

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-13016/21/2016- Secy (IT)-Development/1984-2053 Dated: - 17/03/2016

**CIRCULAR**

**Sub:- Web based Video Conference Facility.**

NIC is providing web based video conference facility to officer/officials working in various departments of GNCTD.

2. In order to avail the facility, the department has to perform the following activities:-

- I. Officer/Officials should have name based NIC email ID. NIC will make all correspondences and sent instructions on the said mail for availing video conferencing facility.
- II. **Online registration:-** Online forms for registration are available at <https://reserv.nic.in> (open in NICNet/DSWAN connectivity) & <http://vidcon.nic.in> (open both in NICnet/DSWAN or other ISP).
- III. There are two types of registration
  - a. Single user: Registration by individual users. The process and instructions to register for single user is available on the website <https://reserve.nic.in/SSL/WebVC/webvcGuidelines.pdf>
  - b. Group User (Video conference facility be given to more than one user in a department/office. A Nodal Officers/Group Coordinator has to fill up the registration form of Group user on behalf of all the users).

Nodal Officer should collect all the details (Name, Designation, Employee ID, Email ID, Mobile Number and Address) of the users and required to fill in the Group user registration form. The detailed process and instructions on how to register for Group Users is available on the website <https://reserve.nic.in/SSL/WebVC/GroupUserGuide.pdf>

3. Once, the registration form is submitted online an unique number will be generated.

4. Printout of filled form with unique number, shall be signed by applicant as well as by approving authority. Singed form shall be uploaded after scanning of

all the pages on the above said website. Links to download and to upload the file will also be sent by NIC on the user (single user) and Nodal Officer (for group user) email id.

5. Download VidyoDesktop application from the website <http://webvc.nic.in>. Install the download applications on the system for conducting video conferencing.

6. Following minimum infrastructure as suggested by NIC are required for web based video conferencing.

(a) A PC/laptop (preferably with i5 processor or better processor and 4 GB RAM) or Apple iMAC system.

(b) A HD Web camera (if any laptop has built-in HD Web camera, can also be used). However it is suggested to have external Web Camera for better clarity. Following models as suggested by NIC: Logitech C930e, C910, B910, c920 or any other equivalents.

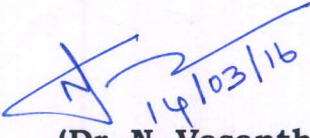
(c) USB /Bluetooth based Microphone cum Speaker with Built-in Echo Cancellers. Suggested models by NIC are Jabra Speak 510, Jabra Speak 410, Clear One Chat 50, Phoenix Duet, Plantronics Calisto 620 etc.

7. The required infrastructure shall be procured by respective departments from their own budgets.

8. The above specification has been approved by TEC of IT Department. Hence, no further approval by departments shall be solicited in future for this purpose from IT Department.

9. The video conferencing can be done by NIC or without NIC Network. The guidelines/procedure to register and to conduct Web Video Conferencing also available at <https://reserve.nic.in>.

10. For any queries or clarifications NIC may be contacted at 011-24305767/5791/5778.

  
(Dr. N. VasanthaKumar)  
Secretary (IT)

To:-

1. To All Pr. Secretaries/Secretaries/ HODs/local bodies/autonomous bodies of GNCTD.