

## Following steps are required for hosting of Web Site/ Web Application on NIC Cloud

1. URL registration to be done by the user.
2. Submit your request on "Get NIC Cloud Services" section on the home page <https://cloud.gov.in> using your Government Email account with domain Gov.in/Nic.in for availing cloud services. For more details you may refer to On-Boarding Procedure available on the site.
3. Once the site content is ready, the hosting registration form can be submitted to NIC MHSC Mumbai. Form is available at <http://maharashtra.nic.in/Downloads.aspx>
4. CD containing the site content as per the prescribed directory structure can be submitted to NIC MHSC Mumbai for hosting on staging server.
5. Site will be hosted by NIC on staging server and the temporary url will be communicated through mail.
6. After testing the site on staging server. User has to submit the security audit cleared report and certificate for the site to NIC. After receiving clearance by security audit division, site will be made online.
7. Obtaining VPN account for updating the site.
8. Updating site using FTP over VPN.

The procedure for web registration and hosting is explained in detail.

#### A. Procedure for URL Registration on registry.gov.in.

- URL registration to be done online from <http://registry.gov.in> by the Department.
- Allotment of gov.in is restricted to the constituents of Indian Government at various levels right from Central, State/UT, District & Sub-District.
- In addition to online registration, the request should also be submitted in writing in the form of an Authorization Letter. The letter should be in the **specified format** on the **letter head** of the concerned department
- Authorization Letter should be signed by the Chief Secretary of the State or a Secretary of the State Government as nominated by the Chief Secretary. For registration at District & Sub-District levels, the request should come from the District Collector.
- As per the present policy, there is no fee for the domain name registrations under GOV.IN. However, if there is any change in the policy, the Registrar reserves the right to charge the fee for domain name registrations/renewals as well as cancel the registration on account of non payment.
- The administrative contact address to be filled in the on-line form must be same as the address of the concerned officer/Department of the government.
- Intermediaries or ISPs are not allowed to apply on behalf of any government department, for registration under this category.
- The domain will be activated and allotted on receipt of the Authorization letter and approval by the GOV.IN Registrar. (Format attached in Annexure).

## **B. Procedure for obtaining cloud account**

User can apply for cloud account from the site <https://cloud.gov.in> and by providing basic details in 'Get NIC Cloud Services' window of this portal. The following fields are required to be entered for sign up.

- Department Name
- Contact Persons Name
- Designation
- Email ("gov.in" or "nic.in" domains only) and Mobile Number

Once these details are successfully submitted, Applicant will receive an acknowledgement mail immediately on the email id provided.

On receipt of mail for Sign Up, Applicant is required to perform following steps:

- 1.** Applicant will receive mail along with Url/link for Sign Up.
- 2.** Using above link applicant can Sign Up using his email credentials.
- 3.** On successful Sign Up, Applicant will be presented with Sign Up screen for keying in the details of officials responsible for Owning and Administration of Cloud Account. On submission of these details Sign Up form will be generated.

A duly signed and stamped copy of this form is required to be submitted to NIC for further processing.

Once the Applicant's signup form is received, a service request ID is created for the user and is mailed to Cloud Account owner along with the url link for the same.

User is required to sign in using this link to submit the requirements for cloud services.

The catalogue of Cloud Service offerings provide users the option to choose from preconfigured Web, Applications and Database Servers with Commercial/Open Source System Software or Basic Servers and Storage.

Each VM would be created with minimum of 60GB storage.

The OS and other software provided with preconfigured VMs are as follows:

- OS Linux RHEL along with MySQL and PostgreSQL
- OS Windows with SQL Express Edition

### **C. Procedure for Hosting of content on NIC Cloud after url registration as per A.**

Web Hosting services are offered on Linux & Windows Platforms and the servers are powered with the state-of-the-art web technologies such as CGI, Perl, PHP, ASP, ASP.NET, MS Front Page, JSP, and Servlet etc..

All popular Databases like MS SQL, MySQL & PostgreSQL are also supported.

1) Hosting Registration form is available at

<http://maharashtra.nic.in/Downloads.aspx>

2) Hosting of content on Staging Server

The site has to be first tested on staging Server before launching it on Production Server. URL will be communicated through email. Once the site is tested successfully on Staging Server, it has to undergo a mandatory security audit before it is hosted on the production server.

### **D. Directory structure for content creation (windows platform)**

Application to be checked on IIS with parent directory disabled.

All html pages to be put under /htmldocs All script files under /scripts

All picture files under /images.

Besides these directories you can have your own directories also.

There should be only one file outside these directories which is the main page of the site.

This directory structure is essential for security audit clearance.

1. "writedata" : Write permission : Not browsable on Internet
2. "writereaddata" : Write & Read Permission : Browseable on Internet

### **E. Security Audit**

The Security auditing is mandatory before making the site online.

Third party audit (if any) has to be done on NIC staging area and audit report should be submitted to Cyber Security Group.

Site has to be audited from the CERT-IN empanelled auditors available at <http://www.cert-in.org.in> and Report & Certificate to be submitted in the prescribed format to NIC.

## **F. UPDATING website using FTP facility over VPN :**

Web updation through VPN requires the follow components.

- 1. Digital Certificate**
- 2. VPN account**
- 3. VPN client Software**
- 4. FTP account for Web page**
- 5. Database Updation**

For online submission of VPN, the procedure is available on the website <http://maharashtra.nic.in/Downloads.aspx>. The application has to be filled by the person responsible for Web updation of the site, signed by recommending / authorizing officer and verified by NIC coordinator.

Once the Application form is verified , the user will be informed about the VPN account details in his email account given in the Application form.

Web page updation using the ftp account and password given by Web Services Division can be done from a remote location after establishing VPN connection using VPN ID and password. To test whether the ftp port for your site is open, do ftp to the site after establishing VPN connection.

Database Updation is done using SQL Client with SQL User-ID/Password allotted by Web Services division after establishing VPN connection using VPN ID and password.