<F. No. ------/----/------>

Government of India

<Ministry / Department of ------- >

< --- Section >

<Place>

Dated, ---- -----

**OFFICE MEMORANDUM**

Subject: Nomination /Change of Nomination of Nodal Officer to function as Chief Data Officer for the <Ministry/Department> as per National Data Sharing and Accessibility Policy (NDSAP)

The undersigned is directed to refer to Cabinet Secretariat’s D.O. No. 5(32)/2010-EG-1(pt.) dated 18-07-2012, on the above mentioned subject and to say that:

1. <Designation (post)> has been nominated as Nodal Officer to function as Chief Data Officer for the purposes of coordinating and facilitating the release of datasets from <Ministry/Department> on Open Government Data (OGD) Platform India (<http://data.gov.in>) as per NDSAP. The details of <Designation (post)> are as under:

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Postal Address (Office): |  |
| Phone(office): |  |
| Fax(Office): |  |
| Mobile No.: |  |
| NIC Email Address: |  |
| Other Email Address: |  |

2. Sh. < Name>, <Designation> who was earlier nominated as Chief Data Officer <Reason of change of nomination (for eg. has transferred, superannuated, promoted etc.) >.

3. This issues with the approval of <Designation>.

(Name)

(Designation)

To,

Director General

National Informatics Centre,

Ministry of Electronics & Information Technology,

A-Block, CGO Complex, Lodhi Road, New Delhi – 110 003

CC: <Nominated Nodal Officer (Chief Data Officer)>

(Note: Signed copy of nomination can be sent at [ndsap@gov.in](mailto:ndsap@gov.in) for expediting the process)