

COMPUTER FACILITY, AIIMS
Request Form for NIC VPN (e-Office)

It is requested that NIC VPN for e-office may be provided as per following details due to following **Reason (tick the applicable)** –

1. The user is holding post of Professor or equivalent
2. The user is head of a department or In-charge of a facility
3. The user is posted at a location where AIIMS network is not available
4. There is a functional requirement of NIC VPN due to any reason, e.g., requirement of working from home. [**In such a case, the request for NIC VPN should be duly recommended by the Director or the Additional Director (Administration)**]. Please mention the reason in the space provided.

For users requesting e-Office VPN under Point No. 4 above, please mention the reason:-

Employee Code	E
First Name	
Last Name	
Designation	
Department	
e-Office ID	
Contact Number (Registered for e-Office OTP)	
Location of the Department	

Signature of the Applicant
with Date and seal

Signature of Competent Authority
of the Department
with Date and Seal

Approval of the Director, AIIMS/
Addl. Director (Admin), AIIMS
(As applicable)