Details of …..Desig............................. for transferring in/out in e-Office from One Unit/Section to another Unit/Section Department- ACCOUNTS

S.No.		Particular	Details
1	Basic Details	Name	
2		Emp. No. (11 digit)	
3		Date of Birth (DD/MM/YYYY)	
4		Date of Retirement (dd/mm/yyyy)	
5		nic/gov mail	
6		1st Mobile (10 digit)	
7		2nd Mobile if available (10 digit)	
8	Transfer Out Details	Transfer Office Order No. and Date	
9		transfer out Unit	
10		Parent Oranisation Unit	
11		Name of Organization unit (Name of the office/Section employee belongs to) Mention hierarchy wise starting with Top OU	
12		Designation	
13		Post	
14		Spare Order No.	
15		Date of Spare from old unit	
16		e-Office Admin	
17	Transfer in Details	transfer in Unit	
18		Parent Oranisation Unit	
19		Name of Organization unit (Name of the office/Section employee belongs to) Mention hierarchy wise starting with Top OU	
20		Name of Reporting Officer (Gaz)	
21		Post of Reporting Officer (Gaz)	
22		New Designation	
23		New Post	
24		Letter No. of Reporting with Date	
25		Date of reporting in new unit	
26		e-Office Admin	
27	Declaration of vacant files/receipt in inbox of e Office	Whether all Files/receipts available in inbox/created folder in e Office has been transferred to concerned personal ? (Yes/No)	
28		If No, then fill Annexure-'A' and attach herewith	
29	Remarks		

Enclosusers:-	Attached (YES/NO)
1) Office Order	
2) Spare Order	
3) Joining Report	
4) Annexure-'A' (If inbox is not empty)	

Signature of the employee

Forwarding Officer (with Seal)

Name
Designation

Sr.EDPM/ECR/HJP

Note:- 1.Kindly send the request to Sr.EDPM through e-Office only with all enclosures
   2.All scanned documents should be visible clearly in pdf.

<div align="right">**Annexure-'A'**</div>

Form of Transferring the e-Office File/e-Receipts from One Officer/Employee to another Officer/Employee
Department- ACCOUNTS /HQ/ EAST CENTRAL RAILWAY HAJIPUR

Kindly arrange to Transfer File/Receipt in e-Office from the one user to another user as per details given below

S.N.		Particular	Details
1	e-Office file/e-office Receipts transfer from the user	Employee Full Name (Transfer out)	
2		Emp no. of Employee (Transferred Out)	
3		Gov mail id of transfer out employee	
4		Designation of the Transferred OutEmployee	
5		Post Name of the employee	
6		Marking Abbreviation of Transferred Out employee (which is reflecting in the notings marked from/to)	
7		Organisation Unit of Transferred Out employee	
8	e-Office file/e-office Receipts transfer to the user	Employee Full Name (Transfer in)	
9		Emp no. of Employee (Transferred in)	
10		Gov mail id of transfer in employee	
11		Designation of the Transferred inEmployee	
12		Post Name of the employee	
13		Marking Abbreviation of Transferred in employee (which is reflecting in the notings marked from/to)	
14		Organisation Unit of Transferred in employee	
15		**Remarks (if any)**	

Enclosusers:-	Attached (YES/NO)
1) Office Order	
2) Spare Order	
3) Joining Report	
4) Annexure-'A' (If inbox is not empty)	

Signature of the Officer

Note:-1. Kindly send the request to Sr.EDPM through e-Office only with all enclosures

2.All scanned documents should be visible clearly in pdf.

S.No.		Particular	Details
1	Basic Details	Name	
2		Emp. No. (11 digit)	
3		Date of Birth (DD/MM/YYYY)	
4		Date of Retirement (dd/mm/yyyy)	
5		nic/gov mail	
6		1st Mobile (10 digit)	
7		2nd Mobile if available (10 digit)	
8	Transfer Out Details	Transfer Office Order No. and Date	
9		transfer out Unit	
10		Parent Oranisation Unit	
11		Name of Organization unit (Name of the office/Section employee belongs to) Mention hierarchy wise starting with Top OU	
12		Designation	
13		Post	
14		Charge Relinquish/Charge Handing No.	
15		Date of charge handing over/relinquish from old unit	
16		e-Office Admin	
17	Transfer in Details	transfer in Unit	
18		Parent Oranisation Unit	
19		Name of Organization unit (Name of the office/Section employee belongs to) Mention hierarchy wise starting with Top OU	
20		Name of Reporting Officer	
21		Post of Reporting Officer	
22		New Designation	
23		New Post	
24		Charge Taken No.	
25		Charge taken Date	
26		e-Office Admin	
27	Declaration of vacant files/receipt in inbox of e Office	Whether all Files/receipts available in inbox/created folder in e Office has been transferred to concerned personal ? (Yes/No)	
28		If No, then fill Annexure-'A' and attach herewith	
29	Remarks		

Details of …………………………………Desig………………………….. for transferring in/out in e-Office from One Unit/Section to another Unit/Section Department- ACCOUNTS

Enclosusers:-	Attached (YES/NO)
1) Office Order	
2) charge handing over/relinquish note	
3) Charge Taken Note	
4) Annexure-'A' (If inbox in e-Office is not empty)	

Signature of the Officer

Name
Designation

Sr.EDPM/ECR/HJP

Note:- Kindly send the request to Sr.EDPM through e-Office only with all enclosures