

**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:- Capacity building session on "Understanding & Usage of NIC email account of Zoho" - regarding**

The undersigned is directed to inform that the Zoho Technical Officer from Capacity building team of NIC is visiting the Ministry and providing capacity building training session on "Understanding & Usage of email account of Zoho" for the users and DA Admin on 23rd June 2025 (Monday) at Teesta Conference Hall, 1<sup>st</sup> Floor, Jal Wing, IPB, New Delhi from 03.00 PM to 05.00 PM.

2. All the Officers and Officials are requested to attend the capacity building training session on "Understanding & Usage of email account of Zoho".
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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