<To be printed on letter head>

Date:

**Shri Vijay Gupta,**

Vice President, NAD Depository

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 NAD Depository Services**

**Dear Sir,**

With reference to our discussions/meeting/communication from UGC/MHRD regarding joining and using NAD Depository Services provided by NSDL Database Management Limited (NDML) under authorisation from MHRD/ University Grants Commission, we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(name of Academic Institution/board/eligibility assessment body)** are pleased to confirm our participation to use the services of NDML.

You are requested to facilitate us to complete the necessary processes including signing of model agreement, creation of users and lodgment of academic records in NDML NAD system.

The details of the nodal officer and administrative user are provided in tables below:

|  |  |
| --- | --- |
| **Details of Nodal Officer** | |
| Name of Academic Institution/board/eligibility assessment body (as applicable) |  |
| Name of Nodal Officer for NAD |  |
| Designation of the Nodal Officer |  |
| AADHAAR (12 digits) |  |
| Mobile Number |  |
| Desk Phone Number |  |
| Email ID |  |

|  |  |
| --- | --- |
| **Details of Admin User** | |
| Name of the Admin User |  |
| Designation |  |
| Employee ID |  |
| AADHAAR (12 digits) |  |
| Date of Birth |  |
| Mobile Number |  |
| Email ID |  |
| Desk Phone Number |  |
| Preferred User ID |  |

**Declaration :**

I, hereby declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of Academic Institution/board/eligibility assessment body, as applicable) (please tick the relevant option from below options. If multiple options are applicable, kindly tick all relevant options)

* is approved/registered with UGC under Section 2(f) of the UGC Act, 1956.
* is approved/registered with UGC under Section 12 (B) of UGC Act, 1956.
* is a deemed to be university approved/registered with UGC.
* is a state university approved/registered with UGC.
* is a Central Educational Institution empowered by an Act of Parliament to grant degrees.
* is a Central Educational Institution empowered by an Act of State legislature to grant degrees.
* is a Central Higher Educational Institution empowered by an Act of Parliament to grant diplomas.
* is a Central Higher Educational Institution empowered by an Act of State legislature to grant diplomas.
* is an Institution approved by Ministry of Skill Development and Entrepreneurship (MSDE) for participating in NAD
* is a school board.
* is a eligibility test conducting body.
* is authorised by MHRD for providing for National Eligibility Test (NET) (only applicable for UGC)
* is authorised by MHRD for providing for Teacher Eligibility Test (TET) (only applicable for CBSE)
* Any other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify)

**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, Incharge- Examinations, Incharge- Academics.)

**Email ID:**

**Mobile no.:-**

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