

Government of India  
Ministry of Electronics & Information Technology  
National Cloud Services of NIC  
(<https://cloud.gov.in> - Registration/Authorisation format)  
Change Request Form

Cloud Reg. A/C No. NCS01-20140131-00000572

Signup Date: 14/11/2017 07:04:37

I on behalf of **Project: Sample Project Name, Ministry of Electronics and Information Technology (MeitY), National Informatics Centre (NIC), Delhi**, (falling under category **A(1)** 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):	Sample Owner Name(1234)	Designation:	Sample Owner Designation
Department / Org.:	Sample Owner Department		
Contact Details:	keshaw[dot]kumar[at]nic[dot]in, 1234567890, 011-123456789		
Address (State):	FC-102/GF, Sample Owner Address, (State Name)(Delhi - 123456)		

Technical Administrators Details			
<b>Technical Admin - 1 (NIC Officer only)</b>			
Name (Emp. Code):	Sample Administrator I Name (12345)	Designation:	Sample Administrator I Designation
Department / Org.:	National Informatics Centre (NIC)		
Contact Details:	sampleadministrator1email[at]nic[dot]in, 1234567890, 011-24305392		
Address (State):	Sample Administrator I Address(Delhi - 123456)		
<b>Technical Admin - 2</b>			
Name (Emp. Code):	Sample Administrator II Name (123456)	Designation:	Sample Administrator II Designation
Department / Org.:	Sample Administrator II Department		
Contact Details:	sampleadministrator2email[at]nic[dot]in, 1234567890, 011-24305392		
Address (State):	Sample Administrator II Address(Delhi - 110053)		
<b>Technical Admin - 3</b>			
Name (Emp. Code):	Sample Administrator III Name (1234567)	Designation:	Sample Administrator III Designation
Department / Org.:	Sample Administrator III Department		
Contact Details:	sampleadministrator3email[at]nic.in, 1234567890, 011-24305393		
Address (State):	Sample Administrator III Address(Delhi - 110053)		

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 for this account. 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.

For the remote access & management of Cloud Services over secure channel, VPN connection/permission may be provided to following persons :

**Owner** : Sample Owner Name, **Technical Administrator 1** : Sample Administrator I Name, **Technical Administrator 2** : Sample Administrator II Name, **Technical Administrator 3** : Sample Administrator III Name

\* 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 #

P.T.O (Pg 1/2)

OBLIGATIONS AND RESPONSIBILITIES OF CLOUD SERVICE USERS FROM CONCERNED GOVERNMENT MINISTRY/  
DEPARTMENT/ ORGANIZATION

1. Concerned Government Ministry/ Department/ Organization shall be solely responsible for all the information, content and data stored on the Servers. Concerned Government Ministry/ Department/ Organization further acknowledges that it shall be solely responsible to undertake to maintain complete authenticity of the information/data sent and/or received. Concerned Government Ministry/ Department/ Organization shall also take necessary measures to ensure that information/data transmitted is authentic and consistent.
2. Concerned Government Ministry/ Department/ Organization 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.
4. I confirm, I will not host any application/content which belongs to **Top Secret** and **Secret Categories** of classification.
5. I confirm that any application/content hosted will comply with The Information Technology Act 2000 and The Aadhaar Act 2016.

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 for this account. I will be responsible for any misuse of the service/ violation of the clauses mentioned above.

\* Signature of the Applicant with date and seal

Signature of the Owner with date and seal

**Cloud Reg. A/C No. NCS01-20140131-00000572**

Signup Date: **14/11/2017 07:04:37**

**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

**##** Owner as well as Approver should be a senior officer in Government of the level of Director or above.

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