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Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002

<https://it.delhi.gov.in/>

A-13/2015/Dir (DeGS)-SECY (IT)-PART I File/CD No-042701434 / 4352-4411 Date: 06/06/25

CIRCULAR

Subject: Availing Web-VPN facility for effective implementation of e-office across all Departments/Autonomous/ Local/ Academic Bodies of Govt. Of NCT of Delhi- Reg.

Kindly refer to the clause/para 10 point – v of Annexure – I, of IT Department's circular issued vide no. A-13/2015/Dir (DeGS)-SECY (IT)-PART I File/2869-2928 dated 06/05/2025 wherein it was mentioned that "... The HODs shall ensure that a minimum of 2 offices including him are having VPN facility to access eOffice files through any network."

2. In continuation, a meeting was held under the chairmanship of worthy Chief Secretary on 03/06/2025 where it was decided that "Web-VPN facility be made available for all the officers of the level of Dy. Secretary and above in a time bound manner. SIO, NIC to ensure timely processing and approving the online application for Web-VPN on PRIORITY".

3. In this context, all HODs are requested to ensure that Web-VPN accounts may be created for all the officers of the rank of Dy. Secretary and above.


4. A complete work/process flow for creating/availing Web-VPN account is enclosed herewith as Annexure-A for ready reference. An e-Tutorial video on availing Web-VPN facility has also been created and placed at link: <https://it.delhi.gov.in/video-gallery>

5. In case of any difficulty, the following nodal officers of IT Department/NIC may be contacted:

- i. Sh. Lakshman Singh Chaudhary, Technical Director, NIC : officer13.dlsu-del@nic.in
- ii. Sh. Himanshu Barad, DPA, gnctd-eoffice-team@delhi.gov.in, 011-23392311
- iii. Sh. Sushil Kumar, DPA, gnctd-eoffice-team@delhi.gov.in, 011-23392311

6. NIC, Delhi to ensure timely processing and approval of all online applications for availing Web-VPN facility on PRIORITY.

This issues with the approval of Secretary (IT).


(Vikas Ahlawat)
Special Secretary (IT)

Encl: A/a

To,

All ACSs/Pr. Secretaries/Secretaries/HODs/ Academic Bodies /All Local Bodies/
Boards/Commissions, Govt. of NCT of Delhi

Copy for information:

1. Secretary to Hon'ble Chief Minister, GNCTD.
2. Secretary to Hon'ble Minister (IT), GNCTD.
3. SO to Chief Secretary, GNCTD.
4. PS to Secretary (IT), GNCTD.
5. PA to Special Secretary (IT), GNCTD
6. Website In-charge to upload the circular on Web-portal of IT Department, GNCTD
7. Guard File.

SOP for availing WebVPN facility for eOffice Purpose

1. Login into the users eforms through **<https://eforms.nic.in/>** using “login with Parichay” option.
2. Click on the VPN Service option shown on the left side panel.
3. Filling up the Following details are as under:
 - a. URL - **<https://delgov.eoffice.gov.in/>**
 - b. IP Address – 164.100.79.167
 - c. Destination Port – 80, 443
4. Click on the Submit.
5. The user received an SMS/email from NIC confirming the successful creation of the VPN.
6. Afterward, user have to login into the WebVPN facility through **<https://saccess.nic.in/>** and their Parichay credentials such as : email id : **abc.xyz@nic.in** and password will be the same for WebVPN login.
7. Click on the “Send OTP” button to get the OTP in the registered mobile number.
8. Now, click on the “eOffice icon” for Delhi Government instance shown after the successful login into the WebVPN facility.