

Personal attention of Group Commander –Reminder 3

0471-2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram

No. 1487/IT-Cell/2020/NCC

10 Sep 2021

From

The Additional Director General NCC

To

The Group Commander
(NCC GP HQ's Kollam, NCC GP HQ's Ernakulum, NCC GP HQ's Kozhikode)

Sir,

Sub: - Submission of Unit IT equipment card regarding.

Ref: 1. This office letter of even number dated 16 Dec 2020, 05 Mar 2021, 26 Apr 2021 & 12 Jul 2021.

1. With reference to the letters cited above, instructions have been issued to forward the details of IT equipment's held with unit's after compilation from respective Group Headquarters in the prescribed format. However only the **NCC Group Head Quarters Trivandrum** and the **NCC Group Head Quarters Kottayam** have submitted the requisite data in prescribed format and rest of the Group Headquarters have **not** forwarded the complied data till date.
2. Hence **NCC GP HQ's Kollam, NCC GP HQ's Ernakulum, NCC GP HQ's Kozhikode** are requested to forward the compiled data urgently as the data needs to be put up for the perusal of ADG NCC, in connection with procurement of new IT equipment/stores. The format prescribed for compilation vide this office letter of even No dated 26 Apr 2021 is also enclosed as appendix 'A'.
3. Treat the matter as most urgent.



Yours faithfully,

A handwritten signature in blue ink, appearing to be 'Simi Jose', written over a horizontal line.

(Simi Jose)
Administrative Officer
For ADG NCC

Copy to- (official website)

