

No 9615/IT-Cell/2013/NCC

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

16 Jul 2014

From

The Additional Director General NCC

To

All NCC Group Headquarters

Sir,

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

Refer :- NCC Directorate Letter of even No. dated 23 Nov 2013, 03 Apr 2014 and 03 Jul 2014.(available in official website)

Data entry in Establishment and Cadet module of Office automation is essential for the successful implementation of Office Automation. The drawbacks if any of this software can be assessed only after data entry. It is noted that although instructions were given repeatedly to complete the data entry some Units and Group HQs have not yet commenced the data entry. Hence it is requested to issue strict instructions to Units under your Group HQs for the completion of data entry. Completion report in respect of your Group HQ/Units may be forwarded to this Directorate by 16 Aug 2014 positively.



(Shani S J)  
Administrative Assistant  
For Addl. Director General NCC