

Ministry of Cooperation

Employee Master Details for e-Office

S.no	Field no.	Explanation	Employee
1	Employee Full Name *	First ,Middle, Last name	
2	Sex*	M/F	
3	Employee Code		
4	Designation of employee*	Post of employee	
5	NIC Email* (Designation Based)	NIC email of Employee (Designation Based)	
6	Name of organization*	Name of Section/Division	
7	Joining date at MoC	Mention Joining Date & (Attach copy of posting order)#	
8	Date of Birth	DoB(dd/mm/yy)	
9	Joining date of service		
10	Employee Status (Permanent/Temp.)	State whether permanent/temporary	
11	Mobile No.*	Mobile No. of employee	
12	Signature of Employee*	Employee Sign	
13	Signature of Controlling Officer*	Controlling Officer Signature with Stamp	

***: Mandatory Field**

Note: It takes 2 working days to complete the process of eOffice account.

#: Enclose copy of the posting order at Ministry of Cooperation

For Office Use Only (To be filled by e-Office Team, MoC)

Marking Abbr. Post:

e-Office Account Created by:

Date: