

Procedure for change in Name /Premises/Management of NIELIT DLC Facilitation Center.

For any changes in the info. mentioned above, a formal request on letterhead of the institute is required to be sent to NIELIT Hq with supporting documents which certifies the changes in any data like:

- ✓ For **Name Change** - Registration Document and resolution for name change in NIELIT records passed by Governing Body of Institute
- ✓ For **Premises Address Change** - Rent/Lease/Ownership document and address proof along with resolution for address change in NIELIT records passed by Governing Body of Institute
- ✓ For **Management Change** - Resolution passed by Members of Society/Trust or Resolution passed by Board of Director in case of Company etc.

The fee for changing any of the above info. is as follows:

Sr. N.	Change	Fee
1	Name	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
2	Premises Address	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
3	Management	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]

* Separate processing fee is to be submitted for each change i.e. Name. Address, Management GST may vary from Time to time as per Govt. Norms.

- ✓ Details of the bank account are given here under:
 - **Bank name: Bank of India**
 - **Account Holder : NIELIT**
 - **A/c No. : 604820100000012**
 - **A/c Type : Current Account**
 - **IFSC Code : BKID0006048**
 - **MICR Code: 110013052**

** The Processing Fees once paid will not be refunded or adjusted against any other fees/dues.*

- ✓ Send the hard copy of application & documents to the following address:-

**National Institute of Electronics & Information Technology (NIELIT)
DLC Accreditation Section
NIELIT Bhawan, Plot No. 3, PSP Pocket,
Institutional Area Sector-8, Dwarka,
New Delhi-110077**

* For any query you can write to us at dlc.renewal@nielit.gov.in or call at 011-25308350.

*****Note – Institutes which are affiliated with NIELIT through Master Organization like CSC-SPV etc. should contact its Master Organization for Change in Name /Premises/Management. If such an institute submits the application directly to NIELIT the same will not be entertained.***