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

No 118/A3-Est/2026/NCC

07 Feb 2026

From

The Additional Director General NCC

To

All NCC Group Headquarters/Units/SS Coy NCC (Through web site)

Sub: NCC Dept. Est – Online General Transfer of Employees 2026 - Regarding

- Ref: - 1. G.O (P) No 3/2017/P&ARD dt 25.02.2017.  
2. G.O (Ms) No 10/2018/P&ARD dt 05.04.2018.  
3. G.O (Rt) No 155/2021/P&ARD dated 21.10.2021

1. Inviting attention to the reference cited above, all Gp HQs and Units are requested to carry out the following actions immediately so as to enable this Directorate to process the General Transfer of Employees-2026 through SPARK system: -

(a) Data verification in Spark:- The employees' profile details and service particulars in Spark shall be updated, verified and locked before being made available for general transfer. Applications shall not be forwarded to this office unless the data is verified and locked.

(b) Details of leaves including LWAs, disciplinary actions, Service history shall be updated, verified and locked.

(c) **Change of Permanent Address (Home Station)**. As per G.O cited 2<sup>nd</sup> above, 'Home Station' for the purpose of general transfer shall be captured from the Permanent address given by the employee while entering into Government service. Permanent Address of an employee can be changed only once during the entire service. An option is available for DDOs to change the Permanent address entry in SPARK under the menu **Service Matters->>>Permanent Address change**. On clicking the menu there appears the Existing Permanent Address and new Permanent Address. Fill the mandatory fields properly. Date of change of the Address entered will be kept in SPARK database for further reference. Verify the entered details once again before clicking **Confirm** button. **Caution!!! No change can be made once the details are confirmed.** All such address change requests from employees shall be completed in SPARK before commencement of online transfer applications.

(d) **Marking of Unauthorized Absence.** Details of unauthorized absence, wherever reported shall be invariably entered in Spark after proper verification, ensuring correctness of the employees name and period included under. **Service matters >>> Unauthorized Absence.**

(e) **Additional Checking.** The following menus shall also be verified.

- (i) Service matters - >>> **Personal Details->Discip. Action details.**
- (ii) Service matters->Leave->>**leave History.**
- (iii) Service matters->>Personal Details->Date of retirement

2. All the above actions and the data entered in SPARK shall be verified and locked. A completion report to this effect should be forwarded to this Dte by **email on or before 15 Feb 2025** without fail. Failure to comply with the above instructions will invite departmental action against the concerned DDO.

3. All postings inward/outward shall be cleared in SPARK by the concerned DDO on or before 15.02.2026. Any difficulty, if entered, shall be reported to this Directorate on or before 10.02.2026.

Yours faithfully,



A handwritten signature in green ink, appearing to read "L Vinod Kumar", is written over a horizontal line.

(L Vinod Kumar)  
Administrative Officer  
For Additional Director General NCC

To

All NCC Gp HQs & Units - Through official website.  
Internal: IT-Cell/File/SF/CC