/DS/Director** marks it as "**Proposed for Closure**" in eOffice. (ii) **Higher Authority** (if required) approves the closure.
- **Step 7: Digital Archiving/Disposal** : Closed files are moved to the "**Closed Files**" section in eOffice.
 - If physical copies exist, follow **National Archives of India (NAI) guidelines** for disposal.
- **Step 8: Record Keeping:** A log of closed files is maintained for audit purposes. Metadata (File No., Subject, Closure Date) is retained for future reference.

5. Exceptions

Files related to **pending litigation, audits, or investigations** should not be closed.

6. Suggestions

- Not to create pFiles or eFiles for receipts.
- Not to create pFiles except Parliament Questions.
- Not to create Files at the Officer level unless it is required.
- Other Division's files pending in the "Inbox" may be sent to the concerned Division for taking appropriate action.
- Convert all pFiles into eFiles before closing.

7. Procedure for Close / Reopen and Park / UnPark eFiles in eOffice: Enclosed

