

## **Annexure-I**

### **Authorization Letter to be submitted (On official letter head in the name of Signing Authority only)**

Domain ID < *Domain Id* >

Domain Name : < *domainname* >.gov.in

Category of Organization : < *Select suitable category from the list given in Table -1 in the document* >

(Refer to Guideline)

#### **Organizational Contact (Registrant) Details**

Name & Designation:

Organization:

Address:

City:

State:

Pin:

Telephone:

Email:

#### **Administrative Contact Details**

Name & Designation:

Organization:

Address:

City:

State:

Pin:

Telephone:

Email:

#### **Declaration:**

1. I as head of the organization acknowledge that < *exact complete name of the organization* > meets all requisites to be considered as a government organization and is controlled by the < *choose either centre or state* > government.
2. I understand and agree to comply with the following Terms & Conditions of GOV.IN domain registration: -
  - a. All the contact addresses entered online and authorization letter are correct and same.
  - b. The contact details would be updated as and when there is a change.
  - c. Domain name will not be used for any unlawful and commercial purposes.
  - d. The web content of the requested domain name will conform to IT Act of India.
  - e. The domain name would be renewed by sending domain name renewal request in the prescribed format one month prior to the renewal date
  - f. GOV.IN registry will not be responsible for any false documents submitted, misguidance and any unlawful activities practiced by the registrant using the domain name.
  - g. GOV.IN allocation will be under the conformity of .IN Domain Name Dispute Resolution Policy (INDRP).
  - h. Domain shall be cancelled in case of information furnished found to be incorrect or misleading or if the GOV.IN guideline is violated.

#### **Signing Authority (*Organizational Contact (Registrant) Details*)**

Name:

Designation:-

Organization:

Central or State:

Ministry:

Department:

Signature with seal:

Date:

Email:

## **Annexure-II**

### **Forwarding Letter (on the Government of India / State Government official letter head in the name of Signing Authority)**

To  
The GOV.IN Domain Name Registrar  
Gov.in Registry  
National Informatics Centre (NIC)  
Ministry of Electronics & Information Technology  
A-Block, CGO Complex, Lodhi Road  
New Delhi - 110 003

Subject: "Regarding registration of domain name < *domainname.gov.in* >".

I am hereby forwarding the Authorization Letter for the domain < *domain name* > having the domain id < *domain id* > and also confirm that all information furnished in the Authorization Letter is correct to the best of my knowledge.

I [Name] [Designation] [Central Government Ministry or State Government Department] endorse that the [Organization Name] is a government organization and belongs to the category [***Select suitable category from list given in Table-1***] of the guidelines vide no F.No. 13/14/2014-IGD dated 6<sup>th</sup> April 2015. The domain name [domainname.gov.in] would be used for official purposes and would conform to the IT Act of India. Domain name will not be used for any unlawful & commercial purpose.

Hence, I recommend "< *domainname* >.gov.in" for [organization name].

#### **Signing Authority**

Name:

Designation: [*From the List of Nodal Officer or Select from options give in Table-2*]

Ministry:

Central or State:

Department:

Organization:

Signature With Seal:

Date:

Email:

**Table-1: - List of Category**

1	Apex Office- Hon'ble President's Office
2	Apex Office- Hon'ble Prime Minister's Office
3	Ministry of Union of India
4	Department of Union of India
5	Attached Office of Ministry of Union of India
6	Directorate of Ministry of Union of India
7	Attached Office of Department of Union of India
8	Directorate of Department of Union of India.
9	Ministry of Government of State of Union of India
10	Department under Ministry of Government of State of Union of India
11	Attached Office of Ministry of Government of State of Union of India
12	Directorate of Ministry of Government of State of Union of India
13	Attached Office of Department of Government of State of Union of India
14	Directorate of Department of Government of State of Union of India
15	Statutory Body created by Government of State of Union of India
16	Local Self Government as defined in the part IX of the constitution of India
17	Attached Office of Local Self Government as defined in the part IX of the constitution of India
18	Fully Funded Project of Union of India
19	Fully Funded Scheme of Union of India
20	Fully Funded Event of Union of India
21	Fully Funded Committee of Union of India
22	Fully Funded Project of Government of State of Union of India
23	Fully Funded Scheme of Government of State of Union of India
24	Fully Funded Event of Government of State of Union of India
25	Fully Funded Committee of Government of State of Union of India
26	Law Enforcement Agencies -Supreme Court of India as established by Part V, Chapter IV of Constitution of India
27	Law Enforcement Agencies - High Courts for the states established under Article 214 of the Constitution of India
28	Subordinate Courts including but not limited to all district courts established by State Governments in India
29	All other bodies created by law, by the assent of Union of India to perform any other judicial functions.
30	All other bodies created by law, by the assent of Union of India to perform any other quasi - judicial functions.
31	All other bodies created by law, by the assent of the Governments of States of Union of India to perform any other judicial functions.
32	All other bodies created by law, by the assent of the Governments of States of Union of India to perform any other quasi -judicial functions.
33	All the other Legislative bodies and attached institutions of the Government of India
34	Commissions created by or under the constitution of India, by statute of the Government of India
35	Commissions created by or under the constitution of India, by executive order of the Government of India
36	Councils created by or under the constitution of India, by statute of the Government of India
37	Councils created by or under the constitution of India, by executive order of the Government of

	India
38	Commissions created by or under the constitution of India, by statute of the Government of state which constitute union of India
39	Commissions created by or under the constitution of India, by executive order of the Government of state which constitute union of India
40	Council created by or under the constitution of India, by statute of the Government of state which constitute union of India
41	Council created by or under the constitution of India, by executive order of the Government of state which constitute union of India
42	Autonomous Society under Union of India
43	Autonomous Society under Government of State of Union of India
44	Autonomous Body under Union of India
45	Autonomous Body under Government of State of Union of India
46	Project Partially Funded by Union of India
47	Project Partially Funded by Government of State of Union of India
48	Schemes Partially Funded by Union of India
49	Schemes Partially Funded by Government of State of Union of India
50	Events Partially Funded by Union of India
51	Events Partially Funded by Government of State of Union of India
52	Committee Partially Funded by Union of India
53	Committee Partially Funded by Government of State of Union of India

**Forwarding Letter (Annexure-II) Signing Authority: - Forwarding Letter (Annexure-II) should be signed by the Nodal Officer given at URL Nodal Officer.**

**Note: - In absence of any Nodal Officer, authorities mentioned in the Table-2 need to give the Forwarding Letter (Annexure-II) in their pre-printed letter head.**

**Table-2: - List of Signing Authority for Forwarding Letter (Annexure-II)**

Sl	Signing Authority
1	Joint Secretary of parent Ministry for Central Government
2	Joint Secretary of parent Department for Central Government
3	Secretary of parent Ministry - State Government
4	Secretary of parent Department - State Government
5	District Magistrate of the District
6	Deputy Commissioner of the District
7	Registrar General of High Court
8	District & Session Judge (District Courts)
9	Secretary of Lok Sabha
10	Secretary of Rajya Sabha

## **Check List**

1. Check for letter head. The letter head should be pre-printed in the name of sending person.
2. Check for domain name and domain id where ever mentioned.
3. Category of the organization should be from the Table-1 only.
4. Signing Authority of the Forwarding Letter (Annexure-II) should be from the list of Nodal Officer. In absence of Nodal Officer, the Forwarding Authority should be from the Table-2 only.
5. All details entered online and the details mentioned in the authorization letter (Annexure-I) and forwarding letter (Annexure-II) should be the same.
6. The email address of Organizational Contact (The Registrant), Administrative Contact and Signing Authority should be in gov.in or nic.in. No other email address will be entertained.
7. The Organizational Contact (The Registrant), Administrative Contact and Technical Contact should be three different persons.
8. It's mandatory to enter the Name Server details online.
9. Send the request letter in original.