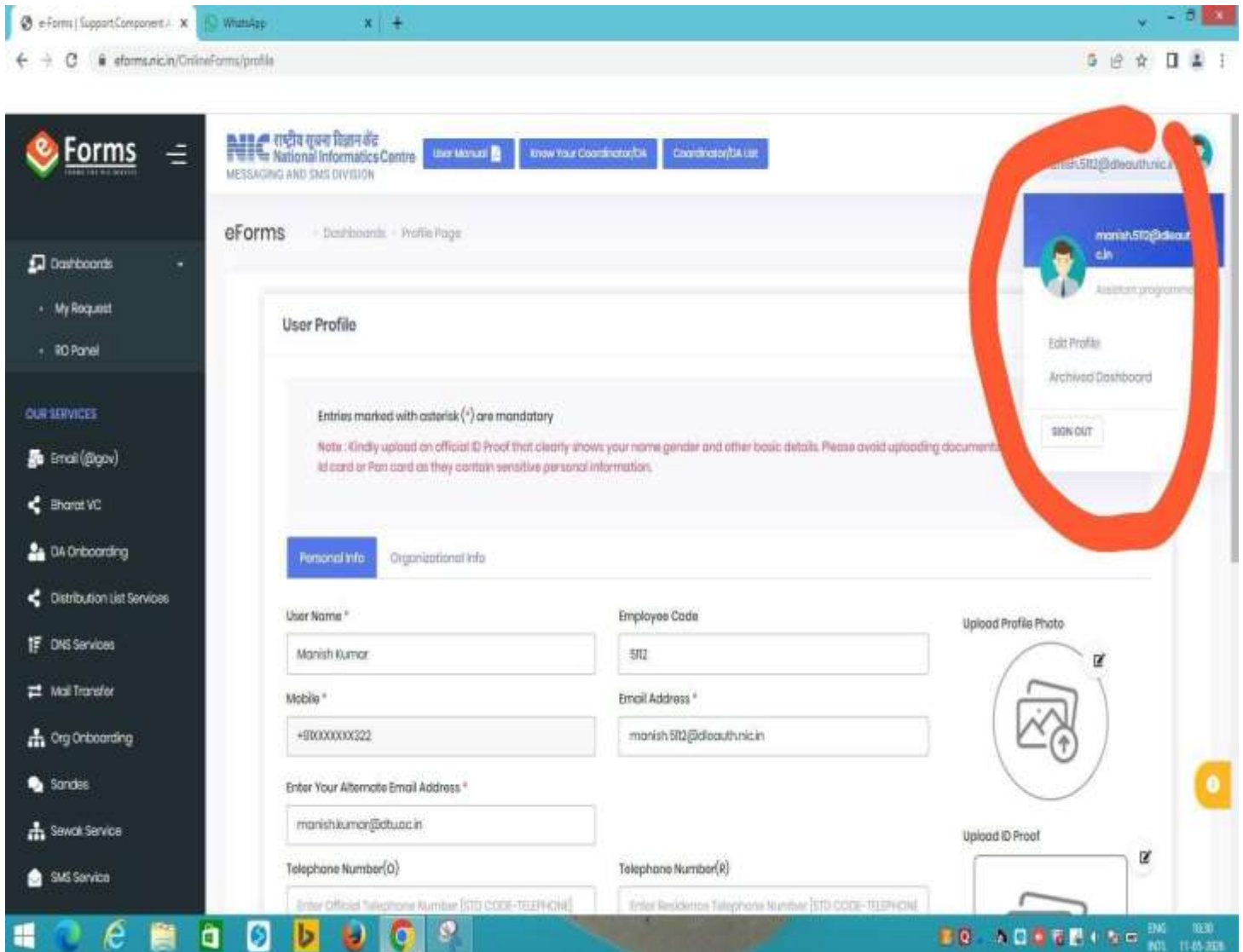


Login to E-Forms (eforms.nic.in) using your Govt. Auth. ID or your mobile number and Go to Edit Profile . Complete your personal profile. Then go to Organizational Profile Step 2



1. Enter Delhi Technological University in search your organizational details field. Select Delhi Technological University. NKN will automatically come in Organizational category

The screenshot shows the NIC National Informatics Centre portal. At the top, there are links for 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. A note states: 'Note: Kindly upload an official ID Proof that clearly shows your name, gender and other basic details. Please avoid uploading document Voter Id card or Pan card as they contain sensitive personal information.' Below this, there are two tabs: 'Personal Info' and 'Organizational Info'. The 'Organizational Info' tab is selected. A search field labeled 'Search your organization details' contains the text 'delhi techn'. A dropdown menu below the search field shows 'Delhi Technological University:(nkn)'. Other fields include 'Reporting/Nodal/Forwarding Officer Email' (sm-cdctu@delhi.gov.in), 'Reporting/Nodal/Forwarding Officer Name' (VIKASVikas), 'Reporting/Nodal/Forwarding Officer Mobile' (+9100000003227), and 'Reporting/Nodal/Forwarding Officer Telephone' (011-898989888).

2. Change the Following Highlighted Fields. Enter sm-cdctu@delhi.gov.in in the Reporting /Nodal /Forwarding officer email field. Based on officer emailed, rest of things will be automatically Populated.

The screenshot shows the NIC National Informatics Centre portal with the 'Organizational Info' tab selected. The search field contains 'Delhi Technological University:(nkn)'. The 'Organization Category' field is set to 'Nkn' and the 'Ministry' field is set to 'Delhi Technological University'. The 'Reporting/Nodal/Forwarding Officer Email' field is highlighted with a red circle and contains 'sm-cdctu@delhi.gov.in'. Other fields include 'Reporting/Nodal/Forwarding Officer Name' (VIKASVikas), 'Reporting/Nodal/Forwarding Officer Mobile' (+9100000003227), and 'Reporting/Nodal/Forwarding Officer Telephone' (011-898989888).

3. Enter phone no. as 011-8989898988 in Reporting /Nodal /Forwarding officer telephone line no.

voter id card or Pan card as they contain sensitive personal information.

Personal Info **Organizational Info**

Search your organization details

Delhi Technological University:(Nkn)

Organization Category * Ministry *

Nkn Delhi Technological University

Reporting/Nodal/Forwarding Officer Email * Reporting/Nodal/Forwarding Officer Name *

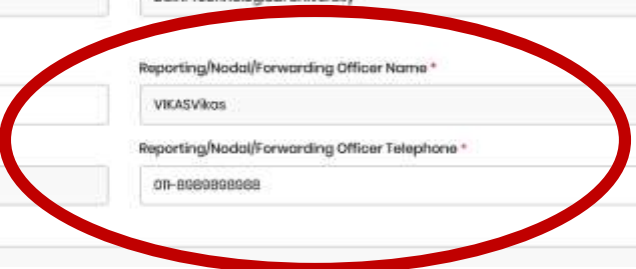
sm-cdtu@delhi.gov.in VIKASVikas

Reporting/Nodal/Forwarding Officer Mobile * Reporting/Nodal/Forwarding Officer Telephone *

+9100000003227 011-8989898988

Reporting/Nodal/Forwarding Officer Designation *

Customer Manager



If you have already completed above all steps then go to step 3 of below annexure-B.

SOP for availing the WebVPN facility for accessing the University/Academic Institutions (acadeoffice.delhi.gov.in) of GNCTD.

1. Login into the employee's eforms using <https://eforms.nic.in> and choose "login with Parichay" option for login.
2. If required, update or edit the employee's eforms profile.
3. Select the VPN service option visible on the left side panel.
4. Enter all the given details required for availing WebVPN facility for University/Academic Institutions of GNCTD as:
 - a. Select the NIC Coordinator: officer14.dlsu-del@nic.in
 - b. URL: - <https://acadeoffice.delhi.gov.in>
 - c. IP Address: 43.239.62.42
 - d. Destination Port: 80,443
 - e. Server location: Others-> RailTel, Gurgaon.
5. Click on submit.
6. An employee has received a SMS/email on his/her registered mobile number from NIC team about the successful creation of the VPN for the said eOffice platform of GNCTD.
7. Upon successful creation of WebVPN, an employee can access the respective eOffice application by first login into the <https://saccess.nic.in> and then select the respective eOffice application tab, afterward entered the login credentials for that eOffice platform.

Forms

राष्ट्रीय सूचना विज्ञान केंद्र
National Informatics Centre
MESSAGING AND SMS DIVISION

User Manual Know Your Coordinator/DA Coordinator/DA List

or more than 15 days will be auto-expired after 48 hours. Please take action on all the pending requests.

Dear Mukesh Kumar,
Notice: For any query or doubt, You can use "RAISE A QUERY" option to interact with other stakeholders. For tracking, use the "TRACK" option.
Valid from January 2025.

Total User Requests: 0
Total Pending Requests: 0
Total Completed Requests: 0
Total Rejected Requests: 0

General Filters
No Request Available

Total Pending Request

Show 10 entries Search:

App Id	Email	Status	Date
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MESSAGING AND SMS DIVISION

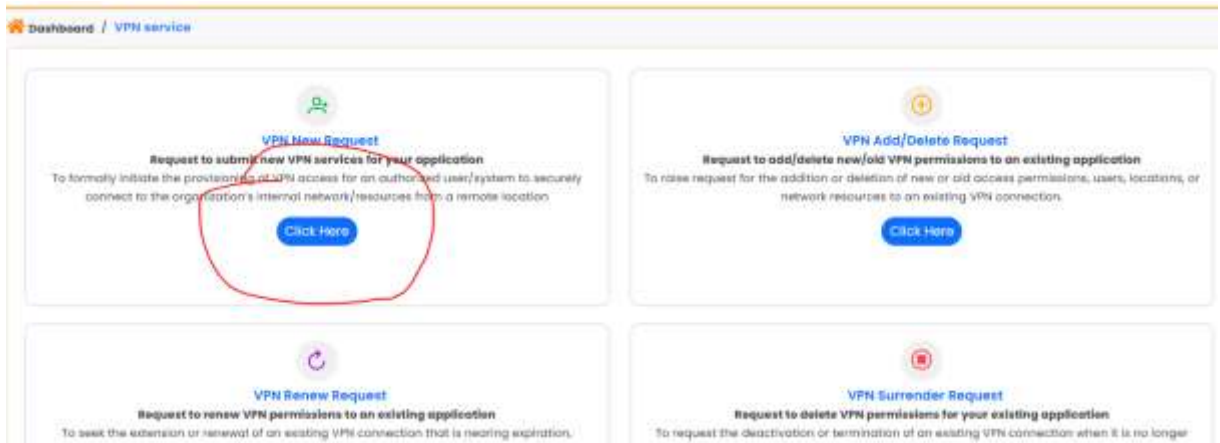
Dashboard / VPN service

VPN Details
Please read all instructions carefully

Submission Process Standard Operating Procedure

- Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to servicedesk@nic.in
- NIC does not capture any aadhaar related information.

NEXT



IP Details given on page no 4 and serial number 4-a,b,c and d

IP Address *

Single IP IP Range [+ ADD NEW](#)

Server IP address *

Application URL

Destination Port *

Server Location *

Other Location *

Remarks

[NEXT](#)

VPN NEW REQUEST PREVIEW

Personal Details:

Emp Code:
Postal Address: computer centre
State: DELH
District: NORTH WEST
Pincode: 110042
Telephone No: 111 81 6629
Telephone No. (H): 111 81 6629
Mobile No:
Email Address: mulesh.814@doctech.nic.in

Reporting/Notal Officers Details:

Officer Email: sm-cod@doctech.gov.in
Officers Name: VKASHIKAN
Officer Mobile:
Officer Telephone: 01-4998888888
Officer Designation: System Manager

Organization Details:

Organization Category: Govt
Ministry/Organization: Delhi Technological University

VPN Details:

New Vpn Records

IP From	IP Range	Application URL	Destination Port	Server Location	Other Location
43.239.83.42		https://ecodoc@doctech.gov.in	80442	Other	RailTel Gurgaon

I Agree to [Terms & Conditions](#).

BACK

NEXT

Dashboard / VPN services

1 New Request 2 Review your information 3 **Submit your Request** 4 After Submit Information

Form Submission type:

Please select any to Proceed


e-Sign the document with Aadhaar

[Delivery of e-sign with aadhaar depends on platforms outside control of NIC. In case of delay, you may choose to proceed online without aadhaar.]


Proceed Online

In this option, your request will be processed online without providing any documents along.


Proceed Manually

[Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK XBR 574705 module to get the request processed.]

BACK

NEXT