**(Print this letter in institute letter head)**

**To,**

**INFLIBNET Centre**

**Infocity, Opp. DAIICT**

**Gandhinagar-382007**

**Gujarat**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorization letter of Institute Administration for ONOS**

Dear Sir,

I hereby authorise Mr/Mrs/Shri/Smt................................................................. as institute administrator and nodal officer for ONOS Access Portal. He/She is authorised to create user IDs and Passwords for faculty members, staffs and students of the institute. His/Her e-mail ID and phone number is as below.

**Nodal Officer Details:**

Designation : ………………………………

Department : ………………………………

Mobile No : .................................

E-mail ID : ................................. (to be used for logging in to Institute Administrator Portal)

Old Login Email ID to be Disabled: …………………………………… (if applicable)

With regards,

Signature...............................

(Head of the Institute)