

# DoT - eOffice Account Creation Form

Employee Basic Information			
Name	: Mr/Ms/Smt	Gender	: M/F/T
Mobile Number	:	Work Phone	:
Date of Birth	: (dd/mm/yyyy)	Work Fax	:
Email ID	:		

Organization/ Service Details			
Postal Address of Office	:		
Wrapper Organization	:		
Organization Unit	:		
Service	:		
Service Cadre	:		
Joined Govt. Service on	: (dd/mm/yyyy)	Date of Retirement	: (dd/mm/yyyy)
Source of Recruitment	: Direct/ Inducted/ Promoted	Cadre Identification Number/Staff No.	:
Employee Code	:	Allotment Year	: yyyy

Present Designation Details			
Present Designation	:	Appointment Type	:
Appointment Date	: (dd/mm/yyyy)	Joining Date	: (dd/mm/yyyy)
Under Probation	: (Yes/No)	Under Contract	: (Yes/No)
Under Training	: (Yes/No)	Contract End Date	: (dd/mm/yyyy)

Reporting Officer Details			
Name	:		
Designation	:	Employee Code	:
Mobile Number	:	Email ID	:
Service Book Custodian	:		

**Signature of the Officer/Official with Stamp**

Signature of the controlling Officer with **Stamp**

## **INSTRUCTIONS**

1. Email Id: Email Id under the domain @nic.in or @gov.in is allowed. It is the choice of officer to use personal or designation based email id. Email id with domain name shall be used as login id in eoffice.
2. **Wrapper Organization:** Organization Unit such as DOT HQ, TEC, NTIPRIT, LSA-UPW, CCA-UPE, WMO, NCCS etc.
3. **Organization Unit(OU):** Like DDG(T), DDG(R), DDG(A), DDG(C), DDG(S), DDG(State Coordination), DDG(IT), DDG(AS), SrDD etc. Preferably one level down than the Head of Office will be designated of OU.
4. **Service:** Like Indian Administrative Services, Indian Telecommunications Services, Indian P&T Accounts and Finance Services, India Radio Regulatory Services etc.
5. **Service Cadre:** Uttar Pradesh, Uttarakhand, Kerala, etc.
6. **Source of Recruitment:** Direct, Promotion, Contract
7. **Cadre Identification Number/Staff No:** Unique Staff Number allocated in the Cadre and if not allocated Identification number in PFMS.
8. **Employee Code:** Same as used in SPARROW ID. If don't have, then same as that of cadre Identification Number.
9. **Allotment Year:** Generally, allotment year is the Year of Recruitment Exam +1.
10. **Appointment Type:** Like Ad-Hock Basis, Contract Basis, Deputation Basis, Direct Recruitment, Loan Basis, Probationary Basis, Proforma Promotion, Promotion Basis, Revert Basis etc.

## **Other inputs**

1. Offices which are not on NICNET need to have VPN for accessing the eOffice Application.
2. For VPN personal email id to be used.
3. For applying through <https://eforms.nic.in/> following details to be used:
  - Application Name: eOffice
  - IP Range: 10.248.89.74 – 10.128.89.75
  - URL: <https://dot.eoffice.gov.in>
  - Port: 80
4. For accessing eOffice from VPN, at first stage user needs to login to <https://saccess.nic.in/> then click on eOffice link provided in the webpage and login to eOffice.