

**Standard Operating Procedure (SOP)
For Domain Name Registration under .gov.in for the State of Arunachal Pradesh**

1. **Objective:** This Standard Operating Procedure (SOP) provides the procedural framework for Government Departments, Directorates, Autonomous Bodies, Boards, and State Public Sector Undertakings (PSUs) of Arunachal Pradesh to apply for **new .gov.in domain registrations, renewals, or modifications** in compliance with **Gazette Notification dated 24th November 2016** (File No. IT-11020/1/2016-ITAND C-SC_IT AND eGOV-IT&C) designating the **State Council for IT & e-Governance (SCITeG)** under the Department of IT&C as the **State Nodal Agency for all IT-related initiatives**.
 - 1.1. **Ministry of Electronics & Information Technology (MeitY)** guidelines.
 - 1.2. **National Informatics Centre (NIC)** domain registration policies.
2. **Scope**
 - 2.1. This SOP applies to:
 - 2.2. All official websites, portals, and digital applications developed for Government use in Arunachal Pradesh.
 - 2.3. All .gov.in domain registration, renewal, and modification requests.
 - 2.4. All IT, e-Governance, telecom, and Digital India-related projects that involve a domain registration component.
3. **Authority & Mandatory Routing Requirement:**
 - 3.1. As per the **Gazette Notification dated 24th November 2016**, the **Department of IT&C (DITC)**, through **SCITeG**, is the **State Government Nodal Agency for Domain Registration** and for all IT and e-Governance initiatives.
 - 3.2. **No department, organization, or agency within Arunachal Pradesh shall directly submit a .gov.in domain registration request** to any Government of India ministry, central organization, or related agency
 - 3.3. All such requests must be submitted to **DITC** for onward transmission to **NIC** after compliance verification
 - 3.4. DITC is responsible for:
 - 3.4.1. Ensuring all .gov.in domain registration requests follow the State Nodal Agency process.
 - 3.4.2. Verifying compliance with the Gazette Notification, MeitY guidelines, and NIC policies.
 - 3.4.3. Coordinating with NIC for allocation, configuration, and activation of the domain.
4. **Pre-requisites:** Departments must ensure they have the following before applying:
 - 4.1. **Security Audit Clearance / STQC Certificate** from a MeitY-empanelled CERT-IN auditor (or undertaking to submit within a stipulated time).
 - 4.2. **SCITeG Vetting Certificate** from the Department of IT&C for all websites/applications.
 - 4.3. **Valid Indian Public IP address** allocated to the department or hosting provider.
 - 4.4. **Name Server details** (Primary and Secondary) in accordance with NIC standards.
 - 4.5. **Technical Contact Person details** — name, designation, mobile number, official.gov.in/nic.in email.
 - 4.6. Hosting arrangement in the **Government Community Cloud (GCC)** or NIC-approved Government Data Centre with Disaster Recovery facility.
5. **Application Procedure**
 - 5.1. **Step 1 – Preparation**
 - Complete the **Domain Registration Proposal Form-A** (Annexure – II).
 - Compile supporting documents:
 - STQC Certificate or Undertaking.
 - SCITeG Vetting Certificate.
 - IP address details.
 - Name Server configuration.
 - Technical contact details.
 - 5.2. **Step 2 – Submission**
 - Send the complete proposal **through the official email** to:
 - **State Nodal Officer:** techi.tado@gov.in
 - **Director, DITC:** dir-dit-arn@gov.in

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF IT & COMMUNICATION
DIGITAL CELL, BLOCK No. 01
FLOOR No. 01, ROOM NO.107, AP: CIVIL SECRETARIAT, ITANAGAR

5.3. Step 3 – Verification by DITC

- DITC will check for completeness, compliance, and correctness.
- If deficiencies are found, the application will be returned for rectification.

5.4. Step 4 – Forwarding to NIC

- e verified, DITC will forward the proposal to NIC for domain allocation and configuration.

5.5. Step 5 – Approval and Activation

- NIC will approve the domain name, configure DNS, and notify both DITC and the department.

6. Mandatory Follow-up Service

- It is **mandatory** for all applicant departments to:
- Monitor the status of their application after submission.
- Respond promptly to any queries or clarifications sought by DITC or NIC.
- Confirm in writing to DITC once the domain is activated.
- Notify DITC of any future changes to technical contact, IP address, hosting arrangements, or DNS configuration.
- Submit an updated **Security Audit Certificate** upon renewal or significant modification of the website/application.

Failure to maintain follow-up communication will be considered **non-compliance** and may lead to delays, suspension, or rejection of the domain request.

7. Roles & Responsibilities

7.1. **Departments / Applicants:**

- Ensure accurate, complete applications with all supporting documents.
- Maintain STQC compliance and security posture of the hosted application.
- Follow up with DITC until approval and domain activation are confirmed.

7.2. **DITC (Nodal Agency):**

- Act as the **State Nodal Agency for Domain Registration** in Arunachal Pradesh.
- Verify applications for compliance with all applicable guidelines.
- Maintain a registry of .gov.in domains in the State.
- Coordinate with NIC for domain registration and configuration.

7.3. **NIC:**

- Allocate and configure .gov.in domains.
- Maintain DNS hosting and provide technical assistance.

8. Compliance

- Applications not routed through DITC will be **rejected**.
- Departments failing to comply with follow-up and mandatory reporting requirements may face **domain suspension**.

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF IT & COMMUNICATION
DIGITAL CELL, BLOCK No. 01
FLOOR No. 01, ROOM NO.107, AP: CIVIL SECRETARIAT, ITANAGAR

Annexure – II

Domain Registration Form-A

**For .gov.in Domain Name Applications – Government of Arunachal Pradesh
To be submitted to the Department of Information Technology & Communication (DITC)**

1. Department / Organisation Details

Field	Details
Full Name of Department / Organisation	
Full Official Address	
Head of Department / Organisation (Name & Designation)	
Contact Number (Office)	
Official Email (gov.in/nic.in)	

2. Proposed Domain Name Details

Field	Details
Proposed Domain Name (e.g., deptname.arunachal.gov.in)	
Purpose of Domain	
Is it a new registration / renewal / modification?	
Associated Project / Application Name	
Expected Go-Live Date	

3. Hosting & Infrastructure Details

Field	Details
Hosting Location	<input type="checkbox"/> Government Community Cloud (GCC) <input type="checkbox"/> NIC Data Centre <input type="checkbox"/> Other Govt.-approved DC
Data Centre City	
Disaster Recovery Location	
Indian Public IP Address	
Private IP Address (if applicable)	
Primary Name Server (FQDN)	
Secondary Name Server (FQDN)	

4. Security & Compliance

Requirement	Status / Details
STQC / Security Audit Certificate (Attach copy or undertaking)	
SCITeG Vetting Certificate (Attach copy)	
Compliance with Gazette Notification dated 24th Nov 2016	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Technical Contact Person Details

Field	Details
Name	
Designation	
Mobile Number	

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF IT & COMMUNICATION
DIGITAL CELL, BLOCK No. 01

FLOOR No. 01, ROOM NO.107, AP: CIVIL SECRETARIAT, ITANAGAR

Landline Number (optional)	
Official Email (gov.in/nic.in)	

6. Declaration by Head of Department / Organisation

I hereby certify that:

1. The information provided in this form is true and correct to the best of my knowledge.
2. The domain name requested will be used strictly for official purposes of the Government of Arunachal Pradesh.
3. This request complies with the **Gazette Notification dated 24th November 2016** designating DITC/SCITeG as the State Nodal Agency for all IT-related initiatives.
4. All related IT, e-Governance, Telecom, and Digital India projects have been routed through DITC for review prior to this request.
5. The hosting and security arrangements for this domain comply with the prescribed Government of India and State Government guidelines.

Signature: _____

Name: _____

Designation: _____

Date: _____

Department / Organisation Seal

Submission Instructions: This form, along with all required supporting documents, must be sent **via official email** to:

Director, DITC: dir-dit-arn@gov.in

State Nodal Officer: techi.tado@gov.in

Physical copies, duly signed and stamped, may also be submitted to:

Department of IT & Communication
Digital Cell, Block No. 1, Room No. 107,
1st Floor, Civil Secretariat,
Itanagar – 791111, Arunachal Pradesh.

E N D