

## National Institute of Electronics & IT (NIELIT), HQ New Delhi

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

For any changes in the info. mentioned above a formal request on Official 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 (Registration Document and resolution passed by Governing Body of Institute)/ Premises (Rent/Lease/Ownership document and address proof)/ Management (Resolution passed by Members of Society/ Resolution passed by Board of Director etc.).

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

Sr. No.	Change	Fee
1	Name	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
2	Premises	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
3	Management	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]

\* 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 to the following address:-

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

\* For any query you can write to us at [ccc.accr@nielit.gov.in](mailto:ccc.accr@nielit.gov.in) or call at 011-25308351, 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.***