

0471-2721278

NCC Directorate (K&L)  
State Wing  
Thiruvananthapuram

No. 1487/IT-Cell/2020/NCC

25 Feb 2020

From

The Additional Director General NCC

To

All Group Head Quarters and units

**REQUIREMENTS OF IT EQUIPMENTS**  
**FOR THE FINANCIAL YEAR 2020-2021**

1. All Gp HQs/Units are requested to propose the requirement of IT equipments, Computers, Printers and Peripherals for the financial year 2020-2021 as per the attached format.
2. Requisite information must reach this office on or before **10<sup>th</sup> March 2020**. All Group Head Quarters are hereby directed to collect the details of IT equipments from the respective Units and compile them and forward to this Directorate on or before the prescribed time limit.

Yours faithfully,



(Shani SJ)  
Administrative Assistant  
For ADG NCC



