

To

National Cloud Services
(<https://cloud.gov.in>)
National Informatics Centre
Room No: 375, Block-A
CGO Complex, Lodi Road
New Delhi - 110 001.

Sub: Authorisation for availing National Cloud Services of NIC under MeghRaj.

This has with reference to National Cloud Services being provided by NIC to Government Departments. In this regard I would like to inform you that **state department** _____ is interested in availing cloud Services and are authorizing their contractual officer for completing formalities of registration process on to the cloud portal of NIC. The authorization from concerned department is given at **Annexure-I**. The details of this officer are given below:

Name: _____

Mobile: _____

Email: _____

Hired from Agency: M/s _____

Identification Card #: _____

(Attested copy to be attached)

The email mentioned above is his official email Id and it is requested that he may be allowed to register for NIC Cloud Services using the same on behalf of concerned department. He will work as Technical Administrator for National Cloud Services on behalf of concerned department.

Thanking you,

Yours Sincerely

Secretary, Department of Information Technology

PS: The above authorization letter should be printed on to official letter head of concerned officer.

for Central Government

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Thanking you,

Yours Sincerely
Joint Secretary,

Department of _____.

PS: The above authorization letter should be printed on to official letter head of concerned officer.

Government of India
 Department of Electronics & Information Technology, MCIT
 National Cloud Services of NIC
 (<https://cloud.gov.in> - Cloud Registration Request Form)

I on behalf of Central Govt. /State Govt. /PSU _____ Dept. _____

Organisation _____

Project Name _____

(coming under category _____ as per list at **Annexure-I**) would like to avail NIC Cloud Services. The Owner and Technical Administrator(s) details of our organization are given below:

Owner contact details		
Name (Emp. Code):	Designation:	
Department / Org.:		
Email:	Mobile No. :	
Address:	State:	PIN No. :

Technical Administrators Details		
Technical Admin - 1 (NIC Officer only)		
Name (Emp. Code):	Designation:	
Department / Org.: National Informatics Centre (NIC)		
Email:	Mobile No. :	
Address:	State:	PIN No. :
Technical Admin - 2		
Name (Emp. Code):	Designation:	
Department / Org.:		
Email:	Mobile No. :	
Address:	State:	PIN No. :
Technical Admin - 3		
Name (Emp. Code):	Designation:	
Department / Org.:		
Email:	Mobile No. :	
Address:	State:	PIN No. :

This is to declare that I have read the terms and conditions given on the next page and agree to abide by them. I shall be the single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses mentioned below. NIC reserves the right to deactivate the service in case of any violation. Also for the remote access & management of Cloud Services over secure channel, VPN connection/permission may be provided to following personals (Please tick):

Owner Technical Admin - 1 Technical Admin - 2 Technical Admin - 3

Signature of the Applicant with date and seal

Signature of the Owner with date and seal

FOR OFFICE USE (All Entries are mandatory)

Name of NIC Cloud Coordinator (SIO/HOG/HOD): _____

Designation: _____

E-mail: _____ Tel. _____ Mobile _____

Office Address: _____

Signature of NIC Cloud Coordinator (SIO/HOG/HOD) with date and seal #

(# - SIO in case of States/UTs or HOG/HOD Coordinator in case of Ministry/Department - please refer <https://cloud.gov.in/contact.php> for more details)

OBLIGATIONS AND RESPONSIBILITIES of CLOUD SERVICE USERS from CONCERNED DEPARTMENT/ MINISTRY

1. Concerned Department/ Ministry shall be solely responsible for all the information, contents, data kept in the servers. Concerned Department/Ministry further acknowledges that it shall be solely responsible and undertake to maintain complete authenticity of the information/data sent and/or received and takes all possible steps and measures to ensure that consistent authentic information is transmitted.
2. Concerned Department/ Ministry shall keep the account information such as userid, password provided for accessing NIC Cloud Services in safe custody to avoid any misuse by unauthorised users.
3. I hereby authorize NIC Cloud support team to deactivate the id in case of misuse/abuse. This is to declare that I have read the terms and conditions given above and agree to abide by them. I shall be single point of contact in case required. I will be responsible for any misuse of the service/ violation of the clauses mentioned above.
4. I confirm, I will not host any application/content which belongs to **Top Secret** and **Secret Categories** of classification.

Signature of the Applicant with date and seal

Signature of the Owner with date and seal

Annexure-I

List of Office Categories: -

- A(1) Ministries/Departments/Attached offices of Central Government
- A(2) Subordinate offices of Central Govt having no source of Income
- A(3) Ministries/Departments and offices of the State Government
- A(4) Statutory bodies fully funded by the Central/State Governments with no internal revenue generation resources
- B(1) Public Sector Undertakings
- B(2) Autonomous /Statutory bodies not fully funded by Central Government/State Govt
- B(3) Autonomous/ Statutory bodies under Central/State Governments/societies generating internal revenue apart from the grants they receive
- C(1) Other