# GOVERNMENT OF KERALA
# HIGHER EDUCATION (A) DEPARTMENT

No. A2/17/2017/H.Edn.  **12499**  Thiruvananthapuram
Dated **30.03.2017**

From

The Principal Secretary to Government

To

The Director of Collegiate Education, Thiruvananthapuram.
The Director of Technical Education, Thiruvananthapuram.
The Director of Public Instructions, Thiruvananthapuram.
The Director of Higher Secondary Education, Thiruvananthapuram.
The Director of Vocational Higher Secondary Education,
Thiruvananthapuram.
The Director of Industrial Training, Thiruvananthapuram.

**Sir,**

Sub:- Higher Education Department - Extension of Internet facility to
ANOs of Educational Institutions – Reg.

Ref:- Letter No.6275/1T-Cell/2016/NCC dated 20.12.2016 from
the Additional Director General, NCC, Thiruvananthapuram.

I am to inform you that as a part of implementation of E-Governance, NCC Department has introduced an Office Automation Software which include 12 Modules viz. Cadet, Training, Finance ,Audit, Establishment,Inventory, Assets, Publicity, Reports, Admin, Messaging, and Reference, designed by MIs Kéltron, Thiruvananthapuram. Cadet module is one of the most important module, the details of which are highly required for organizing many of the routine activities of the NCC. In the cadet module of this software, the details of NCC Cadets of all educational institutions are to be uploaded by Associate NCC Officers of respective institutions wherever NCC troops/companies are allotted. Since the Internet facility is not extended to ANOs by their Head of Institutions , they are experiencing difficulties in uploading the cadet data and posting requisite fields of BIMS/BAMS (e-Portal for claim settlement), for claiming cadet's Refreshment allowance, Washing allowance, Honorarium, etc.

In view of the above, I am to request you to issue formal permission letters to the institutions under your control for providing internet access in a separate Computer system to Associate N.C.C. Officers, without invoking additional financial commitment (average use reported is one hour per week) for facilitating the uploading of cadet data/Claim entry.

Yours faithfully,
**THARUN LAL.S.**
Under Secretary
(for Principal Secretary to Government)

Endt. No.K(e-Governance)/12499/2017/Coll.Edn    Dated: 08.05.2017

Copy of the Government letter communicated to all the Heads of institutions for permitting the NCC officers for using separate computer system with internet access, without invoking additional financial commitment.

Sd/-

R. Vikraman
Senior Finance Officer
For DIRECTOR OF COLLEGIATE EDUCATION

Copy to:-
1. The System Manager
   (For publishing in the website)
2. Stock File/Current File

//Approved for issue//

Superintendent

DG.09.05.2017