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No 3000/IT-Cell/2013/ NCC

NCC Directorate (K&L)

State Wing

Thiruvananthapuram-10

19 Jun 2013.

From

The Additional Director General NCC

To

NCC Group HQs, TVM

4(K) BN NCC

1(K) BN NCC

1(K) Girls BN NCC

3(K) BN NCC

1(K) Air Sqn NCC

S S COY NCC

1(K) Naval Unit

2(K) BN NCC

TRAINING ON OFFICE AUTOMATION

1 It is intimated that , in connection with the Office Automation, a phase three training is scheduled to be conducted by KELTRON Engineers in Thiruvananthapuram Group HQ and sub units as per the following programme.

Venue	Date	Time
NCC Group HQs, TVM	22/06/2013	10.30 am
4(K) BN NCC	19/06/2013	10.30 am
1(K) BN NCC	20/06/2013	10.30 am
1(K) Girls BN NCC	21/06/2013	10.30 am
3(K) BN NCC	24/06/2013	10.30 am
1(K) Air Sqn NCC	25/06/2013	10.30 am
S S COY NCC	26/06/2013	10.30 am
1(K) Naval Unit	27/06/2013	10.30 am
2(K) BN NCC	28/06/2013	10.30 am

2 ANO's of corresponding Units may also be present for this training programme in order to get trained with cadet entry in the server.

3 Feed back report on training to be forwarded to this Directorate on completion at the earliest.



(Lekha S)
Administrative Officer
For Addl. Director General