

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)**  
**National Institute of Electronics and Information Technology (NIELIT)**  
**(An ISO 9001 : 2008 Certified Organisation)**

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
**Department of Electronics and Information Technology (DeitY)**  
**Ministry of Communications and Information Technology, Government of India**

**F. No.: 18(03)2013-NIELIT**

**Dated: 31<sup>st</sup> August 2016**

**NOTIFICATION**

**COMMENCEMENT OF DIGITAL LITERACY COURSES (DLC) AND**  
**IMPLEMENTATION OF REVISED STANDARD OPERATING PROCEDURE (SoP)**  
**FOR GRANTING STATUS OF FACILITATION CENTRE w.e.f. 1<sup>st</sup> SEPTEMBER 2016**

It is notified to all concerned that, in line with process re-engineering initiatives, the SoP for granting the status of Facilitation Centre has been suitably revised to incorporate the entire basket of Digital Literacy Courses (Namely ACC, BCC, CCC, CCC+ and ECC). The SoP is in effect from 1<sup>st</sup> September 2016.

Consequent upon the same, the followings changes may be noted:

- All fresh as well as renewal applications for grant of status of Facilitation Centre, will be processed as per the revised SoP for Digital Literacy Courses, available at [http://nielit.gov.in/sites/default/files/headquarter/pdf/SOP\\_DLC.pdf](http://nielit.gov.in/sites/default/files/headquarter/pdf/SOP_DLC.pdf).
- Provision for the change in the structure of the institute (Name/ Premises/ Management) has been introduced along with a nominal processing fee. Please refer [http://online.nielit.in/uploads/Guidelines\\_Fee\\_WebsiteGuidelines\\_DLC.pdf](http://online.nielit.in/uploads/Guidelines_Fee_WebsiteGuidelines_DLC.pdf) for details.
- Validity period on Renewal which was earlier 2 (two) years, has been enhanced to 3 (three) years. Performance Criteria of institute for renewal has also been revised as under:

No. of Examinations NIELIT conducts in one year	Minimum no. of candidates fielded in one year			Minimum required pass percentage in one year
	Metro cities	State capitals (excluding NER)	Other cities/ towns/ districts & NER	
12	120	100	80	50% of the appeared candidate

The Fee structure (non-refundable) for Non-accredited Institute category is given below:

Sl. No.	Purpose	Time Period	Processing Fee (in Rs)
1	Fresh Application/ New Facilitation Centre for DLC	For 3 years	10,000 + 1500 (ST)
2	Existing Facilitation Centre for DLC	Validity expiring in 1 year	2,000 + 300 (ST)
		Validity expiring in 2 years	3,000 + 450 (ST)
		Validity expiring in 3 years	4,000 + 600 (ST)
3	Renewal of validity: Facilitation Centre for DLC	Renewal (3 years)	5,000 + 750 (ST)
4	Change in the structure of the institute (Name/ Premises/ Management)	One time, for each change	2,000 + 300 (ST)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

**An Autonomous Scientific Society under DeitY**

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**Note:**

- Service Tax (ST) or any other Central/ State Govt. Taxes/ Duties/ Levies/ Cess etc. as applicable from time to time, will be charged extra.
- Processing Fees for all the purposes except for Sr. No. 4 mentioned in the above table will be half for Accredited Institute Category.

All existing Facilitation Centres and also Training Institutes who wish to apply for grant of status of NIELIT Facilitation Centre to conduct Digital Literacy Courses are requested to note and comply with the revised SOP with immediate effect.

  
**Additional Director (Tech)**