

**(Draft Format of the letter)**

**Note:** - If a non '.NIC.IN' domain, such as **COM, .ORG, .NET, CO.IN, AC.IN, EDU.IN**, etc., desired for a website hosted on NIC's Web Server, a letter has to be submitted by the concerned User Department/Organization on letterhead with duly signed & sealed.

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**(On Office Letterhead)**

Dated - DD/MM/YYYY

To,

State Informatics Officer,  
National Informatics Centre  
Madhya Pradesh State Centre  
"C" Wing Basement, Vindhyachal Bhawan,  
Bhopal [M.P] - 462 004

Dear Sir/ Madam,

<Name of the Department/Organization> would like to express its willingness to host our website <website URL> on NIC's Web server. We therefore, wish to state/clarify the following:

1. We are fully aware that NIC is only responsible for providing the web hosting service for the above website. {The payment made to NIC is on the basis of hosting space taken by the website contents/data on NIC Server.}<sup>\*1</sup>
2. We also aware of that the responsibility related to the payment to any third party Domain Name Registrar against the Domain Name Registration (i.e.,.COM, .ORG, .NET, CO.IN, AC.IN, EDU.IN, etc.), for <website URL> & its further renewal shall rest solely with our department and NIC shall NOT be involved in the same in any manner.

Thanking you,

(Yours Sincerely)

(Signature)

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Deptts. /Organ.: \_\_\_\_\_

\*1 - Website under Free Hosting, may remove this sentence.