

Telephone : 0471-2721278

NCC Directorate(K&L)  
State Wing  
Thiruvananthapuram – 10

No. 9615/IT-Cell/2013/NCC

19 Jun 2017

From  
Additional Director General NCC  
To  
All Group HQs and NCC Units

**PROGRESS ON OFFICE AUTOMATION .**

1. Please Ref this Directorate letter No. 9615/ IT–Cell/2013/NCC dated **13 Jan 2016(Para-3)**.
2. The modification suggested by Nodal officer , NCC GP HQs, Trivandrum , to incorporate a Master Data of Civilian Employees in Office Automation Module has been completed.
3. All dealing clerks are requested to exercise utmost caution while feeding data as per Service Books of the employees. The procedure to feed data in the office automation module is as follows:
  - a) Enter [www.sncc.keltron.org](http://www.sncc.keltron.org)
  - b) Enter user name/password.
  - c) Click Module of “ESTA” - at the right end “Master data” will be displayed.
  - d) Enter all data on working sheet (Use Add/Remove button wherever necessary).
  - e) Save data.
  - f) Examine the data for corrections ,if any, use “edit “ button , if required.
  - g) Click “Print”.



(Sulabha.AN)  
Senior Supdt  
For Additional Director General NCC