

Application Form for New Account Opening in E-office

Details of Employee			
1	Employee Name		<u>Room No.</u>
	Mobile number		
2	Employee Code		<u>Basic pay</u>
	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	DOB		

Dated.....

Signature of the Applicant

C/s by the HOD/HOC/Branch Head

Approved / Not Approved