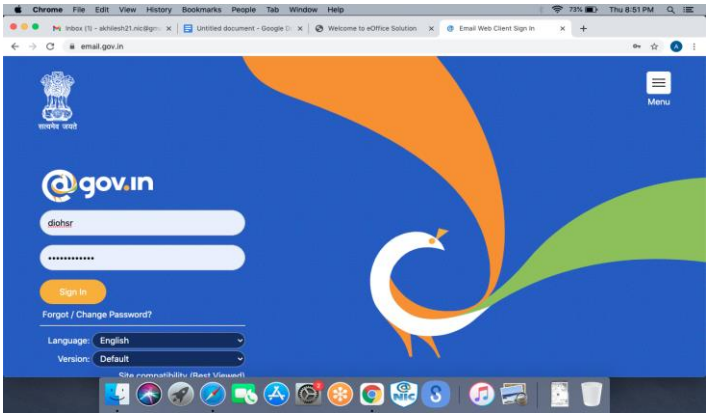


## FAQ on e-office

Sr #	Question	Answer
1	What is demo website for e-office?	<p>One can do practice on demo website for e-office i.e. <a href="https://demo.eoffice.gov.in">https://demo.eoffice.gov.in</a></p> <p>Username: so6, so7, so8, so9, so10, s011, so12, so13 and so14            Password: eoffice@123#</p>
2	What is the website address for e-office?	<p>Please open <a href="https://eofficeharyana.gov.in">https://eofficeharyana.gov.in</a> to work on e-office.</p>
3	What is user-id to login eoffice?	<p>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.</p> <p>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 <a href="mailto:diohsr@gov.in">diohsr@gov.in</a> then user-id for e-office is diohsr</p>
4	What should we do if we forget the password of our e-mail?	<p>Password for e-mail can be reset by clicking on Forgot/Change password on <a href="https://email.gov.in">https://email.gov.in</a></p>  <p>The screenshot shows the login page for @gov.in. It features a search bar with 'diohsr' entered, a password field, and a 'Sign In' button. Below the sign-in options, there is a link for 'Forgot / Change Password?'. The page also includes a language dropdown set to 'English' and a version dropdown set to 'Default'. The background has a blue and orange design with a white bird icon.</p> <p>or by opening URL  <a href="https://passapp.email.gov.in/passapp/">https://passapp.email.gov.in/passapp/</a></p>

		<p>Please keep the registered mobile number with e-mail to get the OTP.</p>								
5	How one can change the registered mobile number with e-mail?	<p>To change the registered mobile number with e-mail, one can send the request as per format in excel file to <a href="mailto:diohsr@nic.in">diohsr@nic.in</a></p> <table border="1" data-bbox="727 877 1421 947"> <thead> <tr> <th>e-mail ID</th> <th>Country Code</th> <th>Mobile</th> </tr> </thead> <tbody> <tr> <td><a href="mailto:abc@gov.in">abc@gov.in</a></td> <td>91</td> <td>9999999999</td> </tr> </tbody> </table>	e-mail ID	Country Code	Mobile	<a href="mailto:abc@gov.in">abc@gov.in</a>	91	9999999999		
e-mail ID	Country Code	Mobile								
<a href="mailto:abc@gov.in">abc@gov.in</a>	91	9999999999								
6	What to do to activate the e-mail account?	<p>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 <a href="mailto:diohsr@nic.in">diohsr@nic.in</a></p> <table border="1" data-bbox="727 1146 1421 1241"> <thead> <tr> <th>Email ID</th> <th>Date of Retirement</th> <th>Country Code</th> <th>Mobile</th> </tr> </thead> <tbody> <tr> <td><a href="mailto:abc@gov.in">abc@gov.in</a></td> <td>31/03/2042</td> <td>91</td> <td>9999999999</td> </tr> </tbody> </table>	Email ID	Date of Retirement	Country Code	Mobile	<a href="mailto:abc@gov.in">abc@gov.in</a>	31/03/2042	91	9999999999
Email ID	Date of Retirement	Country Code	Mobile							
<a href="mailto:abc@gov.in">abc@gov.in</a>	31/03/2042	91	9999999999							
7	How can we type in Hindi language while preparing noting sheets/drafts?	<p>To type in Hindi Language either use Mangal font available by default in the e-office application or download “Sanrachna Hindi Tankan” from <a href="https://igrsup.gov.in/igrsup/sanrachna">https://igrsup.gov.in/igrsup/sanrachna</a></p> <p>After downloading and installing the above application run the application and keep CAPS Lock on.</p>								
8	What is the maximum size of file can be uploaded on e-office?	<p>Any file with size &lt;=20 MB can be uploaded on e-office.</p>								
9	What is the Yellow note sheet?	<p><b>Yellow Note:</b> <b>Yellow Note</b> is to add a draft <b>note</b> in a file for taking approvals from reporting before finalizing the green <b>note</b>. Once the <b>yellow note</b> is confirmed, it changes to a green <b>note</b> sheet.</p>								
10	What we can do if a file sent to someone wrongly?	<p>If a file is sent to someone wrongly then the same can be pulled back subject to condition that the same is not</p>								

		read/received by the marked official.
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