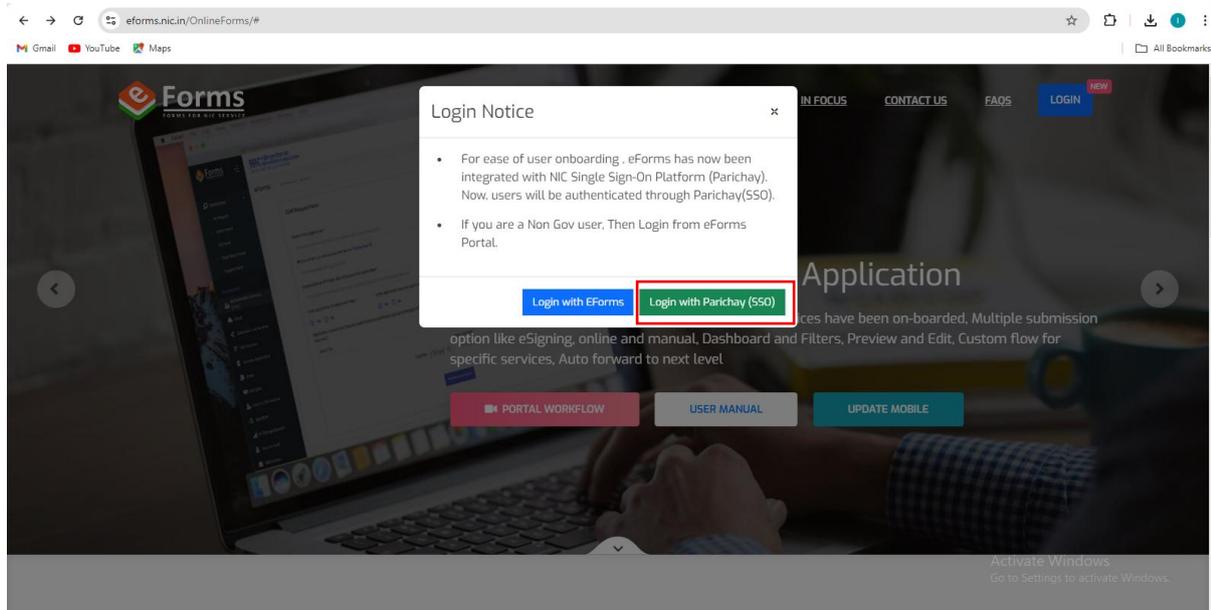
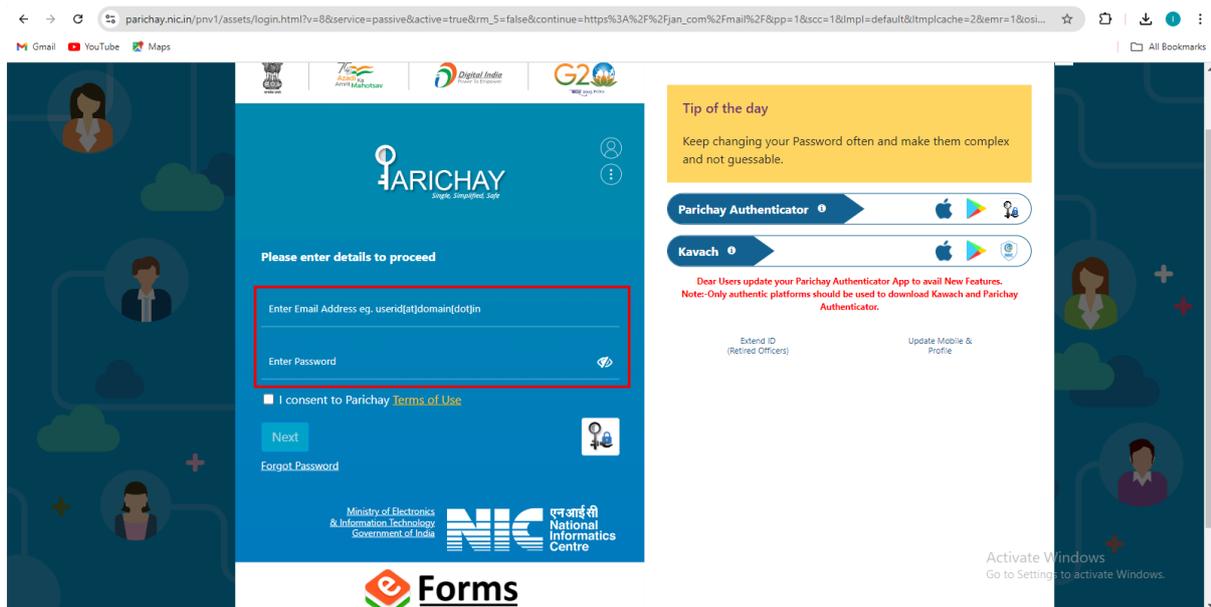


## Step for filling VPN Registration form for accessing eOffice on your home laptop/desktop:

1. Go to <http://eforms.nic.in>, click on login and click login with Parichay.



2. Enter you NIC email ID



3. After login update your User Profile (click your user name on the right top corner to go to the profile update page).
- Update Your Personal Info and click next.

The screenshot shows the 'User Profile' page on the eforms.nic.in website. The 'Personal Info' tab is selected and highlighted with a red box. The form contains the following fields:

- User Name \*: Abc Def
- Employee Code: 12345
- Mobile \*: +91XXXXXXXX270
- Email Address \*: abc.def@neigrihms.gov.in
- Telephone Number(O): Enter Official Telephone Number [STD CODE-TELEPHONE]
- Telephone Number(R): Enter Residence Telephone Number [STD CODE-TELEPHONE]
- Designation \*: Lower Division Clerk
- Enter Your Official Address \*: NEIGRIHMS Mawlangdlang 793018
- State where you are posted \*: MEGHALAYA
- District/City Name \*: EastKhasiHills
- Pin Code \*: 793018

- Update Organisational info as follows
  - A. Under the “Search your organisation details” textbox, select North Eastern Indira Gandhi Institute of Health And Medical Sciences: (Ministry of Health and Family Welfare).
  - B. Under “Reporting/Nodal/Forwarding Officer Email” textbox, enter the email address of your Reporting Officer (your in charge). **Please do not enter the email ID of the Nodal Officer/Programmer of IT Cell.**
  - C. Enter the Telephone Number.
  - D. Now Under the “Search your organisation details” textbox, remove the line (Ministry of Health and Family Welfare) and type NKN.
  - E. Click on Submit as shown below

**Forms**  
FORMS FOR GOVT SERVICE

- Dashboards
- My Request
- OUR SERVICES
- Email (@gov)
- Bharat VC
- DA Onboarding
- Distribution List Services
- DNS Services
- Mail Transfer
- Org Onboarding
- Sandes
- Sewak Service
- SMS Service
- SMTP Gateway
- Update Profile In (@gov)



Personal Info **Organizational Info**

Search your organization details

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:(Ministry of Health And Family Welfare)

Organization Category \*

Central Government

Ministry \*

Ministry of Health And Family Welfare

Sub Category \*

Department of Health and Family Welfare

Department/Division/Domain \*

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong

Reporting/Nodal/Forwarding Officer Email \*

Reporting/Nodal/Forwarding Officer Name \*

Reporting/Nodal/Forwarding Officer Mobile \*

Reporting/Nodal/Forwarding Officer Telephone \*

Reporting/Nodal/Forwarding Officer Designation \*

Professor

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

**NOTE:** • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

Activate Windows  
Go to Settings to activate Windows.

**Forms**  
FORMS FOR GOVT SERVICE

- Dashboards
- My Request
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- Email (@gov)
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- DNS Services
- Mail Transfer
- Org Onboarding
- Sandes
- Sewak Service
- SMS Service
- SMTP Gateway
- Update Profile In (@gov)



Personal Info **Organizational Info**

Search your organization details

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:gg:NKN

No Record found

Reporting/Nodal/Forwarding Officer Email \*

Reporting/Nodal/Forwarding Officer Name \*

Reporting/Nodal/Forwarding Officer Mobile \*

Reporting/Nodal/Forwarding Officer Telephone \*

Reporting/Nodal/Forwarding Officer Designation \*

Professor

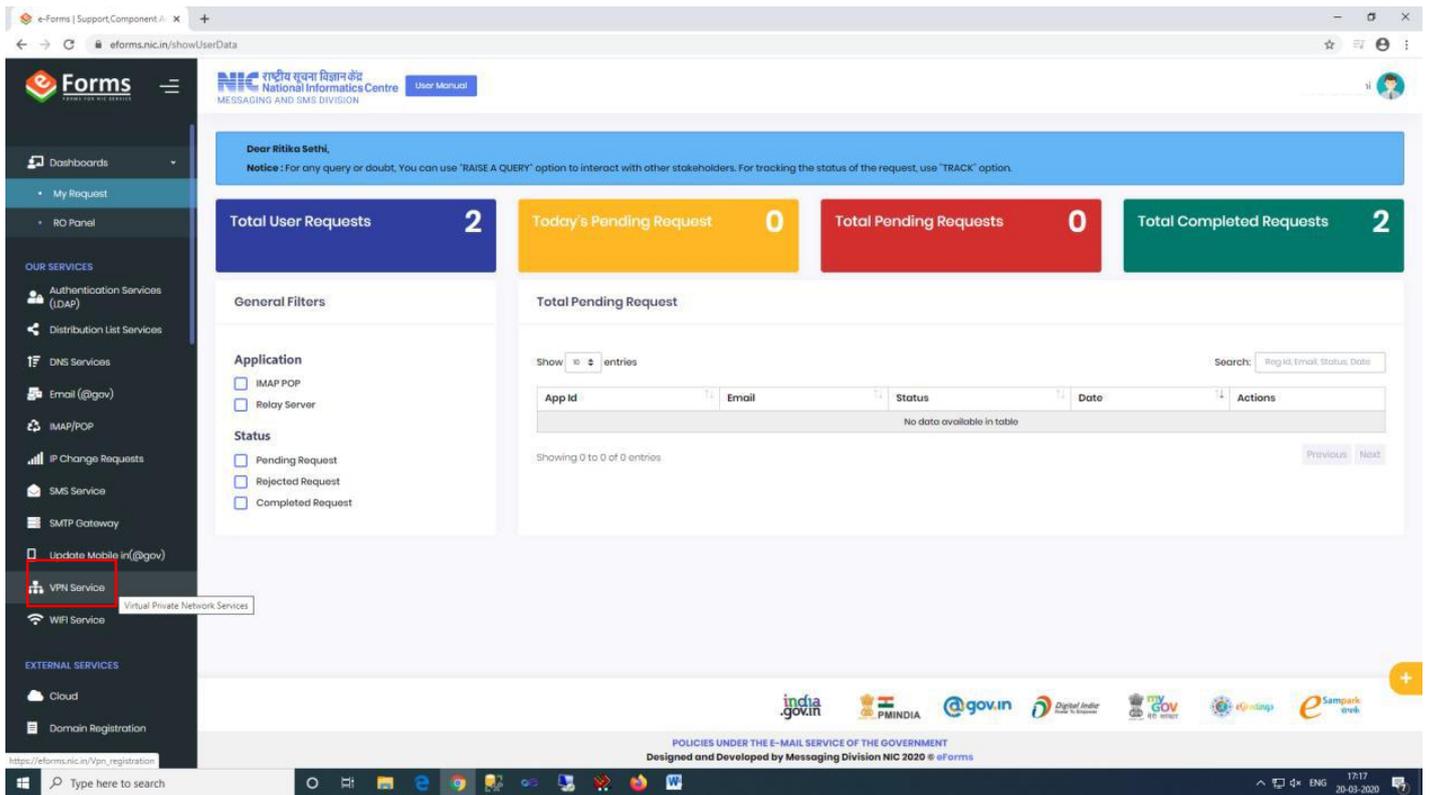
I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

**NOTE:** • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

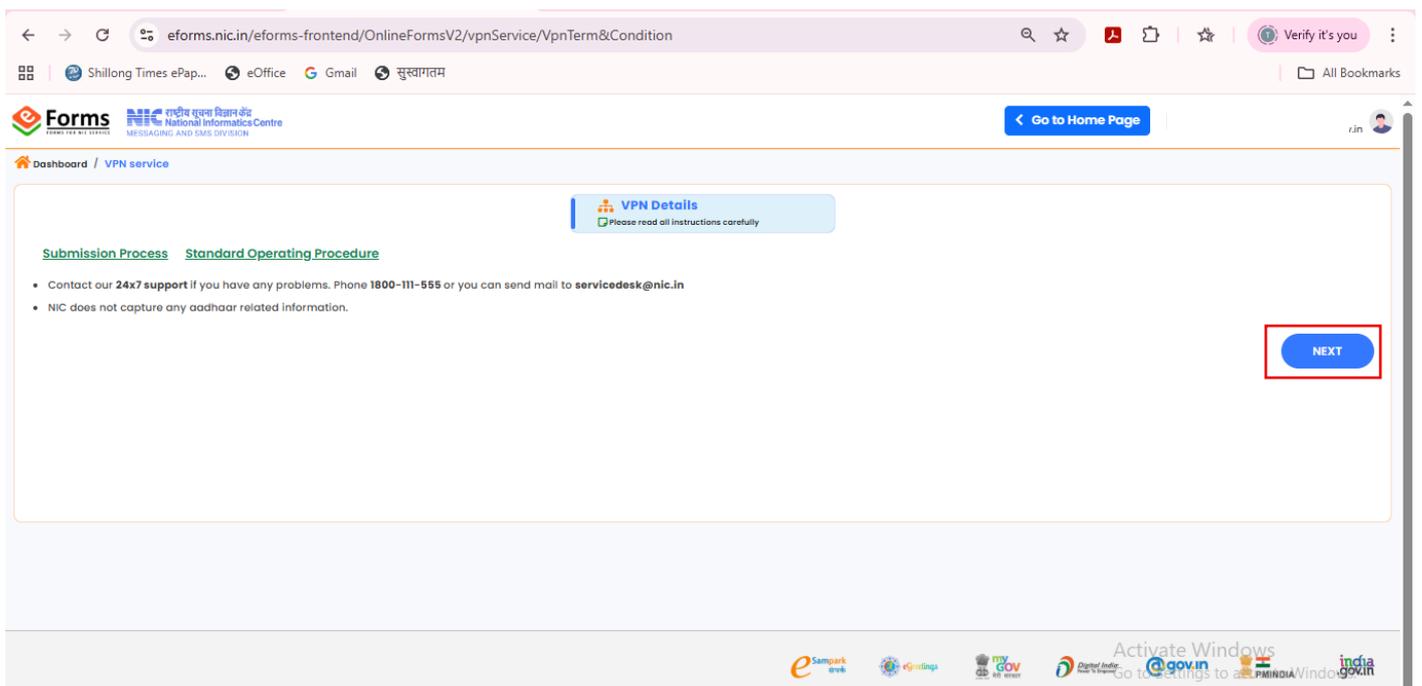
SUBMIT

Activate Windows  
Go to Settings to activate Windows.

4. Now click on the VPN Service menu (see left menu panel) on the Dashboard page



5. Click Next button as shown below:



## 6. Click on VPN new Request as shown below:

The screenshot shows the 'VPN service' dashboard with four main sections:

- VPN New Request:** Request to submit new VPN services for your application. To formally initiate the provisioning of VPN access for an authorized user/system to securely connect to the organization's internal network/resources from a remote location. [Click Here](#)
- VPN Add/Delete Request:** Request to add/delete new/old VPN permissions to an existing application. To raise request for the addition or deletion of new or old access permissions, users, locations, or network resources to an existing VPN connection. [Click Here](#)
- VPN Renew Request:** Request to renew VPN permissions to an existing application. To seek the extension or renewal of an existing VPN connection that is nearing expiration, ensuring secured remote access to organizational systems and resources. [Click Here](#)
- VPN Surrender Request:** Request to delete VPN permissions for your existing application. To request the deactivation or termination of an existing VPN connection when it is no longer required by a user, department, or project. [Click Here](#)

At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'

## 7. In the next page, enter the details as follows:

- Click on “Select State Coordinator” checkbox and Choose State Coordinator as Rosemary Maisnam.
- Click on Single IP and enter the following:
  - i. IP address :164.100.121.136
  - ii. application URL :<https://eoffice.neigrihms.gov.in/>
  - iii. destination port : 80,443
  - iv. Server location : New Delhi
- Remarks: WebVPN for access to eOffice Instance of NEIGRIHMS
- Click Next button

The screenshot shows the 'New Request' form with the following details:

- Choose Coordinator:**  State Coordinator. Selected: RosemaryMaisnam (rosemary.maisnam@nic.in)
- IP Address:**  Single IP.  IP Range
- Server IP address:** 164.100.121.136
- Application URL:** <https://eoffice.neigrihms.gov.in/>
- Destination Port:** 80,443
- Server Location:** NDC Delhi
- Remarks:** Enter Your Remarks

Buttons: [ADD NEW](#), [NEXT](#)

At the bottom, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'

8. Check your details and click on next button as shown:

Dashboard / VPN service

1 New Request 2 Review Your Information 3 Submit your Request 4 After Submit Information

### VPN NEW REQUEST PREVIEW

**Personal Details :**

Emp Code : \_\_\_\_\_  
Postal Address : \_\_\_\_\_  
State : \_\_\_\_\_  
District : \_\_\_\_\_  
Pincode : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Telephone No.(#) : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**Reporting/Nodal Officers Details :**

Officer Email : \_\_\_\_\_  
Officer Name : \_\_\_\_\_  
Officer Mobile : \_\_\_\_\_  
Officer Telephone : \_\_\_\_\_  
Officer Designation : \_\_\_\_\_

**Organization Details :**

Organization Category : Central Government  
Ministry/Organization : Ministry of Health And Family Welfare  
Department : North Eastern Indira Gandhi Institute Of Health And Medical Sciences,Shillong

**VPN Details :**

Coordinator : rosemary.maisnam@nic.in

**New Vpn Records**

From	Range	Application Url	Destination Port	Server Location	Other Location
164.100.121.136		https://eoffice.neginfms.gov.in/	80,443	NDC DEHR	

I Agreed to [Terms & Conditions](#).

Activate Windows  
Go to Settings to activate Windows.

BACK NEXT

9. In the next page, click on proceed online and click submit button as shown:

Dashboard / VPN service

1 New Request 2 Review Your Information 3 Submit your Request

Go to Home Page

**Success**  
Your request has been accepted for submission with Registration number VPN-FORM202603030122. You will be intimated Further!!!

**Your Form Has Been Successfully Submitted.**

Your form has been submitted and your Registration number is **VPN-FORM202603030122**  
For any assistance, please contact on **1800-111-555** or mail us to [servicedesk@nic.in](mailto:servicedesk@nic.in).  
You can use it to track your request. You can track your request using

[Go to Dashboard](#)

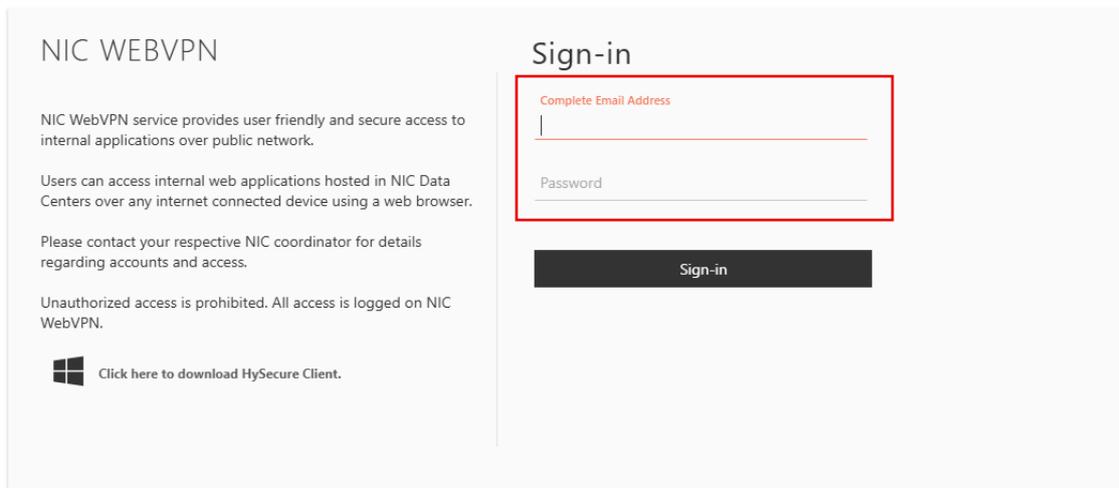
Activate Windows  
Go to Settings to activate Windows.

India.gov.in

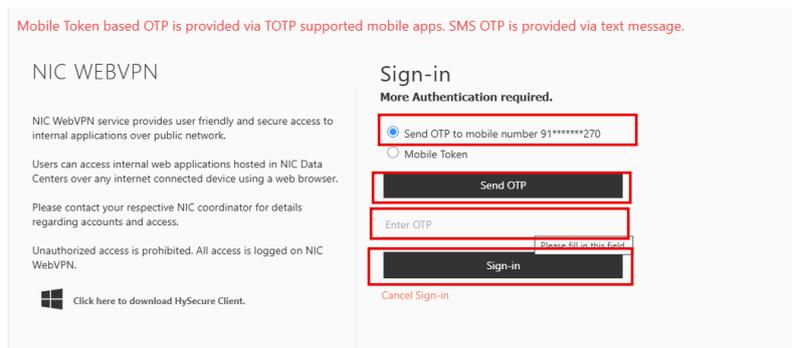
- # Now contact your Reporting Officer to forward your request for further process
- # Reporting Officer has to login to <http://eforms.nic.in> to forward the request.
- # Once the VPN is created, the user will get the details in his/ her email.
- # In case your request cannot be submitted, write to [eforms@nic.in](mailto:eforms@nic.in)
- # To use eOffice outside NIC Network first connect to the web VPN using <https://saccess.nic.in> (Login using your nic/gov email id)
- # There are 3 options to get OTP (SMS/ Mobile Token/ Email Token). Most commonly SMS option is used.

# Steps to access <https://saccess.nic.in> are as follows:

- I. On the web browser, type [saccess.nic.in](https://saccess.nic.in), the following will be displayed. Type your neigrihms official email and password and sign in



- II. In the next page, select send OTP to mobile number and click on send OTP. Enter the OTP and click on sign in as shown below:



III. In the next page, click on the eOffice\_NEIGRIHMS icon as shown:

The screenshot shows a web application interface. On the left is a sidebar with the following content:

- movalyza.dkhar**  
Welcome to HySecure
- Message from administrator**  
In case the application/website is not working after login into success, please click on WebVPN\_Test. If WebVPN\_Test works then success is working fine. Please contact application/website providers for issues related to it.
- Last Login Time**  
Wed Jun 11 2025 14:49:54 GMT+0530 (India Standard Time)

The main content area has a top navigation bar with 'Remote Applications', 'My Profile', and 'Logout'. Below this is a message: 'Unauthorized access is prohibited. All access is logged on NIC WebVPN.' Underneath is a section titled 'WEB APPLICATIONS' containing two icons: 'eOffice\_NEIGRIHMS' (highlighted with a red box) and 'WebVPN\_Test'.

IV. In the next page, click on Parichay and login to eoffice.

The screenshot shows the eOffice login page. At the top right, it says 'Wednesday, June 11, 2025'. The page features the NIC logo and 'NEIGRIHMS' text. The 'eOffice' logo is prominently displayed with the tagline 'A DIGITAL WORKPLACE SOLUTION'. Below the logo, there is a 'Login with' section containing two buttons: 'Parichay' and 'LDAP'.