

**COMPUTER FACILITY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

OFFICE MEMORANDUM

Date: 18th May'23

Subject: NIC VPN Policy for e-office

e-Office use has been made mandatory for official filling work of the Institute barring certain exceptions. However, the e-office is available only on computer systems connected on the AIIMS network. As an exception, it is made available on Internet to a user by issuing him/her NIC's VPN facility. With prevalence of usage of the e-filling module, there has been an increasing demand for the NIC VPN account from all levels of AIIMS employees so that e-Office can be used from anywhere (within or outside the Institute) over the Internet.

To avoid indiscriminate use of NIC VPN, it has been decided that the NIC VPN account may be issued to a user if:

1. The user is holding post of Professor or equivalent; OR
2. The user is Head of a department or In-charge of a facility; OR
3. The user is posted at a location where AIIMS network is not provided; OR
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)

The eligible users may contact Computer Facility for NIC VPN for e-Office, if required.

This issues with the approval of the Director


18/5/23
Dr. Pooja Gupta
Prof. In-charge, Computer Facility

To: for information & necessary action please:

1. Chief of All Centers
2. Head of all Departments
3. Medical Superintendent
4. Sr. Financial Advisor
5. Deputy Secretary
6. Chief Administrative Officer
7. PS to Director
8. PPS to Additional Director (Admn.)