

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 of 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):** Office of DDG(T), DDG(R), DDG(A), DDG(C), DDG(S), DDG(State Coordination), DDG(IT), DDG(AS), SrDD etc. Preferably one level below the Head of Office or DDG Level at DoT HQ will be designated as separate 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 – 10.248.89.75
 - 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.

DoT HQ eOffice Helpdesk

1. Telephone No: 011-23036920/6920, Room No. 1116, Cabin No 16, Sanchar Bhawan, New Delhi, Email id: eofficeadmin-dot@nic.in
2. NIC Helpdesk for docketing the issues : <https://servicedesk.nic.in/>. Chatbot can also be used for getting the help.
3. Contact No. of NIC Helpdesk: 1800111555