

Form for eOffice Account Closure/suspension

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

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

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

Signature of the Officer/Official with Stamp

Enclosures:

1. Copy of Retirement/Termination
2. Copy of ACG-61/Relieving letter

Note:

1. Web-VPN provided for accessing eOffice and eHRMS Package also 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.
4. For retention of name based email id (@gov.in/@nic.in) user needs to approach DoT-NIC.