

To,

**GOV.IN Domain Registry**

National Informatics Centre (NIC)  
Ministry of Electronics and Information Technology  
A-Block, CGO Complex, Lodhi Road  
New Delhi - 110 003

Dear Sir/ Madam,

I am the authorized user to register sub-domain(s) under the 3rd level domain <domain name>.

I formally request you to activate/update the following sub-domain(s) registered online.

Sl No	Sub Domain Name	Alias (www. Prefix with sub domain name)	Mapped IP
1			
2			

I endorse that the sub-domain name is for a government organization and belongs to the category of the guidelines vide no F.No. 13/14/2014 - IGD dated 23rd October 2019.

The sub-domain names would be used for official purposes and would conform to the IT Act of India and Aadhaar Act, 2016. Domain name will not be used for any unlawful & commercial purpose and as per MHA OM; the website will be hosted in India only.

Thanks.

Name:

Designation:

Date:

Signature (with stamp):

**Note:**

1. Kindly ensure that the contact details of 3<sup>rd</sup> level domain name is up to date.  
If not, kindly submit contact update request through **Modify Domain Details** option under Domain Management at [registry.gov.in](https://registry.gov.in) which will be visible after Sign In.
2. Authorization letter should be signed by the organizational or administrative contact person of 3<sup>rd</sup> level domain name on his/ her pre-printed letter head.  
In case, pre-printed letter head is not available, then the letter should be duly signed with seal (stamp).
3. As per MHA OM ([https://registry.gov.in/Mha\\_om-website-hosting.pdf](https://registry.gov.in/Mha_om-website-hosting.pdf)), no domain under .gov.in can be hosted outside India. Kindly ascertain that IP location belongs to India only.