



**Integrated Network Operation Centre ( iNOC)**  
A-Block, CGO Complex,  
Lodhi Road, New Delhi

## **VPN application Form for Bulk Account**

## Document Control

S. No.	Type of Information	Document Data
1.	Title	VPN Application Form for Bulk account
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5.	Owner	Mr. R S Mani
6.	Author(s)	Mrs. Arpita Barman

## Change History

Date	Version	Nature of Change	Author
06 <sup>th</sup> Aug 2013	2	Type of Bulk account	Arpita Barman

## Control of Document

Referred Policies, Procedures & Forms		
Policies	Procedures	Forms, Templates, Presentation
NIC VPN Policy	Manual for configuring IPsec VPN client for Windows platform	Application for Bulk e-Mail Account Creation for a complete domain / a group
	Manual for configuring SSL VPN client	DCS-Request form
		Change request form

## Introduction

This VPN application form is required for specific projects where no of users are more than 50 and access same group servers / applications.

The form has to be filled by the Project coordinator on behalf of the users . Verified by NIC coordinator and send to us. Once receiving the Application form, a VPN user group will be created for accessing the list of servers mentioned in the application . Any modification in the group policy will be applied to all the users in that group.

### Instruction for filling the VPN application form for Bulk Accounts

1. The section I of the form is to be filled by the Project in-charge /HOD and verified by NIC project coordinator.
2. In point 1.3. The details of web servers with the IP address of servers ,ports and URL which are required to be accessed over VPN.
3. In point 1.4 : Enclose Annexure I with the details of users in the given format . The each sheet of the Annexure I should be signed by the Project in-charge and NIC coordinator with date and seal.
4. Project Coordinator should also mail the softcopy of the Annexure I in Excel Sheet or CSV format to [vpnsupport@nic.in](mailto:vpnsupport@nic.in) .
5. Once the VPN group for the project is created as per the initial VPN application , Project ID will be provided . All further communication will be done through the Project ID .
6. Each User will be provided a VPN account and a Digital Certificate which will be valid for two years.
7. The VPN application form has to be submitted at the following address.  
The Head of Department (iNOC),  
Room no 378 , A4B4,  
NIC HQ, A-block,  
C G O Complex, Lodhi Road,  
New Delhi 110003
8. Once the verified application is received , each user will be provided Digital Certificate and VPN account , communicated through email address mentioned in the Annexure I. The list of VPN accounts will be mailed to the Project –in-charge with copy to NIC coordinator. The private key will be communicated to each user through NIC SMS services.
9. The VPN account will be disabled, if it is not used at-least once in 6 months .
10. All manuals, software and procedures are available in VPN support site <http://vpn.nic.in>. Users can refer to the latest software and manuals.
11. All communication regarding VPN can be contacted through E-mail to [vpnsupport@nic.in](mailto:vpnsupport@nic.in) or telephone 24305399/24305391/24360210 and 24365169.

**National Informatics Centre  
Department of Information Technology  
Ministry of Communications & Information Technology  
Government of India  
VPN application Form for Bulk Account**

- NOTE: 1. Please fill the form in **BLOCK LETTERS**  
2. Refer the NIC VPN policy and follow instruction given last page .  
3. Items marked with \* are mandatory.

SECTION-I

Project Name: \_\_\_\_\_

**1.1 Details of the Project in charge**

NAME:\* : \_\_\_\_\_

DESIGNATION:\*: \_\_\_\_\_

E-Mail Address \*: \_\_\_\_\_

Contact No : Mobile:\* \_\_\_\_\_ Landline : \_\_\_\_\_

**1.2 OFFICIAL ADDRESS**

Name of the Department \*: \_\_\_\_\_

Office Address \*: \_\_\_\_\_

State : \_\_\_\_\_ PIN Code : \_\_\_\_\_

**1.3 List of the Servers**

IP Address of the Server	Location of the Server	Destination Port	URL/ hostname

**1.4 No of Users :**  
( Enclose the list with details of the user as per the format in Annexure I )

## **DECLARATION**

I hereby declare that

1. The information provided is correct.
2. This is to certify that the users as identified in “Annexure I” have correct information and are authorized on behalf of the organization to access servers listed in 1.3.
3. This is to declare that all users listed along with the application form have been notified about the terms and condition and they agree to abide by them.
4. I shall be the single point of contact in case of any failure on their part.
5. I shall intimate NIC VPN division to deactivate the account when the user is transferred / relived from responsibility for which the VPN account and digital certificate is issued.

I have read the terms and conditions of NIC VPN Policy and will comply with. If at a later stage any information is found to be incorrect or non-compliance with the terms and conditions will result in the cancellation of NIC VPN service.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature (with Official Seal )

### **SECTION-II: Verification by NIC-Coordinator**

The web services mentioned at 1.3 in SECTION-I are correct. The subscriber is the authorized person to update these web sites and require VPN Services. Permission may give for the same. I shall intimate NIC VPN division to deactivate the account when the person is transferred / relived from responsibility for which the VPN account and digital certificate is issued.

Signature (with Official Seal )

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Details of the VPN users**

**Project ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sl No	Full Name	Designation	E mail ID	Mobile No	Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

1. Verification by Project-in-charge :                      Signature (with Official Seal )

2. Verification by NIC project coordinator :                      Signature (with Official Seal )