

<F. No. -----/----/----->
Government of India
<Ministry / Department of -----/sate/UT >
< --- Section --->

<Place>
Dated, ---- -----

OFFICE MEMORANDUM

Subject: Nomination /Change of Nomination of Nodal Officer for the 'Gov.In' related activities for the <Ministry/Department/state/UT>

1. <Name > <Designation (post)> has been nominated as Nodal Officer for coordinating and facilitating the 'Gov.in' domain related activities for <Ministry/Department/State/UT>. The details of <Designation (post)> are as under:

Name:	
Designation:	
Postal Address (Office):	
Phone(office):	
Fax(Office):	
Mobile No.:	
NIC Email Address:	

2. Sh. < Name>, <Designation> who was earlier nominated as Nodal Officer <Reason of change of nomination (for eg. has transferred, superannuated, promoted etc.) >.

3. This issues with the approval of <Designation>.

(Name)
(Designation)

To,
Director General
National Informatics Centre,
Ministry of Electronics & Information Technology,
A-Block, CGO Complex, Lodhi Road, New Delhi – 110 003

CC: <Nominated Nodal Officer >

(Note: Signed copy of nomination can be sent at support@registry.gov.in for expediting the process)