

23 May 2014

From

The Additional Director General NCC

To

All Gp HQs,Units,SS Company Kazhakuttam

Sir,

Sub: NCC Estt-Half yearly strength return as on 30/6/2014 in revised format - regarding

1. It is observed that certain units are not forwarding Half-yearly strength returns to this Directorate in time. Late submission of this report is causing undue delay in publication of seniority list and reporting of existing vacancies to PSC. etc. Therefore, all are requested to submit the strength return as on 01.07.14 as per the proforma attached with utmost care in filling up the columns to reach this Directorate by 10.07.2014

2. The proforma in excel format may be down loaded from the Kerala NCC's official website and the completed proforma be forwarded to this Directorate on e-mail id [nccjsest@gmail.com](mailto:nccjsest@gmail.com) by 10.07.14 positively. Thereafter a hard copy and a soft copy (in CD) also be forwarded to this Directorate for further necessary action

3. While filling the columns, following points are to be observed carefully

- (a) All columns are mandatory
- (b) Following short forms are used for filling the Designation column no 4
  - (i) Clerk - CLK
  - (ii) Senior clk - SR CLK
  - (iii) Junior Supt - JS
  - (iv) Senior Supt /Manager- SS/MGR
  - (v) Typists - LDT,UDT and SGT as applicable
  - (vi) Driver - DVR Gd1,DVR Gd II,DVR SGD as applicable
  - (vii) Office Attendant as OA Gd I,II
  - (VIII) Lascars-LASGd I/II
  - (IX) Chowkidar-CHOWGd I/II
  - (X) Masalchi-MASALGdI/II
- (c) Date format – DD-MM-YY( Eg:-30-06-14)

Yours faithfully,

  
(Shani SJ)  
Administrative Assistant  
for Additional Director General NCC

