

I/472/2022



संजयगाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान  
**Sanjay Gandhi Postgraduate Institute of Medical Sciences**  
 Rae Bareli Road, Lucknow-226014 (India)

Date: 11-Jan-2022

File RSDNO: 6890/19

### Circular

This is to inform all HOD/Nodal Officers that If e-files and receipts (letters) is required to be transferred from one e-office user to other due to transfer/relocation of employee/officer or any other reason the concerned HOD/Nodal Officer has to fill the form attached with the circular and send it HOD BHI for execution.

Form will be accepted through e-office software application ONLY.

  
 (Prof.Uttam Singh)  
 HOD BHI

**Copy to:**

1. Director, SGPGIMS
2. Additional Director
3. CMS/MS
4. FO/ER/JDA/JDMM//FIE/FIR
5. All HOD's
6. All In-charges and Section heads
7. HOD BHI to kindly upload on SGPGI website and circulate through e-office/email

**S.G.P.G.I.M.S. Lko.**  
 e-OFFICE  
 Computer No.  
 te:  
 1: 1

  
 (Prof.Uttam Singh)  
 HOD BHI

I/472/2022

**Sanjay Gandhi Postgraduate Institute of Medical Sciences**

Department of Biostatistics and Health Informatics

<b>Form for Transfer of e-files /Receipts in e-office software application</b>			
<b>Sl.No</b>	<b>Particulars</b>	<b>From</b>	<b>To</b>
1	Employee ID		
2	Name		
3	Designation / Post		
4	Department		
5	Mobile No		
6	E-Office Login ID		
7	Reason for transfer of e-files/receipts		

HOD/Nodal Officer

Note: Filled Form should be send through e-office application only

  
