

New Delhi Municipal Council

Application for VPN for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned HOD , should be **submitted to office of Director(IT)**

. Please use CAPITAL LETTERS.

- 1) Name of the applicant*: _____

- 2) Designation*:_

- 3) Department /Division: _____

- 4) Office Address *: _____

- 5) Telephone Number :(O)* _____
Mobile* _____

- 6) EMail id : _____

- 7) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
DD/MM/YYYY)* _____

- 8) Privileges/Applications/ Role / Required on VPN with purpose

VPN TERMS AND CONDITIONS

1. Users are requested to keep the given VPN user-id and password a secret.
2. By not doing so, the account may be compromised by hackers and the hacker can use the same account of user. IT department is neither responsible nor accountable for this type of misuse of the user ids and password s of VPN. Gross misuse might be detected by monitoring tools, which in turn will automatically deactivate the account.
3. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
4. User is responsible for his/her data. In case he/she accidentally deletes data while accessing VPN , The IT Department shall not be able to restore it ,
5. Users must ensure that their personal computers have the most up-to-date security patches applied

This is to declare that I have read the terms and conditions and I agree to abide by them.

**Signature of Competent
Authority of the Department
with date and seal**

**Signature of the Applicant
with date**

Signature of Director(IT)