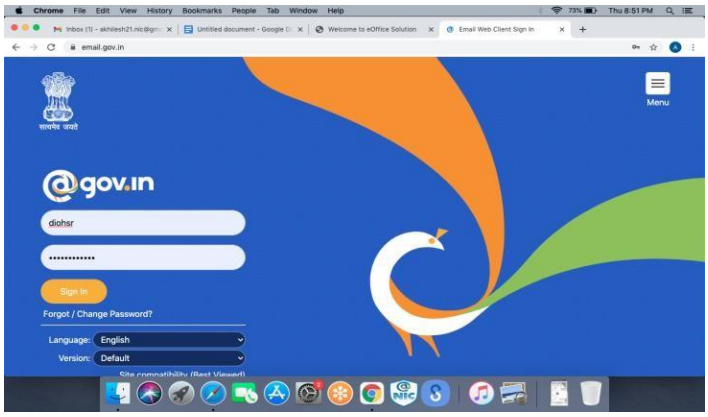
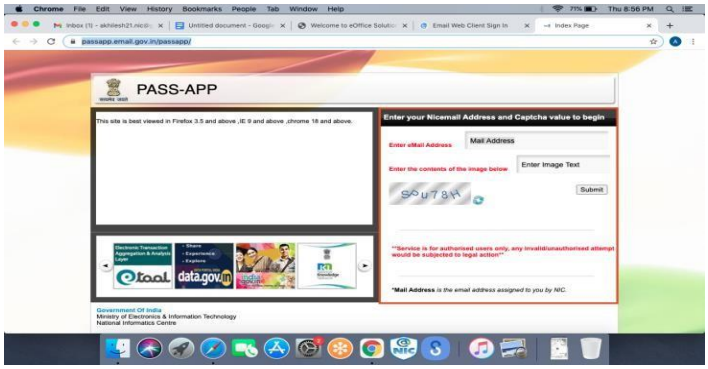
FAQ on e-office

Sr #	Question	Answer
1	What is demo website for e-office?	One can do practice on demo website for e-office i.e. https://demo.eoffice.gov.in Username: so6, so7, so8, so9, so10, s011, so12, so13 and so14 Password: eoffice@123#
2	What is the website address for e-office?	Please open https://eofficeharyana.gov.in to work on e-office.
3	What is user-id to login eoffice?	To work on e-office a mail id on government server is must i.e. mail with @gov.in. If you are not having mail on government server please apply for the same through your office in-charge as per procedure given below after FAQs. User-id for e-office is the first part of e-mail address i.e. prior to @. For example if the e-mail address is dioroh@gov.in then user-id for e-office is dioroh
4	What should we do if we forget the password of our e-mail?	Password for e-mail can be reset by clicking on Forgot/Change password on https://email.gov.in  or by opening URL https://passapp.email.gov.in/passapp/

		 Please keep the registered mobile number with e-mail to get the OTP.
5	How one can change the registered mobile number with e-mail?	To change the registered mobile number with e-mail, one can send the request as per format in excel file to dioroh@nic.in
6	What to do to activate the e-mail account?	Any e-mail not in use for more than 90 days get deactivated automatically. To activate the e-mail applicant have to send the following details in excel format to dioroh@nic.in
7	How can we type in Hindi language while preparing noting sheets/drafts?	To type in Hindi Language either use Mangal font available by default in the e-office application or download “Sanrachna Hindi Tankan” from https://igrsup.gov.in/igrsup/sanrachna After downloading and installing the above application run the application and keep CAPS Lock on.
8	What is the maximum size of file can be uploaded on e-office?	Any file with size <=20 MB can be uploaded on e-office.
9	What is the Yellow note sheet?	**Yellow Note**: **Yellow Note** is to add a draft **note** in a file for taking approvals from reporting before finalizing the green **note**. Once the **yellow note** is confirmed, it changes to a green **note** sheet.
10	What we can do if a file sent to someone wrongly?	If a file is sent to someone wrongly then the same can be pulled back subject to condition that the same is not read/received by the marked official.