

Authorization Letter Format :

The Authorization Letter should be submitted in the following format on the Department Letter head.

[Name]

[Designation]

Reference : Domain ID xxxxxxxxxx (received via Web Site On-line Registration Form)

Dear Domain Registrar,

As [Title], the head for the [Department Name], I formally request that authority over the [xxxxx.gov.in] third-level domain name be delegated to the [Department Name]. By requesting this domain name, I acknowledge that we are eligible and meet all the GOV.IN domain requirements. In addition, I shall ensure the website content of the requested domain name conforms with the .GOV.IN policy and IT Act of India.

This domain name will be used only for official purpose.

[Title, first name, last name] will be the Administrative Point of Contact (POC) for [xxxxxx.gov.in]. If there are any queries, please contact [him/her] at [phone number] or via email at [email address].

Thank you for your kind cooperation.

Sincerely,

[Signature]

[Name].

[Date].

To,

GOV.IN Domain Registrar,
Room No. 375, 3rd Floor(A4B4),
National Informatics Centre(NIC),
Department of Information Technology, MoCIT,
A-Block, CGO Complex,
Lodhi Road,
New Delhi - 110 003
Fax: +91-11-24368854