

1) Login to E-Forms (eforms.nic.in) using your Govt. Auth. ID or your mobile number and Go to Edit Profile .

The screenshot shows the eForms user profile page. The browser address bar displays 'eforms.nic.in/OnlineForms/profile'. The page header includes the National Informatics Centre logo and navigation links for 'User Manual', 'Know Your Coordinator/DA', and 'Coordinator/DA List'. The main content area is titled 'User Profile' and contains a 'Personal Info' tab. A red circle highlights the 'Edit Profile' button in the user profile dropdown menu. The profile form includes fields for User Name, Employee Code, Mobile, Email Address, Alternate Email Address, Telephone Number (O), and Telephone Number (R). There are also sections for 'Upload Profile Photo' and 'Upload ID Proof'. The system tray at the bottom shows the date as 11-05-2026 and time as 10:30.

2) Change the Following Highlighted Fields. Enter sm-ccdtu@delhi.gov.in in the Reporting /Nodal /Forwarding officer email field. Based on officer emailed, rest of things will be automatically Populated. Enter Delhi Technological university in “search you organization details” field. Enter phone no. as 011-8989898988 in Reporting /Nodal /Forwarding officer telephone line no.

The screenshot shows the 'Profile' page of the e-Forms system. The page is titled 'National Informatics Centre MESSAGING AND SMS DIVISION'. The user is logged in as 'Hi, Manish Kumar' with the email 'manish.5112@dleauth.nic.in'. The form contains the following fields:

- Search your organization details:** A text input field with the placeholder 'Enter Your Organization Name [Only characters, dot(.) and whitespace allowed]'. This field is highlighted with a red circle.
- Organization Category *:** A dropdown menu with 'Nkn' selected.
- Ministry *:** A dropdown menu with 'Delhi Technological University' selected.
- Reporting/Nodal/Forwarding Officer Email*:** A text input field containing 'sm-ccdtu@delhi.gov.in'. This field is highlighted with a red circle.
- Reporting/Nodal/Forwarding Officer Name *:** A text input field containing 'VIKASVikas'. This field is highlighted with a red circle.
- Reporting/Nodal/Forwarding Officer Mobile *:** A text input field containing '+91XXXXXX3227'.
- Reporting/Nodal/Forwarding Officer Telephone *:** A text input field containing '011-9891913227'. This field is highlighted with a red circle.
- Reporting/Nodal/Forwarding Officer Designation *:** A text input field containing 'System Manager'.

Below the form, there is a checkbox for 'I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which I belong.' and a 'NOTE' section. A 'SUBMIT' button is located at the bottom of the form.

3) If you have already completed above 2 steps then go to step 3 of below annexure-B.

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.