

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

No. 9615/IT-Cell/2013/NCC

05 Dec 2016

From

Offg Additional Director General NCC

To

All NCC Group HQs/NCC Units

TRAINING ON OFFICE AUTOMATION FOR NODAL OFFICERS AND ADVISORS.

1. It is noted that e- Governance in NCC Department through Office Automation Module designed by M/s KELTRON has not yielded desired results due to laxity on part of Group HQS/NCC Units in uploading/maintaining data even after repeated orders. In order to implement E-Governance , Nodal Officers (JS) and advisors (Sr.Clerks) have been selected from various Goup HQs and NCC units. A two day training by M/s Keltron for the selected Nodal officers and advisors will be conducted at 1000 Hrs on **14 and 15 Dec 2016 at this Directorate.** After training ,the Nodal Officers should ensure that the data entry in all modules by the clerks of each HQs and Units are completed by **15 Jan 2017.** Group Commanders will submit a completion report by **20 Jan 2017.** The following is the list of JS/Clerks selected as Nodal Officers/Advisors.They are to attend training on 14-15 Dec 2016 and no representation for replacement will be entertained.

SI.No	NAME	DESIGNATION	GROUP/UNIT	NODALOFFICER/ ADVISOR
01	Sri.Sivasubramaniom.B	JS	NCCGp HQ TVM	Nodal Officer, TVM
02	Sri.Sanil kumar.S	Sr.Clerk	1(K)Air Sqn, TVM	Advisor
03	Anilal DR	Sr.Clerk	1(K)Bn NCC, TVM	Advisor
04	Sri.Smithesh SR	JS	7(K)BN NCC	Nodal Officer, KLM
05	SriAnilkumar. P	Sr.Clerk	NCCGP HQ, KLM	Advisor
06	Sri.Baiju V	Sr.Clerk	3(K)Girls Bn NCC	Advisor
07	Sri.Shaji.A.K	Sr.Clerk	11(K)Bn NCC	Advisor
08	Sri.Manu P.Jayan	Sr.Clerk	10(K)Bn NCC	Advisor
09	Sri.Haridas.VK	Sr.Clerk	9(K)Bn NCC,	Advisor

10	Smt.Jayalekshmi.	JS	NCC GpHQ,KTM	Nodal Officer,KTM
11	Smt.Prathibha.PV	Sr.Clerk	16(K)Bn NCC	Advisor
12	Sri.Blits kumar	Sr.Clerk	17(K)Bn NCC	Advisor
13	Sri.Sojan P George	Sr.Clerk	18(K)Bn NCC	Advisor
14	Sri.MohandasT	JS	7(K)NU NCC	Nodal Officer,EKM
15	Sri.Sivakumar KN	Sr.Clerk	NCCGp HQ,EKM	Advisor
16	Sr.Muhammad Rafeeq	Sr.Clerk	7(K)Girls Bn NCC	Advisor
17	Sri.Sudhakaran. VA	Sr.Clerk	21(K)BN NCC	Advisor
18	Sri Biju Varghese AT	Sr. Clerk	1(K)Girls Ind Coy	Advisor
19	Sri.Sabith lal	JS	NCC GP HQ,CLT	Nodal Officer,CLT
20	Sri.Rajendrakumar.VK,	Sr.Clerk	28(K)Bn NCC	Advisor
21	Sri Jalaludeen	Sr.Clerk	27(K)Bn NCC	Advisor
22	Sri.Rajagopal.P	Sr.Clerk	29(K)Bn NCC	Advisor
23	Sri.Rajesh TC	Sr.Clerk	31(K)Bn NCC	Advisor
24	Sri.Latheesh OP	Sr.Clerk	32(K)BnNCC	Advisor

Sd/xxxx

(Sanal kumar N)

Brigadier

Offg Additional Director General NCC

Approved for Issue

(Shani SJ)

Administrative Assistant

NCC Directorate(K&L)

Trivandrum