

Telephone : 0471-2721278

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

No. 9615/IT-Cell/2013/NCC

13 Jan 2017

From

Additional Director General NCC

To

Group Commander NCC Gp HQ Trivandrum
Group Commander NCC Gp HQ Kottayam
Group Commander NCC Gp HQ Kollam
Group Commander NCC Gp HQ Ernakulam
Group Commander NCC Gp HQ Calicut

PROGRESS ON OFFICE AUTOMATION :

1. Please Ref this Directorate letter No. 9615/ IT–Cell/2013/NCC dated **05 Dec 2016** and even No. dated **26 Dec 2016**.
2. It is requested to forward the following by 20 Jan 2017.
 - a) Status of uploading of data in Establishment module (Gp Hq and Units under each Gp HQ).
 - b) Status of uploading of data in Cadet module (Gp Hq and Units under each Gp HQ).
 - c) Status of uploading of relevant data in Training module (GpHq andUnits under eachGp HQ)
 - d) Status of uploading of data in Inventory module (Gp Hq and Units under each Gp HQ).
 - e) Status of uploading of data in Asset module (Gp Hq and Units under each Gp HQ).
 - f) Feed back/suggestions from respective Nodal officers/Advisors,if any,.
3. The suggestions/ feedback received from Trivandrum Group HQ have been forwarded to Keltron for modifications. All Nodal Officers are requested to contact Keltron Engineers for any clarification on Office Automation Modules.

Sd/xxxxxx
(RS Malave)
Major General
Additional Director General NCC

Approved for Issue


(Sulabha AN)

Senior Supdt

Senior Superintendent
Establishment
NCC Directorate (K & L)
Thiruvananthapuram - 695010