

## REQUIREMENTS AT CLIENT SIDE

1. **Client Machine:** Every eOffice user must have client machine with following minimum specifications for accessing eOffice Product.
  - a. Processor: 2 GHz and above
  - b. RAM: 2 GB and above
  - c. USB 2.0 controller & above (for Digital Signature Certificate)
  - d. Operating System - Windows 7 or above
  - e. Browser- Internet Explorer (Latest version), Mozilla Firefox (Latest version)
  - f. Adobe Reader (Latest version)
  - g. Anti-Virus (any antivirus)
  
2. **Scanners:** Scanners are required mainly for scanning legacy files, inward and outward communications (DAKs). The type of scanners (High-end, Medium-end, MFP, etc.) to be installed at each section/unit/division depends upon the number of DAKs received by that particular section/unit/division per day. For eOffice Scanning Guidelines, may refer to [https://docs.eoffice.gov.in/Guidelines\\_for\\_Scanning.pdf](https://docs.eoffice.gov.in/Guidelines_for_Scanning.pdf)
  
3. **Email:** User department can use any one of the two options provided below for login & authenticate in eOffice:
  - a. Through GOI/NIC Mail ID bind through LDAP
  - b. Through own LDAP/Active Directory server

User Department can apply for GOI/NIC Mail ID by filling the **Bulk Subscription Form** available online at <https://eforms.nic.in/> and further submitting it to Local NIC Coordinator.

4. **Digital Signature Certificate (DSC):** Class-2 or above DSC with Signing Certificate will be required for all eOffice users who will be signing notings & drafts in electronic file. For procurement of DSC, user department may refer to <http://www.cca.gov.in/faq.html>
  
5. **eSign:** User Department or relevant authority will have to contact eSign Service Providers (<http://www.cca.gov.in/service-providers.html>) in order to avail the eSign service required for signing notings & drafts in electronic file.
  
6. **Network Bandwidth:** Bandwidth requirement for typical weekly usage pattern of eOffice with active user base of 500-1000 is estimated to be 3-5 Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization.
  
7. **Virtual Private Network (VPN):** Whenever eOffice instance is hosted in National Data Centre and is restricted on NICNET/NKN, VPN services can be availed by user department for accessing the eOffice instance outside NICNET/NKN by filling the Application Form available online at <https://eforms.nic.in/> and further submitting it to Local NIC Coordinator.