

Creation of New User ID and Transfer of User ID request Guide:

- Click on the link and download the MS Excel file and fill all the credentials, Mobile Numbers are strictly requested to be filled personal as IDs are name based not designation.

https://docs.google.com/spreadsheets/d/1b31zPygXMxp1LD0L8rNQ-ORrxqeY_6XY/edit?usp=sharing&oid=101169173315579454333&rtpof=true&sd=true

- After filling all the details, the concerned should also make a PDF file of their PSPCL ID card, merged with their Posting/Promotion & Transfer Order in One PDF file (less than 10MB) and rename the PDF with their Employee Code.
- Then the Officer/Official (for new ID creation) through their Nodal Officer should e-mail their details on eoffice694@gmail.com
- For existing users (if IDs are already created with PSTCL), through their Nodal Officer should e-mail their PDF (<10MB) with all documents mentioned above mentioning their USER ID: “@punjab.gov.in” for transferring e-Office ID from PSTCL to PSPCL.

Regarding Mobile No. Change request Guide:

- Click on the link and download the MS Excel file and fill all the credentials:
https://docs.google.com/spreadsheets/d/1S91qlw_DEEG57vKtAgccS0BGfbSQ60bX/edit?usp=drive_link&oid=101169173315579454333&rtpof=true&sd=true
- Then the Officer/Official through their Nodal Officer should e-mail their details on eoffice694@gmail.com

Point of contact for any problems regarding your ID:

- If any user face problems when operating their ID, they should attach Screen-Shot of whole screen including time & date (by Pressing “Win+PrintScreen”) and send it on eoffice694@gmail.com through their Nodal Officer with their credentials (User or Emp. ID) and description of the problem.
- Users can contact with their Nodal Officers and if the problem persist then can call on +91-96461-40040.

Note: For Training, Users can check out Official YouTube Channel of NIC, Punjab: www.youtube.com/@eOfficeNICPunjab