

**Government of NCT of Delhi**  
**Department of Information Technology**  
**9<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate,**  
**New Delhi-110002**

F. No. E-13016/30/2015-Dev.-Secy(IT) -Part(1) /1644 -1713 Dated: 4/3/16

**CIRCULAR**

Department of Information Technology, GNCTD has installed free Wi-Fi facility in Delhi Secretariat. The free unlimited Wi-Fi is available to all government officials of GNCTD and guests visiting Secretariat. The entire Secretariat including Conference halls, Auditorium, Media Room has been covered by free Wi-Fi facility.

A) Procedure for free Wi-Fi access for government officials :

- (i) Officers / officials should have name based NIC e-mail id.
- (ii) The Online registration Application for Wi-Fi is available at <http://delserv.nic.in> a copy of which is enclosed as annex.-I. Applicants have to fill up the form online and sign the print out of application form along with signature of approving authority. The copy is to be submitted at NIC Delhi State Centre, level-3, B-wing with Sh. Pranabdhar.
- (iii) Officers/officials shall give MAC (Media Access Control Address) in the registration form. Procedure to get/Identify the MAC Address of the devices (Laptop/Mobile/I Pad etc) is enclosed as Annexure -II.
- (iv) NIC will tag the MAC id with the Wi-Fi system and a confirmation mail will be sent to the NIC e-mail id.
- (v) Once the confirmation email is received, the official can access the free wi-fi using SS ID "ANANT". IAS officers will use the SS ID "VAYU" as per NIC policy. The user id and password would be the NIC email id and its password respectively.

(B) For Guests access:- The process to provide access of Wi-Fi to Guests is given as under :

- I. Guest users intend to connect Secretariat Wi-Fi are required to Connect using SS ID – “SWAGAT”.
- II. The departments located in Secretariat and Department of Information & Publicity (DIP) needs to nominate a nodal officer for this purpose.
- III. Departments are requested to forward the details of their Nodal Officer with Name, Designation and Mobile Number to Sh. Pranabdhar / Sh. Ratnish Diwan, PSA NIC, Delhi State Centre. NIC will send an SMS on the registered mobile number of the nodal officer designated by the Department to receive daily password.
- IV. Nodal officers will display the password prominently at designated location, enabling guests to logon.
- V. Guest will register themselves on wi-fi by filling registration online form. Upon Successful registration, the user/guest will receive an authorization code on his mobile number provided while registering using sign-in option.
- VI. On following the instructions step by step the guests will be able to get free wi-fi facility in the Secretariat.

The circular is also is uploaded on website <http://admin.delhi.gov.in> , <http://delserv.nic.in> and <http://it.delhi.gov.in>

Encl: As above.

  
(Dr. N. Vasanthakumar)  
Secretary (IT)

To

1. All Pr. Secretaries /Secretaries /Heads of Departments,  
Government of NCT of Delhi, Heads of Autonomous /Local Bodies.

Process to Identify MAC Address on your Device.

For Laptop:

1. Open Run by clicking Windows Key + R
2. Type “cmd” and the press “Enter key”.
3. Type the Command “ipconfig /all” and press Enter.
4. Scroll the result to find

“Wireless LAN adapter Wi-Fi :

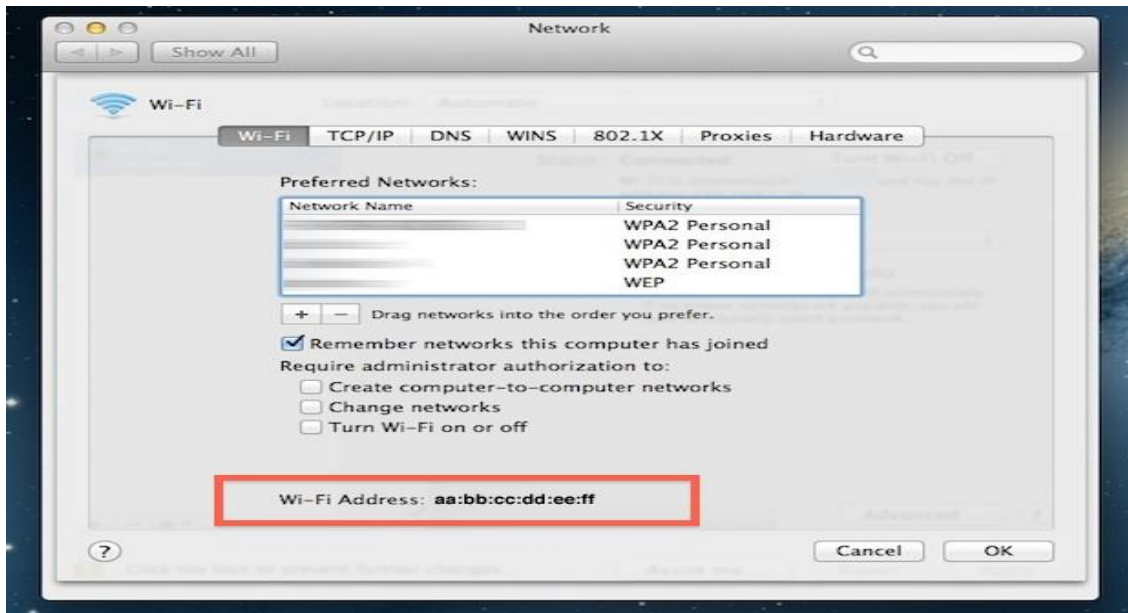
Description . . . . . : Wirelss card manufacturer and model details

Physical Address. . . . . : which is in the form “aa:bb:cc:dd:ee:ff”

5. Note down Physical Address which is also known as “MAC address”.

For Apple MAC Laptop/Desktop

1. Open System Preferences from the Apple menu
2. Click on “Network”
3. Select your Wi-Fi network connection from the left menu and then click on “Advanced” in the lower right corner
4. Look at the bottom of the window for “Wi-Fi Address”, the hexadecimal characters next to this are the machines MAC address



5. Note down the Address which is in the form aa:bb:cc:dd:ee:ff,

For Android Phone:-

1. Open Settings → About Phone or About Device → Status/More
2. Find Wi-Fi Mac Address.
3. Note down the Mac Address which is in the form aa:bb:cc:dd:ee:ff.

### For Windows Phone:-

1. Tap Settings → About or About Phone or About Device → More Information
2. Find Wi-Fi Mac Address.
3. Note down the Mac Address which is in the form aa:bb:cc:dd:ee:ff

### For Apple Phone/IPAD

To locate the MAC Address of your iPad, iPhone or iPod Touch, follow these steps:

1. Tap **Settings** → **General** → **About**.
2. The MAC address is listed as **Wi-Fi Address**.
3. Note down the Mac Address which is in the form aa:bb:cc:dd:ee:ff.

### For Blackberry Smart Phones.

BlackBerry Device Software 4.5 to 5.0:

1. From the home screen, click Options > Status.
2. The WLAN MAC field displays the MAC address for the smartphone.

BlackBerry 6 to 7.1:

1. From the home screen, select Setup > Options > Device > Device and Status Information.
2. The WLAN MAC field displays the MAC address for the smartphone.

BlackBerry 10 OS:

1. From the home screen select Settings > Network Connections > Wi-Fi > Advanced.
2. In the Diagnostic Information drop-down, select Device Information.
3. The Physical Address field displays the MAC address for the smartphone.