

DoT - eOffice Account Transfer Form

Employee Information			
Name	: Mr/Ms/Smt		
Cadre Identification No.	:	Employee Code	:
Mobile Number	:	Designation	:
Email ID (name based)*	:		@gov.in/@nic.in
Email ID (official)	:		@gov.in/@nic.in
Order No.	:		
Order Date	:(dd/mm/yyyy)	Date of Relieving	:(dd/mm/yyyy)

***Mandatory information for transferring eOffice Account**

Present Reporting Officer	
Name	: (name)
Designation	: (designation)

Details of present Organization/Division	
Postal Address of Office	:
Wrapper Organization	:
Organization Unit (OU)	:

Details of New Organization/Division			
Postal Address of Office	:		
Wrapper Organization	:		
Organization Unit (OU)	:	Date of Joining	:(dd/mm/yyyy)

Details of new Reporting Officer			
Name	:		
Designation	:	Employee Code	:
Mobile Number	:		
Email ID	:		

Signature of the Officer/Official with Stamp

Enclosures:

1. Copy of Transfer Order
2. Copy of ACG-61/Relieving letter
3. Copy of Joining Report/Taken on strength order

Note:

1. In case of Transfer to other organization (other than DoT), Web-VPN provided for accessing eOffice and eHRMS Package needs to be surrendered through <https://eforms.nic.in>.
2. User also needs to update his/her profile in <https://eforms.nic.in>.
3. User should not have any receipts/files in his/her inbox and created folders of eOffice.

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 Contractor 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.

Note to Local Admins:

1. Before transfer of Account user must vacate his/her inbox and created folders of both the files and receipts.
2. If user is using designation based email ID for accessing the eOffice then before initiating transfer of user account, his/her eOffice login credentials to be changed to name based email id. **Wait for 15-20 minutes** for data to get synched before proceeding further.
3. Check if any files/receipts are available in the user's inbox or created folders.
4. Go to Post Admin. Upload the Transfer Order or ACG-61 or relieving order and relieve the employee.
5. Go to Direct Transfer and transfer the employee to new organization.