



आयकर निदेशालय (पद्धति)

**DIRECTORATE OF INCOME TAX (SYSTEMS)**

आयकर भवन, सेक्टर-3, वैशाली, गाजियाबाद-201010

**Aayakar Bhawan, Sector-3, Vaishali, Ghaziabad-201010**

F.No. Pr. DGIT(S)/ADG(S)-2/Security Instruction/2020-21/3819

Dated: 3/11/2020

To

**The Principal Chief Commissioners of Income-tax/CCsIT (By Name)**

Gujarat/UP (East)/NWR/ Karnataka & Goa/ MP & Chhattisgarh/ Odisha/ Tamil Nadu/ Kerala/ UP (West) & Uttarakhand/ Delhi/ West Bengal & Sikkim/NER/A.P. & Telangana/Rajasthan/ Mumbai/ Nagpur/ Bihar & Jharkhand/Pune

**The Principal Commissioner of Income-tax/CsIT/CsIT(Admn & TPS) (By Name)**

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/ Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijaywada/ Delhi(TPS & Admn)/ Mumbai (Admn & TPS)/ Chennai (Admn & TPS)/ Ahmedabad(Admn & TPS)/ Bangalore(Admn & TPS)/ Bhopal (Admn & TPS)/ Bhubaneshwar(Admn & TPS)/ Kolkata(Admn & TPS)/ Cochin(Admn & TPS)/ Chandigarh(Admn & TPS)/ Hyderabad(Admn & TPS)/ Jaipur(Admn & TPS)/ Kanpur(Admn & TPS)/ Patna(Admn & TPS)/ Pune (Admn & TPS)/ Guwahati(Admn & TPS)/ Nagpur(Admn & TPS)/ Lucknow(Admn & TPS)

Sir/Madam,

**Subject: Access of Project Insight application over Internet through SSL VPN – reg.**

Kindly refer to the above subject.

The functionalities of Project Insight are now available over Internet using SSL VPN Client. All the users will be able to access applications of Project Insight, in accordance with their access rights, over Internet using SSL VPN. Users can access the applications of Insight using their ITBA User ID (U-Employee ID) and ITBA password for authentication into VPN client.

2. This document is intended for the users to understand as to how they will be able to install VPN client and access the Project Insight application using SSL VPN over internet. Two level of authentications have been enabled for accessing the functionalities
  - 1) VPN level access: As first step, user needs to enable access to Insight by starting and logging into Insight Accops HySecure VPN Client. Once logged in into the client, the access to Insight is enabled over internet.
  - 2) Application level access: Project Insight functionalities will be accessible using application level credentials in accordance with the access rights of the user.

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3. **Accops HySecure VPN Client Installation process:** Following steps are required to be followed for enabling Insight Accops HySecure VPN Client on official laptops.

**3.1 One-time installation of Accops HySecure VPN Application on official laptop:**

To access the VPN services for Project Insight from official laptop, user has to download and install the Accops HySecure VPN client application from following link - <https://sslvpn.insight.gov.in> (Administrator rights will be required to install the application. User may get the application installed with the help of FMS Engineer on official laptop).

**3.2 One-time installation of Accops HySecure ID authenticator on mobile:**

After the Accops HySecure VPN Client Application has been installed, user needs to install "Accops HYID" mobile application from Android Play Store or iTunes AppStore. This step is required for mobile token authentication (the next step) and it is mandatory for first time login.

**3.3 One-time registration/configuration for Mobile token and Email OTP services:**

Once the mobile application has been installed, user needs to perform mobile token authentication by registering/configuring his profile on the Accops HySecure Server. For this, few parallel steps need to be performed on the Mobile device(application) and user's laptop.

**3.4 Using Accops HySecure VPN from official laptop via Mobile Token, SMS OTP or Email OTP authentication:**

After successful configuration, user will be able to login on the Accops HySecure VPN Server by executing HySecure VPN application from the laptop, entering the ITBA credentials and authenticating either with e-mail OTP, SMS OTP or Mobile Token code (from Accops HYID mobile application). Post successful authentication, user gets logged in the VPN server and can access default Insight functionalities (WebMail and insight portal) using application level credentials.

For detailed installation procedure, please refer to the detailed steps enclosed herewith as Annexure-I (A).

4. **Pre-Requisites:**

- It is recommended to have at least 2 Mbps broadband internet connectivity for smooth accessibility
- Registered User ID (U-Employee ID) & Email ID with ITBA will be required for authentication
- Users are required to use official laptop of domain "INCOMETAX" as domain verification will be done before establishment of VPN connection.

5. Once the user has logged in the Accops HySecure VPN Application, regular usage of internet on the user's laptop will be disabled and only the functionalities through VPN will be accessible.

6. To secure the usage of confidential documents downloaded by user from Insight Portal, Document Rights Management solution is implemented via Seclore FileSecure System. User will need to download the Seclore FileSecure Client Utility after logging in the Accops VPN Client by clicking on the "irms\_site" link or simply browsing to the

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link(<https://irms.insight.gov.in/policyserver/InstallerHelp.do>) and clicking on "Download" button. (Administrator rights will be required to install the application. User may get the application installed with the help of FMS Engineer on official laptop).

For detailed installation procedure of Seclore FileSecure Client Utility, "Project Insight\_Seclore FileSecure\_Installation\_and\_Document\_protection\_User Guide\_v1.0" available in Insight Portal's Resources section can be referred.

**Note:**

1. Restart of laptop is required after installation of the Seclore FileSecure Utility for the application to work correctly.
2. For viewing/editing the documents protected via Seclore FileSecure, user must be logged in to the Accops VPN Client on the laptop.

**7. Contacting Helpdesk for enabling additional functionalities of Project Insight:**

- After successfully configuring the VPN client, user will have the access of Insight portal and WebMail by default. Users can access these functionalities using respective application level credentials. Users can also access ITBA through the Accops HySecure VPN Application.
- For any assistance the user can either call the Helpdesk team on Phone No.: 0120-4648951 OR email the helpdesk team on the email-id : [itinfra.helpdesk@insight.gov.in](mailto:itinfra.helpdesk@insight.gov.in) preferably with the following Subject: "Enabling of VPN access". The mail body should mention the employee ID (Uxxxxxx) and the portal/URL/Application whose access is required.
- User will be provided access by the helpdesk team in accordance with the roles and rights applicable for the user.

**8. Support and Escalation Matrix:**

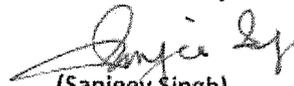
Please find below IT infra Helpdesk contact details for any IT infra related support:

- Extension no.: 8951, 8952 (from Project Insight Operation Floors)
- Phone No.: 0120-4648951, e-mail id: [itinfra.helpdesk@insight.gov.in](mailto:itinfra.helpdesk@insight.gov.in)
- Help desk Timings: 8.30 A.M. - 7.30 P.M. (Monday to Friday)

9. The above may kindly be brought to the notice of all relevant users working under your charge and for any clarification/difficulties in this regard, user may be advised to contact Insight IT Infra Helpdesk (details mentioned at S.N. 8 above)

10. This issues with the approval of DGIT(S).

Yours faithfully

  
(Sanjeev Singh)  
ADG(S)-2, New Delhi

Copy to :-

1. The P.P.S. to Chairperson, Member (TPS & S), Member(L&C), Member(Inv.), Member(IT), Member(Rev.), Member(A&J) & Member(P&V), CBDT for information.
2. The P.S. to Pr. DGIT(S) for information.
3. The Web Manager to Database cell, CBDT with a request to upload on [irsofficersonline.gov.in](http://irsofficersonline.gov.in) website.

Yours faithfully

(Sanjeev Singh)  
ADG(S)-2, New Delhi

**A. Accops HySecure VPN Client detailed Installation steps:**

**1. One-time installation Of Accops HySecure VPN application on official laptop:**

**Step 1:** User needs to connect official laptop through the internet

**Step 2:** Open web browser (Mozilla, IE, or Chrome) and enter the URL:  
<https://sslvpn.insight.gov.in>

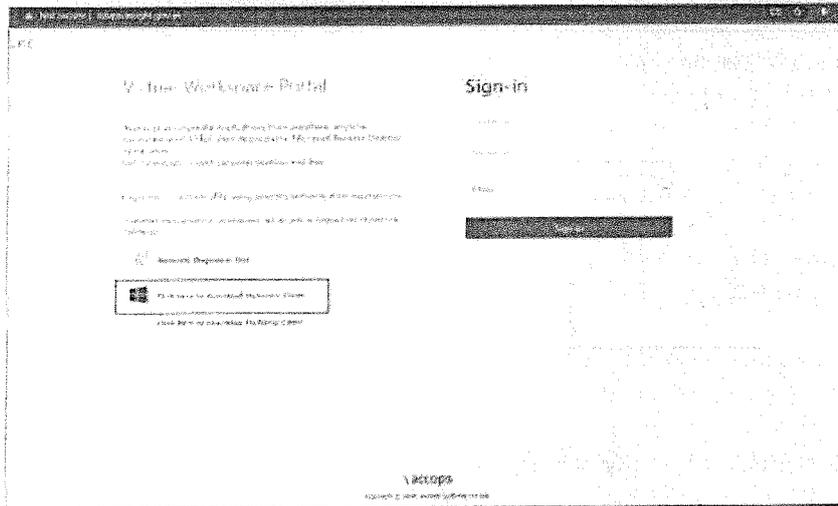


Figure 1: Download HySecure Client on laptop

**Step 3:** Depending on the OS (Windows or MAC) of the machine, select the "Click here to Download HySecure Client" link.

**Step 4:** User can save the file on his system by providing the relevant path or it can be downloaded under the default path in the system (This PC ⇒ Downloads)

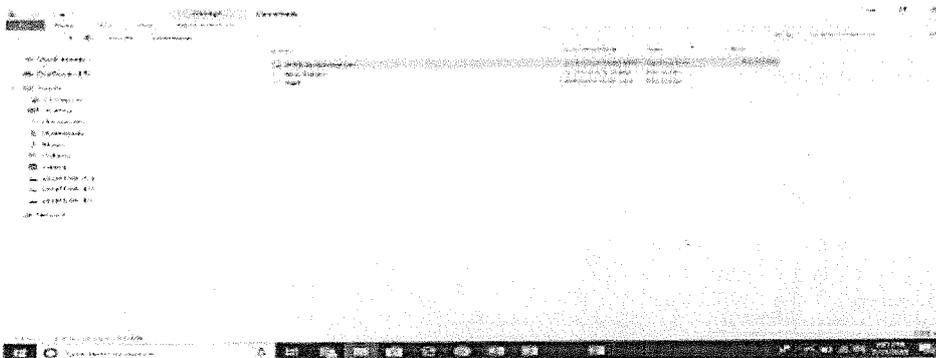


Figure 2: Default path of downloaded HySecure Client installation file

**Step 5:** Double click on "VPNClientSetup.exe" file to install the VPN client application.  
(Note: Administrator rights will be required to install the software)

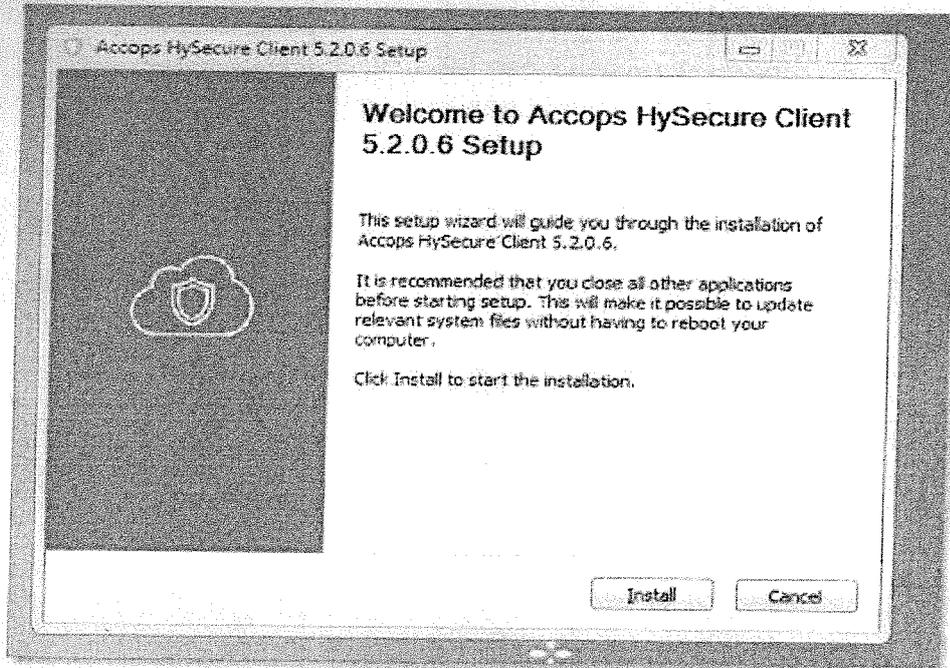


Figure 3: HySecure Client Installation

**Step 6:** Click "Install"

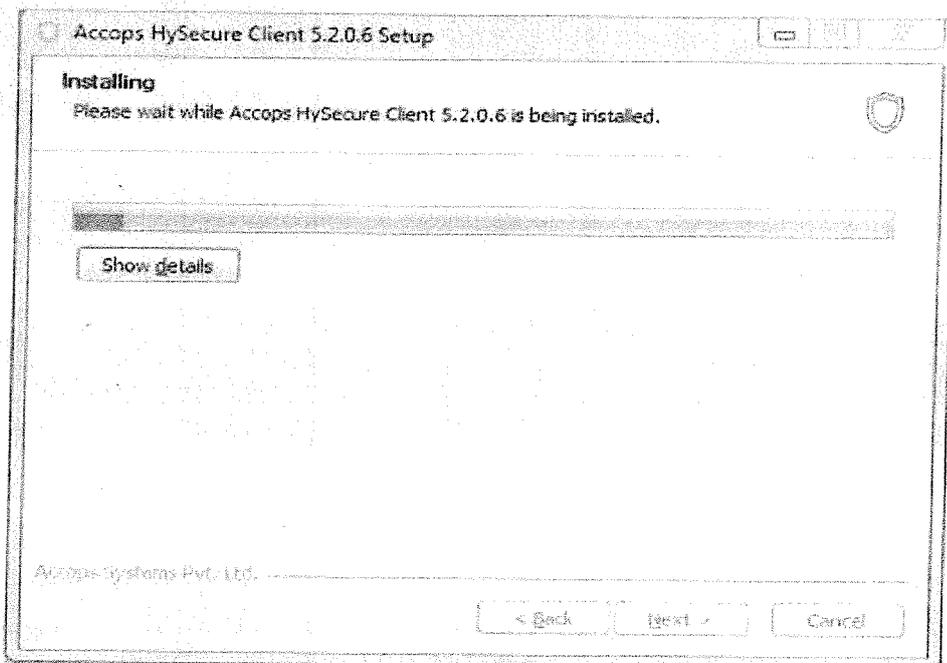


Figure 4: HySecure Client Setup

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**Step 7:** Please chose either option "I want to manually reboot later" or "Reboot now" and then click "Finish" button.

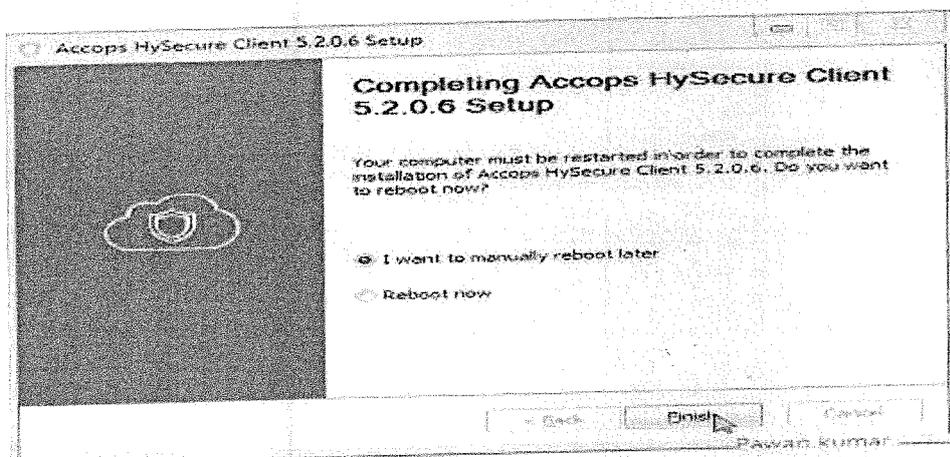


Figure 5: MySecure Client setup completion

**Step 8:** Successfully installed message will be displayed to the user and Accops HySecure VPN Icon will be created on laptop.

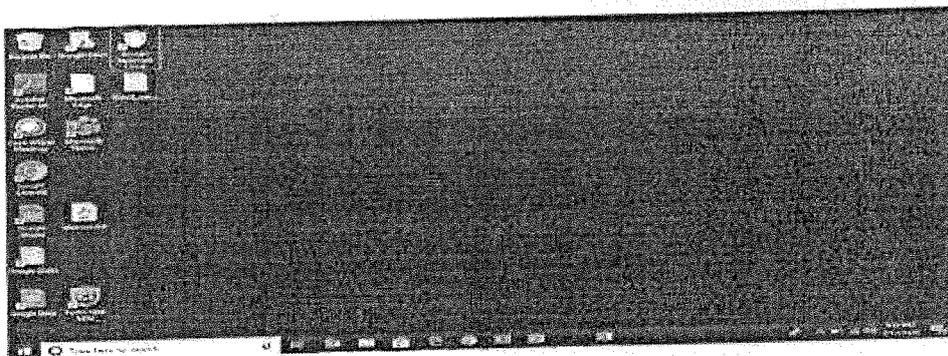


Figure 6: HySecure VPN Client icon

## 2. One-time installation of Accops HySecure ID authenticator on mobile:

**Step 1:** Download the "Accops HYID" application from Android Play Store or iTunes AppStore



Figure 7: Accops HyID installation from Google Play Store

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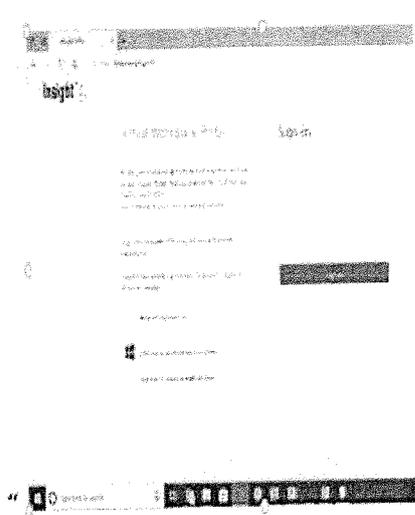
**Step 2:** Below ICON will appear in mobile device after successful installation of Accops HyID for mobile token verification:



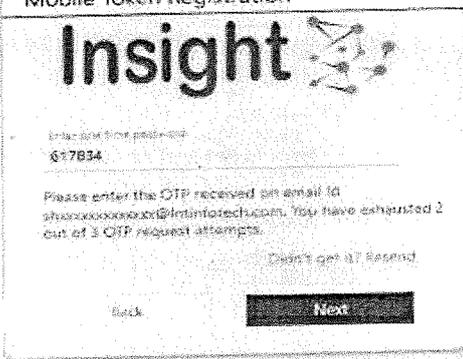
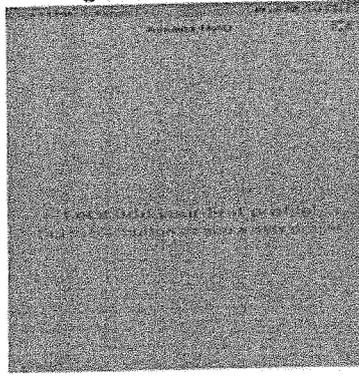
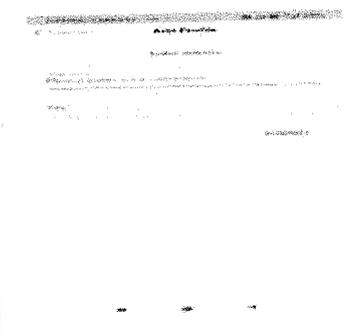
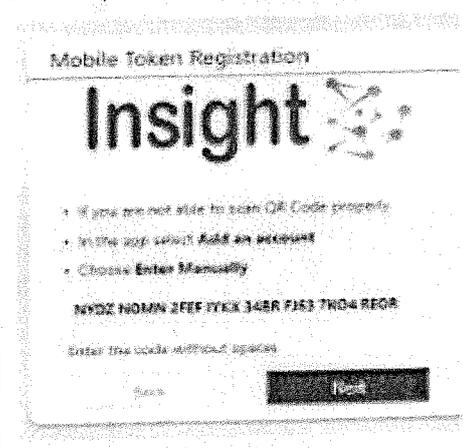
Figure B: Accops HyID ICON on mobile device

**3. One-time registration/configuration for Mobile token and Email OTP services:**

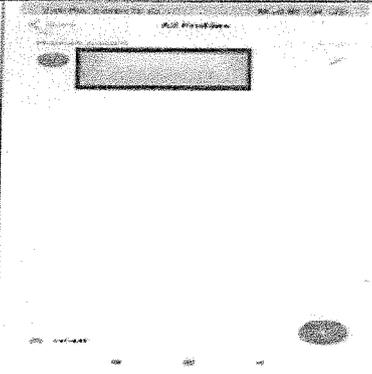
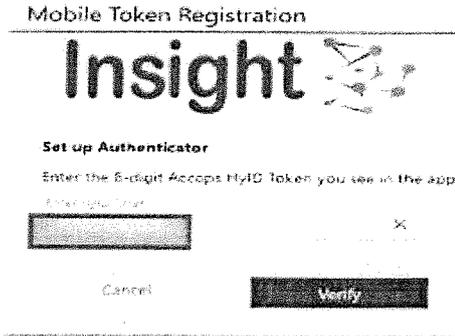
A parallel step needs to be performed on Mobile device and laptop for mobile token authentication. The steps are enumerated in the table below:

Step	Mobile Activity	Laptop Activity
1	<p>Click on Accops HyID icon in mobile device.</p> <p>Click on "Add Profiles"</p> 	<p>Type <a href="http://sslvpn.insight.gov.in">http://sslvpn.insight.gov.in</a> in internet browser (Chrome/IE/Mozilla).</p> <p>Use your ITBA user ID and password and select "ITD" as organization. Click on "Sign-in"</p> 
2		<p>Click on "Send" and a mail with OTP will be send on your email ID registered on ITBA.</p> 
3		<p>Use the OTP received on ITBA registered email ID and click "Next"</p>

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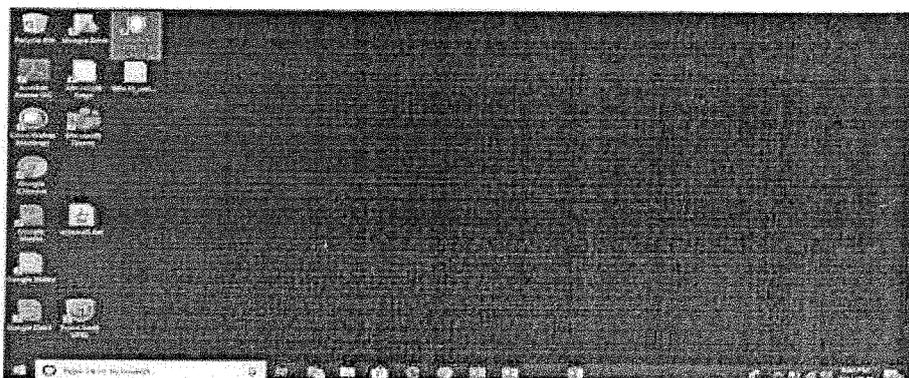
Step	Mobile Activity	Laptop Activity
		<p style="text-align: center;">Mobile Token Registration</p> 
4	<p>Choose "Scan QR Code" to scan QR code from laptop or click "Enter Key manually" for entering value</p> 	<p>Scan "QR Code" on laptop screen from mobile if chose "Scan QR Code" on mobile.</p> <p>Click "CAN'T SCAN IT?" if facing challenge in accessing scan QR Code</p> 
5	<p>Type your ITBA user ID in "Please enter your username" and Key value from laptop screen and click "SUBMIT"</p> 	<p>Enter Key value in mobile without space.</p> 
6	<p>6 digit HyID token will appear on mobile screen</p>	<p>Please type HyID token from mobile Accops HyID application screen and click on "Verify"</p>

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Step	Mobile Activity	Laptop Activity
		<p>Mobile Token Registration</p> 
7		<p>Mobile Token registration completed successfully</p> 

- Using Accops HySecure VPN from official laptop via Mobile Token, SMS OTP or Email OTP authentication:

**Step 1:** Double click on "Accops HySecure Client" on your laptop

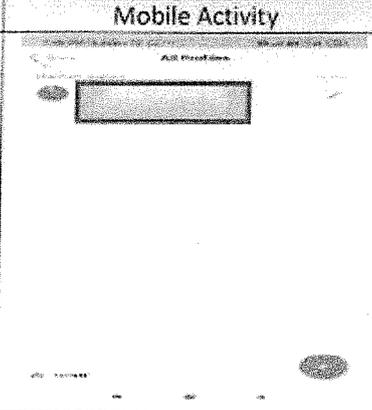


*Figure 9: Accops HySecure Client application on laptop*

**Step 2:** Login VPN after configuration: Fill following details on the Accops HySecure client screen:

HySecure Server	: <a href="https://sslvpn.insight.gov.in">sslvpn.insight.gov.in</a>
Username	: <ITBA Employee/User ID> (e.g. - Uxxxxxx)
Password	: < ITBA password>
3 dots (choose HySecure)	: ITD

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Step	Mobile Activity	Laptop Activity
		<p>Mobile Token Registration</p> <p><b>Insight</b></p> <p><b>Set up Authenticator</b></p> <p>Enter the 6-digit Accops HyID Token you see in the app.</p> <p>Enter HyID Token: <input type="text"/></p> <p>Cancel <input type="button" value="Verify"/></p>
7		<p>Mobile Token registration completed successfully</p> <p>Mobile Token Registration</p> <p><b>Insight</b></p> <p><b>Done!</b></p> <p>You're all set. From now on, you'll use Accops HyID App to sign in to HySecure.</p> <p><input type="button" value="Close"/></p>

4. Using Accops HySecure VPN from official laptop via Mobile Token, SMS OTP or Email OTP authentication:

Step 1: Double click on "Accops HySecure Client" on your laptop

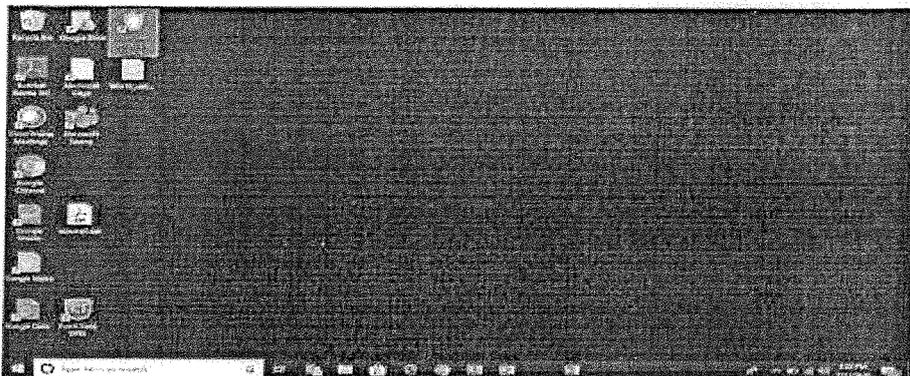


Figure 9: Accops HySecure Client application on laptop

Step 2: Login VPN after configuration: Fill following details on the Accops HySecure client screen:

HySecure Server : [sslvpn.insight.gov.in](https://sslvpn.insight.gov.in)  
 Username : <ITBA Employee/User ID> (e.g. - Uxxxxxx)  
 Password : < ITBA password>  
 3 dots (choose HySecure) : ITD

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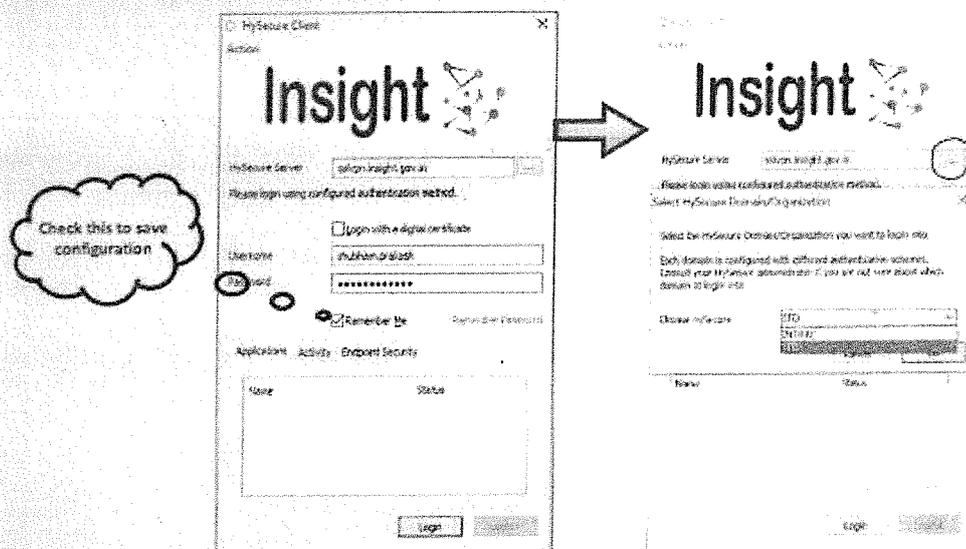


Figure 10: HySecure client configuration for Project Insight

### Step 3: Click "Login"

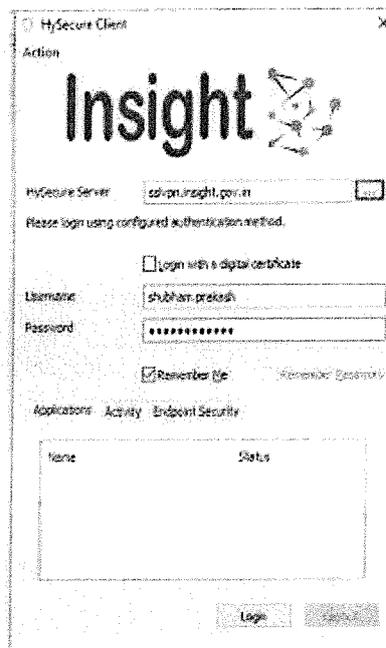


Figure 11: Login after configuring for Project Insight

### Step 4: Please choose either of the following:

- Email Token:** a mail with OTP will be sent on your ITBA registered email ID
- Mobile Token:** refer the 6-digit DYNAMIC secret code on Accops HyID application on your mobile device
- SMS Token:** a SMS with OTP will be sent on your mobile number registered with ITBA.

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Click "Verify" after entering OTP value.

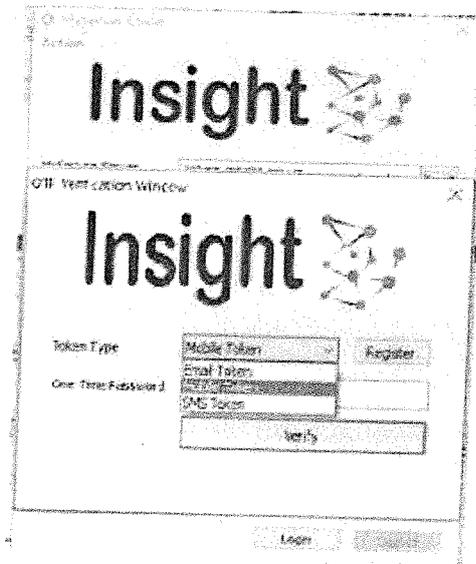


Figure 12: Second level authentication window for OTP value

**Step 5:** You are logged in through Secure VPN access. Click on your desired application accessible through TAXNET

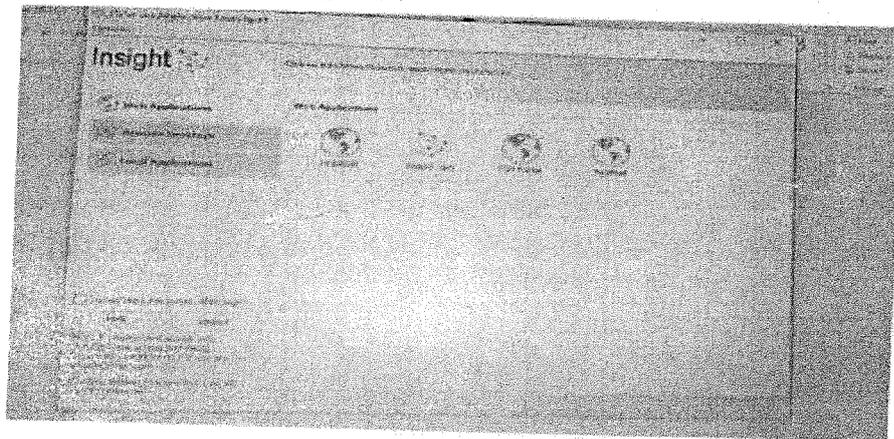


Figure 13: HySecure VPN window with application