

**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: June 20, 2025

**OFFICE MEMORANDUM**

**Subject:- Training programme on eOffice - regarding**

The IT Division has received requests from officers and officials for providing eOffice training. In addition, several ASOs and Steno-D joined the Ministry recently. To familiarize the functionality of eOffice and also to clarify the doubts if any, a training programme is scheduled on 23-06-2025 (Monday) at Teesta Conference Hall, 1<sup>st</sup> Floor, Jal Wing, IPB, New Delhi from 10.30 AM to 12.30 PM. All the newly joined ASOs and Steno-D are requested to attend the training programme. The Officers and Officials require eOffice training and having queries are also requested to attend the eOffice training programme.

4. This issues with the approval of competent authority.

  
(Surendra Singh Meena)  
Under Secretary (IT)

**To,**  
All Officers and Officials of MoEF&CC.

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