

## DoT - eOffice Account Creation/update Form

Employee Basic Information			
Name	: Mr/Ms/Smt	Gender	: M/F/T
Father Name	:	DoB	: (dd/mm/yyyy)
Mobile Number	:	Work Phone	:
Email ID (name based)*	:	@gov.in/@nic.in	
Email ID (official)	:	@gov.in/@nic.in	

**\*Name based user ID to be preferred for eOffice Account.**

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 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	:		
Mobile Number	:	Email ID	:

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 up to the officer to use personal (name based) or designation based email id but name based email id is to be preferred.
2. Email id with domain name shall be used as login id in eOffice.
3. eOffice sends the OTP to the Mobile Number linked with email-id in NIC/GOV email Data Server.
4. **Wrapper Organization:** Organization Unit such as DOT HQ, TEC, NTIPRIT, LSA-UPW, CCA-UPE, WMO, NCCS etc.
5. **Organization Unit(OU):** Office of DDG(T), DDG(R), DDG(A), DDG(C), DDG(S), DDG(State Coordination), DDG(IT), DDG(AS) etc. Preferably one level below the Head of Office or DDG Level at DoT HQ will be designated as separate OU.
6. **Service:** Like Indian Administrative Services, Indian Telecommunications Services, Indian P&T Accounts and Finance Services, India Radio Regulatory Services etc.
7. **Service Cadre:** Uttar Pradesh, Uttarakhand, Kerala, etc.
8. **Source of Recruitment:** Direct, Promotion or Contract as the case may be.
9. **Cadre Identification Number/Staff No:** Unique Staff Number allocated in the Cadre and if not allocated Identification number in PFMS.
10. **Employee Code:** Same as used in SPARROW ID. If don't have, then same as that of cadre Identification Number.
11. **Allotment Year:** Generally, allotment year is the Year of Recruitment Exam +1.
12. **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 WebVPN (<https://saccess.nic.in/>) for accessing the eOffice Application.
2. For WebVPN personal (name based) 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 through WebVPN, 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 13} or {Cabin No 23 at 12<sup>th</sup> Floor}, Sanchar Bhawan, New Delhi, Email id: [eofficeadmin-dot@nic.in](mailto: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