

Guidelines for DNS Entry in NIC Authoritative DNS Servers

Name of the Document	DNS Entry request form for creating DNS record in NIC DNS Servers		
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NIC DNS SERVERS

NIC is managing numbers of authoritative DNS servers which are placed at geographically different locations in the country to maintain redundancy, High availability and minimize latency. NIC has categorized DNS servers according to domain names. NIC is providing DNS services to central Government Ministries/ Departments/ Organizations/Institutions as well as State Government Departments and Districts Administration who are using NIC IP blocks for hosting citizen centric services and various E-governance applications.. NIC provides DNS services only for those web sites which are going to be hosted on NIC IP blocks at various national Data Centres and state Data centres of NIC

Table -1: List of NIC DNS Servers

Sno.	Name of DNS Servers	IPv4/IPv6 Address	Serving Domain names
1	NICNET.NIC.IN	164.100.9.3	Domains under nic.in , Ex: cbse.nic.in, admin.kar.nic.in
2	NS1.NIC.IN	164.100.14.3	
3	NS6.NIC.IN	164.100.2.3	
4	NS8.NIC.IN	2405:8a00:1000::2	
5	NS1.NIC.IN	164.100.14.3	Domains under gov.in , ac.in, edu.in, res.in, and other country level domains (.in, edu etc)
6	NS2.NIC.IN	164.100.10.18	
7	NS7.NIC.IN	164.100.2.11	
8	NS10.NIC.IN	2405:8a00:1000::2	

1. DNS entry under NIC.IN

Domain NIC.IN is allotted to National Informatics Centre (NIC). 3rd and 4th level domains of NIC.IN are being used by various websites hosted in National Informatics Centre and by organization which are connected to NICNET. Registration under Domain name NIC.IN is restricted to organizations/ministries under state/central Govt., autonomous bodies under central/state Govt. and Public sectors under state/central Govt.

All domains under NIC.IN will be mapped to NICNET IP Segment only.

2. DNS entry under GOV.IN

NIC is the exclusive registrar for the GOV.IN domain names. Applicant will have to register their Domains before sending DNS request to DNS team. Details are available at <http://registry.gov.in> for registration of desired domain name under gov.in. DNS servers of NIC, mentioned in table-1 maintain the Authoritative record of above 3rd and 4th level domains under gov.in.

All third level domains under GOV.IN will be mapped to NICNET IP Segment only.

3. DNS entry for other Domains

NIC also maintains DNS record for domains other than nic.in and gov.in like .in, org.in, res.in, ac.in etc. Domains should be registered with designated Registrar for

this purpose. DNS entry for domains, other than nic.in and gov.in, will be created if the website is hosted on NIC IP address.

4. Procedure for DNS Entry

To maintain proper records and to avoid unwanted DNS entry in the DNS Servers, applicant must adhere to the following steps-

4.1 A standard DNS-request form is prepared; applicant will have to fill all the fields of the form. Applicant can strike out whichever is not relevant or not required. DNS-Request Form is available at <http://inoc.nic.in>.

4.2 DNS team will accept DNS related requests only from NIC nominated nodal officers, who are assigned by their respective SIO/HOG for day-to-day interaction with DNS team.

4.3 Duly signed & stamped DNS-Request Form send at dns-request@nic.in. DNS team will reply to the applicant with cc to concerned HOG/SIO/ASIO.

4.4 All types of DNS related request like modification, deletion, MX, PTR etc. will be accepted through DNS-Request Form only. Only DNS-Request forms completed in all respected will be accepted for further processing

4.5 DNS team will take appropriate action in terms of making entry in DNS record and will communicate to the applicant within 2 working days.

5. DNS Service Support Limitation

5.1 SIO/HOG can nominate NIC Officer(s) from their Group/division for day-to-day DNS related works. The nomination need to be intimated by concerned SIO/HoG to DNS Team. NIC DNS team will accept DNS addition/modification request from nominated nodal officer after proper authorization.

5.2 SIO/HOG shall inform NIC DNS team from time-to-time if any new nodal officer nominated or if any existing nodal officer removed so that DNS team will accept DNS request accordingly

5.3 NIC will remove zones from primary and secondary DNS servers, if it is found that the zone is no longer registered with Authoritative name servers of NIC.

5.4 NIC will follow prevailing IT Act and Cyber law of Government of India from time-to-time.

5.5 HoG (Networks) will be the only authority to approve any exceptions.

6. General Instruction

Domains under nic.in, if not in use shall be removed from DNS serve. DNS Team will inform the concerned officer and will wait for 2 working days for the response. Action will be taken based on the response, if no response is received within 2 working days, the entry will be removed without any further communications.

This is basically to update and deletion of DNS entries which are not in use.

7. Purpose

Purpose of this document is to provide the information and procedure of DNS entry in NIC Authoritative DNS Servers.

8. Control

Sno.	Types of Information	Document Data
1	Title	Guidelines for DNS Entry in NIC DNS Servers
2	Version	1.1
3	Date of implimentation	7/3/2016
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Zone/Domain Authorization Form to nominate Nodal officer(s)
(Max. Three nodal officer per Domain/Zone)

Domain Name :

IP address range : 1. 2.

Followings are nominated nodal officers designated to co-ordinate for day-to-day DNS related activities.

	Name	Designation	Signature
1.
2.
3

**This Zone/ Authorization form is valid for one year from the date of signing.

SIO/ HoG (Signature with Office Seal)

Name:
Designation:
Office Phone Number:
Mobile Number:
Email address:



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DNS Entry/Modification/Deletion Request Form

- NOTE-** 1. Please read all instructions carefully and tick (V) the required services.
 2. Only DNS entry request on NIC IP pool (164.100.X.X) will be entertained.
 3. All fields are mandatory and need to be filled in capital Letters
 4. Duly signed & stamped DNS request form by Concerned Web Coordinator and SIO/HoG will be accepted.
 5. Scanned copy of request form need to be sent to dns-request@nic.in.
 6. All MX entries to be created under messaging services of NIC should necessarily be forwarded to mailservices@gov.in .

1. Action to be done:

- New Entry Modification Deletion

2. Type of DNS Record:

- A -AAAA -MX -PTR -SRV -SPF -TXT

SNo.	Types of DNS entry -need to be filled in Capital letters		
1	Domain name	URL :	IP Address:
		www.	IP Address:
2	PTR	URL :	IP Address:
3	MX	URL :	MX NAME:
4	TXT		
5	SPF		
6	SRV		

3. Location of Server: -----

4. Details of the Web Server Administrator:-

a. Name: -----

b. Contact Numbers: -----

Mobile: ----- **Office:** -----

c. E-Mail Address: -----

5. Min./Dept./Org:-----

6. Signature of nominated Nodal Officer (with office seal)