<**To be printed on letter head of Academic Institution (AI) /sent from official email ID of AI official**>

Date:

**Shri Vijay Gupta,**

Senior Vice President

NSDL Database Management Limited

4TH Floor, “A” Wing, Trade World

Kamala Mills Compound

S.B. Marg, Lower Parel

Mumbai – 400 013

**Sub: Participation in NDML Academic Depository (NDMLAD)**

Dear Sir,

This has reference to Service Level Agreement (SLA) signed by our Academic Institution to avail National Academic Depository (NAD) services from NSDL Database Management Limited (NDML).

Now, NDML has informed that it is providing the Academic Depository services as a direct service to Institutions for facilitating upload and maintenance of academic awards in digital, secure manner and for making it available for verification. We wish to hereby confirm to avail the new service. We will lodge the authenticated data of the academic awards on NDML Academic Depository and authorize the same to make it available for verification.

We hereby also request that the awards already uploaded by us in NAD through NDML can be also made part of NDML Academic Depository and we provide our consent for verification of such awards through NDML Academic Depository by background verification agencies/employers etc. and we request NDML to collect the verification charges as provided in Annexure I enclosed herewith on our behalf. We also request to facilitate us to complete the necessary process of lodgment of awards in future in NDML Academic Depository.

**Yours faithfully**

**(Signature of Authorised Officer)**

**Name of the Authorised Officer:**

**Designation:** (Any of Chairman/Vice Chancellor, Registrar, Controller of Examinations, Director, Dean- Academics, Dean- Exams, In charge- Examinations, In charge- Academics.)

**Email ID:**

**Mobile no.:-**

**Seal of Academic Institution/board/eligibility assessment body, as applicable**