

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

NCC Directorate(K&L)  
State wing  
Thiruvananthapuram  
Tele: 0471 - 2721278

22 Oct 2016

From

The Additional Director General NCC

To

GP Cdr NCC GP HQ, Thiruvananthapuram  
GP Cdr NCC GP HQ, Kollam  
GP Cdr NCC GP HQ, Kottayam

Sir,

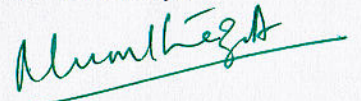
Sub: NCC Est- Training on Office Procedure – Names called for – Regarding.

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 Office Procedure in two batches from 07/11/16 to 11/11/16 and from 05/12/16 to 09/12/2016. The training is scheduled to be held at IMG TVPM on the above dates.

In view of the above, the above it is requested to forward names of all eligible employees of your HQs and units under you covering Trivandrum, Kollam and Pathanamthitta Districts to this directorate. The name should reach this directorate positively by 28/10/16. The same may be e mailed in [nccisest@gmail.com](mailto:nccisest@gmail.com)

Yours faithfully,



(Mumthas Beegom A)  
Administrative Officer  
For ADG NCC

Copy to:-A4 Est  
official website ✓