

Contact No of e-office Administrator – 011-23036920/6920
Room No – 1116 Cabin No-16, Sanchar Bhawan

Department of Telecommunication
IT-Cell, E-office (www.dot.eoffice.gov.in)
Form for New Account Creation in e-office

Either paste your
photo here or send
scanned copy of
photo

Details update in e-office account		
1.	Name of Employee*(Tick on appropriate)	Mr.Mrs.Shri.Smt.Dr.Ms.
2.	Employee Code*	
3.	Date of Birth*(DD/MM/YY)	
4.	PAN No.*(Ten digit)	
5.	Aadhar No.*(twelve digit)	
6.	Gov Mail ID*(@gov.in/@Nic.in)	
7.	Mobile No.*(Ten digit)	
8.	Office No.	
9.	Intercom No (four digit)	
10.	Work Status*(Tick on appropriate)	Regular/Deputation/Contractual
11.	Designation*	
12.	Date of Appointment of current Designation/Post*(DD/MM/YY)	
13.	Pay Band	
14.	Grade Pay	
15.	Pay in Band	
16.	Basic Pay	
17.	Service book keeping (Section)*	
18.	Name/Emp. Code of Reporting officer*	
19.	Name/Emp. Code of Controlling officer*	
20.	Name/Emp. Code of Link Officer*	
21.	Name/Emp. code of Tour Approving Authority*	
22.	Section Name*	
23.	Post*	
24.	Room No.*	
25.	Remarks (if any)	

Dated.....

Signature of the Applicant

Signature/Stamp of Reporting officer

Procedure for Apply:

1. Download the application form available on www.dot.gov.in download form column at Sl.No. 42.
2. Fill-up the application on computer and take print & sign.
3. Scan the application form & latest passport size photo and send it on email“eofficeadmin-dot@nic.in” from your gov mail.
- 4.“*” Mandatory field