



GOVERNMENT OF KERALA

No: IT Cell-2/132/2022-ITD
Electronics & Information Technology (IT Cell) Department
Thiruvananthapuram,
Dated:11-10-2022

CIRCULAR

Sub:- E & IT Department – Implementation of Virtual Private Network (VPN) –
Guidelines issued – reg

The Electronic Workflow Solution '*e-Office*' has been implemented in the State since, 2014. The users are permitted to access e-Office solution through intranet. In some situations, the users have to access the files from outside the intranet. SSL VPN solution or work from home solution which allows remote users to access any internal web applications using just a browser. It provides a simple, seamless way to access e-Office from any devices like Personal Computers, Laptops, mobile devices etc. Such easy access via SSL tunnel and web browser mode will also enable to access to e-Office from remote Villages, Taluks etc. ensuring smooth delivery of e-Governance services.

e-Office and other e-Governance applications can be availed in internet through SSL tunnel and web VPN on MAC, Windows, Ubuntu, IOS, Android etc.

A. Creation of VPN Account

1. A VPN account shall be provided to the user in an organization for accessing e-Office and other e-Governance applications from remote locations, when they are not connected to KSWAN network.
2. Kerala State IT Mission shall provide the VPN account upon request from the users. The format of the request (Single VPN Account and Bulk VPN account) is attached as **Annexure 1**.
3. The request for creation of VPN account should be recommended by the Head of the Department / Institution. The Head of the Department / Institution shall recommend the application for VPN account only after ensuring the necessity of such VPN accounts.
4. The users of Secretariat shall forward the request to itcell@kerala.gov.in and the Line Departments / Institutions to eoffice.ksitm@kerala.gov.in.

B. Deactivation of VPN Accounts

Deactivation of VPN accounts shall be occurred under the following conditions:

1. Any account which is inactive for a period of 30 (Thirty) days shall be deactivated.
The user Id along with the data shall be deactivated from the server after a period of 90 (Ninety) days, if no request for activation is received during the period.
2. The officer retires / resign from Service.
3. The officer is no longer in a position to perform his duties.

A User Manual for installation of VPN solution in the client machine is attached as **Annexure 2**.

ARUN R B
UNDER SECRETARY

Forwarded / By order,

Signed by Binu Kumar N S

Date: 11-10-2022 12:57:40

Asst. Section Officer.

To:

All Heads of Departments
All Heads of Government organizations /Institutions
The Director, Kerala State IT Mission
All Departments in Government Secretariat
The Web & New Media, Information & Public Relations Department
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