

**FOR THE KIND ATTENTION OF ALL GROUP COMMANDERS AND
COMMANDING OFFICERS**

Telephone : 2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram

NCC/36/2024-IT

27-11-2025

All NCC Group Headquarters, Units and
SS Coy NCC - **Through Official Website**

IMPLEMENTATION OF E-OFFICE IN NCC GROUP HQs AND UNITS

- Refer
1. Refer Govt letter No. A1/8/2024-H.Edn dated 22.01.2024.
 2. NCC Dte letter of even number dated 24 07.2024 & 27.02.2025.

1. As per the reference cited first above, the Government has directed all Departments to adopt a paperless office system and ensure that 80% of file movement is carried out through the e-Office platform. The implementation of e-Office has been completed at the NCC Directorate, as well as across all NCC Group Headquarters and Units, in three phases. However, it is observed that the implementation has yielded the desired results only at the Directorate level.

2. On detailed verification of the reports collected from NCC Group Headquarters and Units through the Google Sheet, it is observed that only NCC Group Headquarters, Ernakulam, has implemented the e-Office platform to a certain extent. It is further noted that all other Group Headquarters and Units are not fully complying with the instructions issued by this Directorate as per the letter referred to second above. The number of files routed through the e-Office by all NCC Group Headquarters are as follows:

Ser No	Name of NCC Group HQ	Number of files routed through e-Office in 2025 till 15 Nov 2025	Remarks
01	Thiruvananthapuram	51	
02	Kollam	170	
03	Kottayam	32	
04	Ernakulam	701	
05	Kozhikode	216	

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3. It is also reported by the Group HQ's that the following NCC Units under their command have not forwarded a single file through e-Office even after the issuance of necessary directions :-

SI No	Name of GP HQ	Unit	Remarks
01	Trivandrum	2 (K) Bn NCC	
02		4 (K) Bn NCC	
03		1 (K) NU NCC	
04	Kollam	7 (K) Bn NCC	
05		8 (K) Bn NCC	
06		9 (K) Bn NCC	
07		10 (K) Bn NCC	
08		11 (K) Bn NCC	
09		3 (K) Girls Bn NCC	
10		3 (K) NU NCC	
11	Kottayam	15 (K) Bn NCC	
12		17 (K) Bn NCC	
13	Kozhikode	29 (K) Bn NCC	
14		30 (K) Bn NCC	
15		9 (K) NU NCC	
16		9 (K) Girls Bn NCC	
17		5 (K) Bn NCC	

4 . In the above circumstances, and in order to comply with the directions of the Government, all NCC Group Headquarters are hereby requested **not to receive** the physical files specified in the letter referred 2nd above **with effect from 15 December 2025**. All NCC Group Headquarters shall issue suitable instructions to all NCC Units under their command within **one week**, and a copy of the same shall be forwarded to this Directorate for information. All Managers and Junior Superintendents shall monitor the implementation of these instructions in respect of their Group Headquarters and Units. Necessary disciplinary action will be initiated against the defaulters for any lapse amounting to dereliction of official duties.

(Ragesh A)
Brig
Deputy Director General NCC

Internal

All Wings/Sections (State Wing) - For strict implementation.