

DOF-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 (Section)	:		
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	:

Roles			
Officer	: (Yes/No)	Draft Signer	: (Yes/No)
Downloader	: (Yes/No)	Closing Approver	: (Yes/No)
Draft Approver	: (Yes/No)	Role_MIS_Admin	: (Yes/No)

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

Signature of the controlling Officer with Stamp

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INSTRUCTIONS

1. **Wrapper Organization:** Organization Unit such as DEPARTMENT OF FISHERIES etc.
2. **Organization Unit(OU):** Admin-1,Admin-2,Admin-3 etc.
3. **Service:** Like Indian Administrative Services, Indian Telecommunications Services, Indian P&T Accounts and Finance Services, India Radio Regulatory Services etc.
4. **Service Cadre:** Uttar Pradesh, Uttarakhand, Kerala, etc.
5. **Source of Recruitment:** Direct, Promotion or Contract as the case may be.
6. **Cadre Identification Number/Staff No:** Unique Staff Number allocated in the Cadre and if not allocated Identification number in PFMS.
7. **Employee Code:** Same as used in SPARROW ID. If don't have, then same as that of cadre Identification Number.
8. **Allotment Year:** Generally, allotment year is the Year of Recruitment Exam +1.
9. **Appointment Type:** Like Ad-Hock Basis, Contract Basis, Deputation Basis, Direct Recruitment, Loan Basis, Probationary Basis, Proforma Promotion, Promotion Basis, Revert Basis etc.