

No. 2335/A2/III/Est/2014/NCC

NCC Directorate(K&L)

State wing

Thiruvananthapuram

Tele: 0471 - 2721278

07 April 2016

From

The Additional Director General NCC

To

GP Cdr NCC GP HQ, Thiruvananthapuram  
CO,1(K) Air SQN NCC  
CO,1(K) BN NCC  
CO,1(K) NAVAL UNIT NCC  
CO,1(K) GIRLS BN NCC  
CO,2(K) BN NCC  
CO,3(K) BN NCC  
CO,4(K) BN NCC

Sir,

Sub: NCC Est- Training on MS Office (focus on Excel)– Names called for–Regarding.

Ref: Letter No.9276/P2/2015/IMG dated 21/3/2016 from the Secretary IMG,TVPM.

The Institute of Management in Government (IMG) TVPM proposes to conduct training on MS Office (focus on Excel) in two batches from 25/4/2016 to 29/4/2016 and from 30/5/2016 to 3/6/2016. The training is scheduled to be held at IMG TVPM on the above dates.

In view of the above, GP HQ TVPM to forward name of 10 eligible employees and other units mentioned above to forward names of 5 eligible employees each to this directorate. The name should reach this directorate positively by 15/4/2016. The same may be e mailed in [nccjsest@gmail.com](mailto:nccjsest@gmail.com)

Yours faithfully,



(Shan SJ)  
Administrative Assistant  
For ADG NCC

Copy to:-A4 Est  
official website