



Guidelines and steps for filling DNS entry form

1. General instruction -

- a. NIC.IN and GOV.IN domains are not allowed to PSUs (Public Sector Undertaking Offices), It is only for publishing websites of Central and State Government offices.
- b. There is no registration process for NIC.IN domain, user can choose appropriate name related to their website.
- c. User can fill online eform for third level domain of GOV.IN (ex: example.gov.in) but for 4th level domain (sub-domain) of .GOV.IN, please visit and submit your request through URL <https://registry.gov.in/subdomain>
- d. All third level domain of NIC.IN, GOV.IN, RES.IN, CO.IN etc will be mapped on NICNET IP segment only.
- e. Authorized Servers for GOV.IN and other domains like RES.IN, AC.IN, ORG.IN are -
 - 1. NS1.NIC.IN, 2. NS2.NIC.IN, 3. NS7.NIC.IN and 4. NS10.NIC.IN
- f. If DNS entry is for MX then NIC mail team will also check and approve.

2. Only NIC employee using mail credential can fill the online DNS entry form.


3. DNS team will create DNS entry only after getting online request; DNS entry request on mail will not be accepted.




4. DNS entry will be created on odd hours or holidays only on prior intimation.

5. Snap shots for generating online eforms for new DNS Entry, Modification and Deletion are attached below-

Step-1 **Select DNS Service**

https://efoms.nic.in/Forms.jsp

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Security Audit Application Security Audit Services	Authentication Services Authentication Services (LDAP)	Cloud Cloud Services	Distribution List Distribution List Services
Domain Registration Gov.in Domain Registration Services	DNS Services Domain Name System Services	EMAIL Email Services for Government of India	e-Sampark Mailer Dissemination
Firewall Firewall Services	IMAP/POP Enable or Disable IMAP/POP	IP Change Requests Add/Change an IP for other services	SMS Services Short Messaging Services
SMTP Gateway SMTP Gateway Services (Relay)	Update Mobile Update Your Mobile Number	VC Reservation of Video Conferencing	VPN Services Virtual Private Network Services
WAF Web Application Firewall Services	Wi-Fi Wi-Fi Services		

Step2 **Use manual process; for submitting large amount DNS request can choose DNS bulk subscription**



is://efoms.nic.in/Dns_registration.jsp

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FORM DETAILS - STEP 1 OF 1

 DNS User Subscription Through (Manual Entries) Proceed	 DNS Bulk Subscription Through (File Upload) Proceed
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Step3 Select option new for new dns entry, Use + sign for adding multiple request.

https://eforms.nic.in/Dns_registration.jsp

NIC CERT **NIC DESK** **DIAL 1800 111 555** **Digital India**
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FORM DETAILS - STEP 1 OF 1

DNS Entry Details

(Refer Steps & Guidelines for DNS Entry) * **NOTE: Please read all instructions carefully and select the required services.**

1. DNS entry request only on NIC Private/Public IP Pool (164.100.X.X) and NIC IPV6 addresses will be entertained
2. Entries marked with asterik (*) are mandatory
3. First confirm MX pointer(mailgw.nic.in) from Mrs. Rajeshwari/ Mrs. Seema Khanna (rajp@nic.in/seema@gov.in) if related to NIC Mail Service
4. Kindly forward sub level domain entry (related to 'gov.in') through support@registry.gov.in
5. NIC Domains are NOT allowed for PSUs (Public Sector Undertaking).


Request For:
☒ NEW ☐ MODIFY ☐ DELETE

Doamin Name* **CNAME** **IP Address A OR AAAA** 

Web Server Location*


Other Record Addition:

☐ MX ☐ PTR ☐ TXT
☐ SRV ☐ SPF ☐ DMARC

Captcha  **Enter Captcha***

Step 4 Select option Modifiy for modification in old DNS record


Request For:
☐ NEW ☒ MODIFY ☐ DELETE

Doamin Name* **CNAME** **OLD IP Address(A OR AAAA)** **New IP Address IP/A/AAAA)** 

Web Server Location*

Other Record Addition:

☐ MX ☐ PTR ☐ TXT
☐ SRV ☐ SPF ☐ DMARC

Captcha  **Enter Captcha***

Preview and Submit

Step 5 **Select option Delete for deleteing existing DNS record**

Request For:

☐ NEW ☐ MODIFY ☒ DELETE

Doamin Name *

e.g : demo.nic.in or demo.gov.in

CNAME

Enter CNAME e.g : www.demo.nic.in or

IP Address A OR AAAA

Enter New IP e.g : 164.100.X.



Web Server Location *

Alphanumeric, whitespace and [. , - # / ()] allowed

Other Record Addition:

☐ MX

☒ PTR

☐ TXT

☐ SRV

☐ SPF

☐ DMARC

Captcha d8sQVa

Enter Captcha *

Enter Captcha

Preview and Submit

Step 6 **Use DNS bulk subscription form if you have large number DNS request. Follow the steps as mentioned**

Request For:

☒ NEW ☐ MODIFY ☐ DELETE

[Click here to download Sample CSV-Format for \(new/delete\)](#) & the format of input file should be:

[Click here to download Sample CSV-Format for modify](#) & the format of input file should be:

For New Request/Delete Request: DNS URL:CNAME:New Application IP/AAAA

For Modify Request: DNS URL:CNAME:OLD IP:New Application IP/AAAA

NOTE: DNS URL is mandatory field.

NOTE: Maximum number of rows accepted at a time is 3000. Please upload CSV file with maximum 3000 rows only.

Please Select Your File

Select file

Web Server Location *

Alphanumeric, whitespace and [. , - # / ()] allow

Other Record Addition:

☐ MX

☐ PTR

☐ TXT

☐ SRV

☐ SPF

☐ DMARC

Captcha GQkV9v

Enter Captcha *

Enter Captcha

Preview and Submit