

No 9615/IT-Cell/2013/NCC

NCC Directorate (K&L)
State Wing
Thiruvananthapuram-10
Tele :2721278

03 Jul 2014

From

The Additional Director General NCC

To

All NCC Group Headquarters/Units

Sir,

SUB :- NCC Estt- Office Automation - Data Entry-Reg.

Refer this Directorate Letter of even No. dated 03 Apr 2014.

2 Those who have not completed the data entry of Establishment module and Cadet module of Office Automation are directed to complete the same by end of Jul 2014 positively .

3 Those who have completed the data entry of establishment module are requested to check the correctness of seniority list, strength details and vacancy position of their office. If the report generated is not correct necessary modifications may be done at the earliest.

4 For report generation in Establishment module

- Access the web page <http://sncc.keltron.org>
- Login with the assigned username and password
- Click on the icon ESTA
- Click on Reports button and generate reports on Employee details, Seniority list, Strength report etc.

5 Those who have completed the data entry of Cadet module are requested to verify the reports generated through official website www.keralancc.org. If the report generated is not correct necessary modifications may be done at the earliest.

6 For report generation in Cadet module

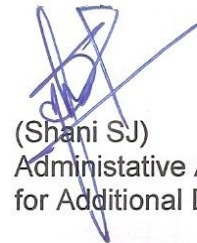
- Access the web page www.keralancc.org.
- Click on the Cadet Details in home page.
- Click on Cadet Details, Unit wise Cadet Statics.

7 Correctness certificate may be forwarded by end of Jul 2014.

8 For any assistance/Clarification please contact KELTRON.

Phone Number- 0471- 4094444 -> 218

Mobile Number- 9605642256, Sri Nasim

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

(Shani SJ)
Administrative Assistant
for Additional Director GeneralNCC