

Tele : 2721278

NCC Directorate (K&L)  
State Wing  
Thiruvananthapuram

No. 2891/B1-Est/2018/NCC

13 Apr 2018

From

**The Additional Director General NCC**

To

**The Group Commander**

NCC Group Headquarters, Thiruvananthapuram  
Kollam/Kottayam/Ernakulam/Kozhikode

**(Through official website)**

Sir,

**Sub : NCC Dept. - Est - Printing of Training Documents - reg**

It has been decided during the Group Commander's/CO's conference held at this Directorate on 16 Mar 2018 that the Training Documents required for each training in the NCC Battalions are to be printed collectively and supplied to them by this Directorate as per requirements. In order to take up a case with Government for Administrative sanction, actual requirement of Forms, Registers and Certificate etc. required for each training year need to be scrutinized.

It is therefore requested that, the requirement of forms, registers and certificate etc. required may be intimated to this Directorate along with a specimen copies of documents, which are to be printed with quantity required by each battalions under your command.

The requirement of forms/registers & certificate etc. along with specimen copies are to reach this Directorate on or before 28 Apr 2018 for further necessary action at this end.

Yours Sincerely,

  
**(Shani SJ)**

Administrative Assistant  
for Additional Director General NCC