

Admin-65013/7/2018-P.II [E-113863]  
Government of India  
Ministry of Environment, Forest and Climate Change

Prithvi, 1st Floor,  
Indira Paryavaran Bhawan,  
Jor bagh Road, Aliganj,  
New Delhi-110003

**Dated: 26th September, 2024**

**OFFICE MEMORANDUM**

**Sub: Requirement of obtaining No Objection Certificate from IT Division for eOffice-reg.**

The IT Division receives requests for registration in the eOffice from the User or from the Division. However, the eOffice Users on retirement, transfer, resignation, etc. do not inform the IT Division and also they do not clear the Inbox in respect of both the Files and the Receipts. Due to this reason, the IT Division is unable to deactivate the eOffice accounts or emails of such Users. It has also been observed that if the files and receipts are transferred to the incumbent or to the concerned Division, objections are raised by them. For deactivation of eOffice/email accounts of such Users and consequent custody of receipts, files, mails, etc. upon transfer or superannuation of officers, the following procedure be complied with immediate effect:


(i) Along with the existing 3 NOCs (No Objection Certificate) required to be obtained from Library, GA and Cash Section by the officials/officers of MoEF&CC who are transferred from this Ministry or upon superannuation/VRS or in the event of resignation, etc., all such officials/officers shall mandatorily obtain an additional NOC, in the format attached at **ANNEXURE-A**, from IT Division through their respective Sections (P.I/P.II/IFS etc.) processing their case and Last Pay Certificate (LPC) shall be generated only upon receipt of all the above mentioned four NOCs.

(ii) The concerned Section Officer/Officer-In-Charge of the Section/Cell/Unit/Division, etc. shall be the custodian of all e-files/files, e-receipts/receipts, e-mails/mails and such other digital/physical documents which require retention until new incumbent joins the post and in his/her absence or if he/she is himself/herself being transferred or superannuating, then the officer immediately senior to him/her and such Section Officer/Officer-in-charge shall not tamper, retrieve or use the knowledge related to e-files/files,

e-receipts/receipts, e-mails/mails and such other digital/physical documents except with the permission of the concerned Divisional Head.

2. All Divisional Heads shall ensure that NOC in respect of all the Outsourced staff/Contractual staff including all categories of Consultants, Legal Associates, Project Staffs and such other ad-hoc/non-regular officials/officers who are eOffice Users under their supervision, is mandatorily taken from the IT Division under intimation to respective case processing Section (P.I/P.II/IFS etc.) before processing of salary of their last month and relieving them from contractual duties as LPC is not usually issued in case of non-regular/Consultants/Contractual employees.

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



26/9/24  
(Jatender Singh)

Deputy Secretary to the Govt. of India  
E-mail:jatender.singh@nic.in  
Tele:20819330

**Distribution:**

1. All the Divisional Heads
2. All the eOffice users in MoEF&CC.
3. P.I/P.III/IFS/GA/Vigilance/IT/Library/Cash Section.
4. IT Division for uploading on website and other channels.

**Copy for information to:**

1. PSO to Secretary (EF&CC)
2. PPS to Special Secretary (EF&CC)

**ANNEXURE-A**

**No Objection Certificate**

*(to be taken from the IT Division by the respective case processing Division  
P./P.II/IFS etc.)*

Name of Officer/Official:

Designation:

NIC email Id:

eOffice:

Date of Joining MoEF&CC:

Date of Superannuation/VRS/Transfer/Resignation\* etc.:

Sl. No.	All Files under Inbox are cleared	All Receipts under Inbox are cleared	Whether eOffice is deactivated	Whether email is deactivated

Signature and Stamp of the Competent Authority

\* In the event of unauthorized absence/death etc., the concerned section may directly take NOC from IT Division for deactivation of eOffice.