

Telephone No 2721278

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

No 5151/P3-Pub/2018/NCC

18 Jun 2018

All NCC Gp HQs/Units

**Maintained a Asset Register by Gp HQs and Units**

1. Refer Group Commanders Conference held at NCC Gp HQs, Kollam on 13.06.2018
2. As ADG NCC directed that, you are requested to prepare and maintain an Asset Register by all Gp HQs and Units. The following information is included in the Register.
  - (i) Brief History of Gp HQs/Units
  - (ii) Land Allotment Govt Order pasted on the Second Page of Register and total land area details.
  - (iii) Photo of the building, estimate amount, details of construction its completion date.
  - (iv) Administrative Sanction for the Construction of Building and GO No & date.
  - (v) Sq. Ft of the building.
3. You are also requested to fwd the photos of the Land and Building, for maintaining a Dte level Assets Register ..
4. Your reply should reach this office by 01 Jul 2018 through the publicity wing e- mail ID publicitywing14@gmail .com
5. This is for perusal of ADG NCC.

( PT Rajiv )  
Colonel  
Director  
for A DG NCC