

**Government of India**  
**Department of Information Technology, MCIT**  
**NATIONAL INFORMATICS CENTRE**

**Request for Configuration / Re-Configuration for VPN Services**

I / We kindly request you to depute one of your Officers/ Engineers for configuration/ re-configuration of VPN Services for our website remote content updation.

Date :

Name of the Department :

Contact Official / Person :

Contact Phone No / Mobile No. :  
(Mandatory)

E-mail address :

VPN Account Name :

FTP-Site ID / URL :

Reason for configuration / Re-Configuration : 1. New VPN Service   
[Please tick (√)] 2. System Crash   
3. Operating System reloaded   
4. Renewal of Digital Certificate   
5. Other VPN Service related issue (Please specify)

If renewal of Digital Certificate, :  
then date of expiry

**Signature of the Competent Authority**  
**(with date & seal)**

**Authorization Details (For NIC use)**

Approved for VPN Configuration / Reconfiguration : YES / NO

Signature of SIO/VPN Coordinator : \_\_\_\_\_

**Action Taken Report**

**(For official use of NIC)**

Website & URL :

Date of Configuration / Reconfiguration of :  
VPN Services

Configured / Reconfigured by : (Signature)