**Application Form for New Account Opening/Transfer account settlement in**

**E-office, DoT.**

IT-Cell (www.dot.eoffice.gov.in)

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| --- |
|  Details of Employee |
| 1 | Employee Name  |  | Room No. |
| Mobile number |  |  |
| 2  | **Employee Code**  |  | Basic pay  |
| Designation |  |  |
| 3 | Section Name/Office of |  |
| 4 | Marking Abbreviation(Post Name) |  |
| 5 | Name of Reporting Officer and his **Employee code** |  |
| 6 | Name of Controlling officer and his **Employee code** |  |
| 7 | Name of Leave Approving Officer and his **Employee Code** |  |
| 8 | Name of Admin Authority(service book keeping authority) and his Employee Code |  |
| 9 | Name of Admin Assistant and his Employee Code if any |  |
| 10 | Name of Tour Approving Authority and his Employee Code If any |  |
| 11 | **NIC Mail ID** of employee |  |
| 12 | Whether it is in house transfer case? If yes then Earlier section/designation/ date of relieving. |  |
| 13 | Date of joining to Deptt/ Present section in case of transfer from other Deptt/Ministries. |  |
| 14 | Office Phone number/four digit  |  |
| 15 | Specific requirement/remarks. |  |

 Dated…………………………….. Signature of the Applicant