

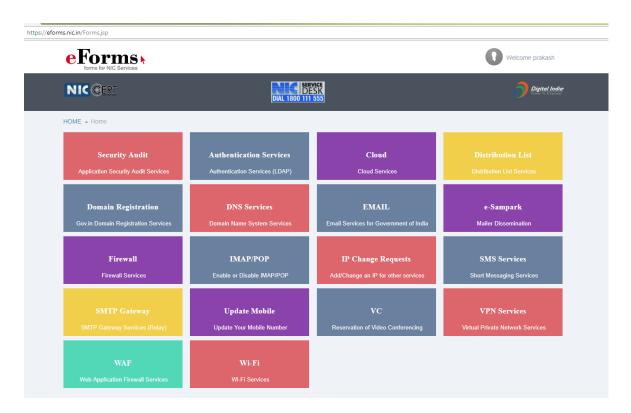


Guidelines and steps for filling DNS entry form

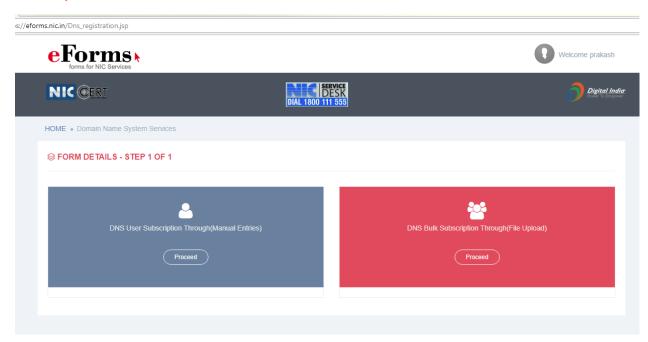
1. General instruction -

- **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-

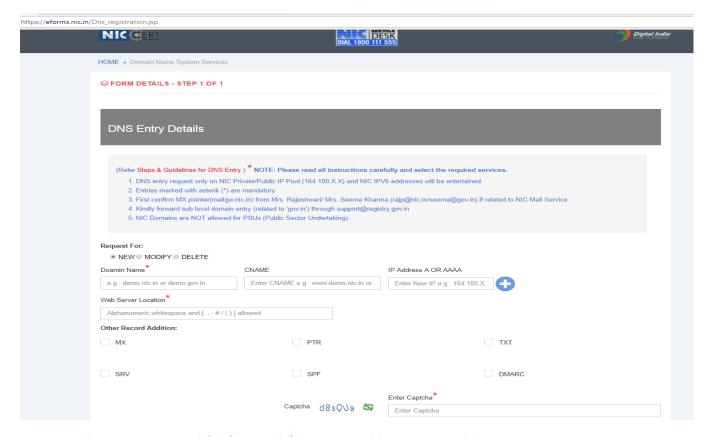
Step-1 Select DNS Service



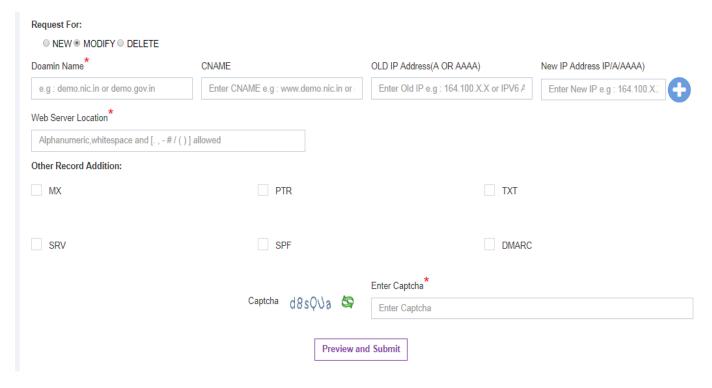
<u>Step2</u> Use manual process; for submitting large amount DNS request can choose DNS bulk subscription



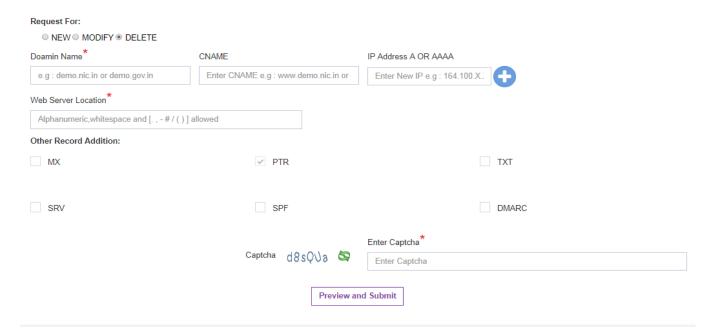
Step3 Select option new for new dns entry, Use + sign for adding multiple request.



Step 4 Select option Modifiy for modification in old DNS record



Step 5 Select option Delete for deleteing existing DNS record



<u>Step 6</u> Use DNS bulk subscription form if you have large number DNS request. Follow the steps as mentioned

