

Telephone : 0471-2721278

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

No. 9615/IT-Cell/2013/NCC

20 Feb 2018

From

Additional Director General NCC


To

All NCC Group HQs/NCC Units

TRAINING ON OFFICE AUTOMATION

1. It is noted that e- Governance in NCC Department through Office Automation Module designed by M/s KELTRON has not yielded desired results due to laxity on part of Group HQs/NCC Units in uploading /maintaining data even after repeated orders. A Refresher Training on Office Automation ,by the Engineers from M/s Keltron, for Clerks/ANOs, will be conducted as per following schedule . Respective Managers and Nodal Officers are to co-ordinate the training and ensure maximum participation by clerks from NCC Units under Group HQs. **Suitable Training locations are to be decided by respective Managers.** On completion of training, the Nodal Officers should ensure that the data entry in all modules by the clerks of each HQs and Units are completed by **31 Mar 2018**. Managers of Each NCC Gp HQs will submit a completion report by **15 Apr 2018**.

Sl.No	NCC GP HQs	Date of Training	Timing from	NODALOFFICER
(a)	NCCGP HQs,TVM	03.03.2018	1000hrs	Sri.Sivasubramaniom.B,JS, Nodal Officer,TVM
(b)	NCCGP HQs,KLM	28.02.2018	1000hrs	Sri.Smithesh SR,JS, Nodal Officer,KLM
(c)	NCC GpHQs,KTM	05.03.2018	1000hrs	Smt.Jayalekshmi. JS Nodal Officer,KTM
(d)	NCC GpHQs,EKM	06.03.2018	1000hrs	Sri.MohandasT ,JS Nodal Officer,EKM
(e)	NCC GP HQs,CLT	07.03.2018 08.03.2018 09.03.2018	1000hrs 1000hrs 1000hrs	Sri.Sabith lal ,JS Nodal Officer,CLT
(f)	NCC Directorate	13.03.2018	1000hrs	Sharin.PT.JS Nodal Officer,NCC Dte


(Anandan. R)
Administrative Officer
For ADG NCC
Trivandrum