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NCC Directorate (K&L)
State Wing
Thiruvananthapuram

No.276/A2/III/Est/2018/NCC

20 Dec 2018

From : The Additional Director General NCC

To : **The Gp Commander
All Gp HQs**

Sir,

Sub: NCC Est- Training on record keeping administration – Regarding.

Ref: State Archives Letter No. RM 1-2042/18 S.A dated 05-12-2018 (copy enclosed)

Inviting attention to the reference cited, I am to intimate that The State Archives Department TVPM proposes to conduct training on Record Keeping Administration and related subjects at Thiruvananthapuram, Ernakulam and Kozhikode during the 1st Week of Feb 2018.

In view of the above, you are requested to forward the names of eligible employees under your GP to this Directorate positively by 05th Jan 2019 for onward transmission to the respective Dept.

Further details will be intimated in due course.



Yours faithfully,

(Shani SJ)
Administrative Assistant
For ADG NCC

Encl:- As stated