USING e-office (aiims.eoffice.gov.in) FOR AIIMS EMPLOYEES

STEP 1- Open browser Mozilla Firefox/Microsoft edge (recommended browsers).

STEP 2- Enter URL https://aiims.eoffice.gov.in

STEP-4 Enter your credentials, User name (abcd@aiims.gov.in) and password and click Next button.

STEP-5 Two Step Authentication page will open

STEP-6 Select the option "OTP as SMS and on Sandesh" and click on Next Button

STEP-7 Next Button will take you to the Enter OTP page. Please verify last four digits of your mobile number.

STEP-8 Enter OTP that you have received on your register mobile number.

THE HOME PAGE OF E-OFFICE WILL BE SHOWN

FAQs

1. **How to get an e-office ID?**
   e-Office Subscription form is available on "aiims.edu". User need to fill the form and send through proper channel to Computer Facility.

2. **I want to get my details updated in e-Office e.g. Designation, Department, Mobile Number?**
   You need to either fill e-Office Subscription form or you need to write an application stating the details to be updated mentioning the e-office ID and send the form/application through proper channel.

3. **If my mobile number is incorrect. What is the process to get it updated?**
   Please contact Computer Facility to get it checked and updated, if required

4. **How to re-set my password?**
   Go to "email.gov.in" and select Forget password/Change password/ Activate ID to re-set the password.

5. **My mobile number is correct, and then also I am not receiving OTP on my registered mobile number?**
   There can be a mobile network issue. You need to wait to get the OTP.