

Tele: 04712721278

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

No 35/A6-Est/2019/NCC

13 Jan 2022

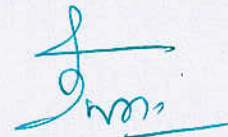
All NCC Group Headquarters/Units/SS Coy NCC
(Through official website)

CIRCULAR

Sub: NCC Establishment – New format for submitting application for Category Change of Last Grade Employees - Reg.

1. It has been observed from the applications for category change of Last Grade Employees submitted by the Gp HQs/units that some relevant details pertaining to the employees are not included in the application. To avoid recurrence of such discrepancy in future, it has been decided to formulate a new format for submitting the application for category change of Last Grade Employees, apart from submitting the personal request as currently.
2. Henceforth, all Gp HQs/units will forward applications for category change of Last Grade Employees to this Dte as per new format enclosed as per Appendix to this circular alongwith their personal request. The applications that have not considered earlier due to want of vacancy may also be forwarded in the new format alongwith their personal request.

Yours faithfully,



(Sumi Sandipika G Masterley)
Administrative Officer
for Offg Additional Director General NCC



AOD

APPLICATION FOR CATEGORY CHANGE : LAST GRADE EMPLOYEES

S.No	Description	Details
1	Name of Employee	
2	Permanent Employee No (PEN)	
3	Present Designation/Category	
4	Serial No in Seniority List	
5	Present Unit/Gp HQ	
6	Date of Joining in NCC	
7	Date of Joining in Present unit/Gp HQ	
8	Name of DRB to which initially enrolled	
9	Details of units served in NCC	<u>Name of Units</u> <u>From</u> <u>To</u>
10	Date of probation declaration and authority	
11	Change of Category required to which post	
12	Choices of units/Gp HQs/ District to which transfer require after category change	1. 2. 3.

Date :

(Signature of Employee)

Name & Designation :

RECOMMENDATION OF CO/OC

Station :

Date :

RECOMMENDATION OF GP CDR

Station :

Date :