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NCC Directorate (K&L)
State Wing, Vazhuthacaud
Thiruvananthapuram-08

No.6765/G6-Audit/2019/NCC

01 Oct 2019

From

The Additional Director General NCC

To

All NCC Group Headquarters, Units &
SS Coy NCC
(Through Official Website)

Sir,

Sub : NCC Department- Audit- Conducting of Training to Managers, Jr.Supdts/HC's
and Clerks- Reg

In order to streamline the Office procedures and to minimise the AG/Departmental audit objections, the Additional Director General NCC has directed to conduct a training session to all Managers, Junior Superintendents, Head Clerks and Account Clerks of all NCC Units & Group Headquarters.

2. This Directorate has scheduled to conduct the above training in two sessions on 23 and 24 Oct 2019 from 09.30 AM onwards at Conference Hall, NCC Directorate (K&L), Thiruvananthapuram. The Details of Districts on each day to be attended are as below:-

Ser No	Date and Time	Group Headquarters and Units Under GP HQ to be Attended	Remarks
01	23 Oct 2019 09.30 AM- 5.00 PM	Thiruvananthapuram Kollam Kottayam	
02	24 Oct 2019 09.30 AM- 5.00 PM	Ernakulam Kozhikode And All Clerks from NCC Directorate	

3. All Head of the Offices are requested to take necessary steps to participate the concerned officers in the scheduled training without fail. The Lunch and refreshments will be provided to the Officers by the Directorate. TA/DA admissible to the officers will be paid by the concerned Unit/GP HQ's from their allotment.

4. All NCC Units/GP HQ's are requested to handover a copy of latest Government order regarding fixing of rent of present occupied Office Building with the nominated person to handing over the same to this Directorate.



Yours faithfully

(K Anil Kumar)
Administrative Officer
For ADG NCC