

# DAHD -eOffice Account Creation/Updation Form

Employee Basic Information			
Name	: Mr/Ms/Smt/Dr	Gender	: M/F/T
Father's Name	:	DoB	: (dd/mm/yyyy)
Mobile Number	:	Work Phone	:
Email ID	:	@gov.in/@nic.in	

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.
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 DAHD etc.
5. **Organization Unit(OU):** Admin-1,Admin-2,Admin-3 etc.
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 government email id to be used.
3. For applying through <https://eforms.nic.in/> following details to be used:
  - Application Name: eOffice
  - IP Range: 164.100.128.100
  - URL: <https://dadf.eoffice.gov.in>
  - Port: 80,443
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.

### **DAHD HQ eOffice Helpdesk**

1. NIC Helpdesk for docketing the issues : <https://servicedesk.nic.in/>. Chatbot can also be used for getting the help.
2. Contact No. of NIC Helpdesk: 1800111555