

**(On Government Department Letter Head)**

To

Dated:

**The Director**

**Directorate of Information Technology,  
Electronics and Communications (DITEC),  
Behind CM Block, Janata Bhawan,  
Dispur, Guwahati-781006**

Sub:- Domain Registration under assam.gov.in

Sir,

With reference to the subject cited above, I have the honour to request you to register domain name for our Department/Directorate as <http://<<.....>>.assam.gov.in>. The IP address that needs to be mapped with the domain name is ..... The same has been approved by the competent authority. The website will be used for .....

The contact address of the department is enclosed in the Annexure.

Yours faithfully

**(Name of Head of the Organisation with seal)**

**Ministry/Department/Organisation Contact Details**

1	<b>Name (Name of the Head of the Organisation /Designated official)**</b>	
2	Organisation Name	
3	Address	
4	City	
5	State	Assam
6	Country	India
7	Pincode	
8	eMail	
9	Mobile No	

**\*\* Please note that it should not be the Organisation Name**