

Tele: 04712721278

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

No.9530/A3-Est/2018/NCC

31 Mar 2022

From  
The Additional Director General NCC

To

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

**CIRCULAR**

Sub: NCC Dept- Est – Online General Transfer of Employees - Submission of Application for General Transfer by employees through SPARK - Regarding.

Ref: - This Dte letter of even No dated 26.11.2021 , 17.01.2022 and 03.03.2022.

1. Please refer to the letter cited above. Applications are invited for **Online General Transfer - 2022** through SPARK from the civilian employees including Manager/SS (Other than Last Grade employees) of this department.
2. Those employees who have completed three years of service as on **28 Feb 2022** in a station are eligible for transfer. However, an employee who has completed 3 years of service in his present station at the time of submission of application are also eligible. Employees desirous of applying transfer should submit application through SPARK with choices (no limits) of office in the preferred station in the order of preference. **User Manual for submitting the online applications through SPARK is attached as per Appendix to this Circular.** If any difficulty is faced by any employee at the time of submission of application through SPARK, the same may be communicated to this Dte immediately by the concerned office through E-Mail for necessary advice. It should be ensured by all employees that **No editing will be permissible after submitting the application.**
3. The **Start Date and Time** for receiving application is **01 Apr 2022 (1000 hrs)** and **End Date and Time** for receiving application is **15 Apr 2022 (1800 hrs)** and thereafter no applications can be submitted by employees through SPARK.
4. **Action by HOO.** After submission of online application by employees, HOO has to certify the following while forwarding the application to State Level Office:-
  - (a) Whether signed copy of the application submitted, if you are in receipt of the hard copy of application properly with all necessary attachments, then click 'Yes'.
  - (b) Verify the 'Home Station'. If any change required then HOO user can update the same.
  - (c) Verify the preferential categories as protection claimed as per the hard copy of application with necessary documents.

5. After proper verification, if the application is found in order, click the 'Yes' button against 'Recommended for transfer' and then enter forwarding comments and then click on the button 'Forward to State Level Office'. If the application need to be rejected due to some reasons, appropriate comments may be entered and the 'reject' button clicked. If an application is pending for forwarding from the Gp HQs/units, it will be listed in **Service Matters >>>Online transfer processing>>>Applications not forwarded from office**. At the time of verification, if any error message such as 'service history incorrect' or **data not locked** appears, then HOO can forward the application only after making relevant corrections in employee details.

6. The last date for forwarding application to State Level Office (NCC Dte) by HOO through SPARK is **18 Apr 2022** and thereafter no applications will be entertained.

7. Since the online general transfer is implemented in NCC Department (K&L) in the first time, the hard copy of applications of all applicants should also be forwarded through proper channel as under :-

- |     |  |   |              |
|-----|--|---|--------------|
| (a) | To concerned Gp HQ by units  | - | 18 Apr 2022. |
| (b) | To NCC Dte (K&L) through special courier<br>duly recommended by Gp Cdr | - | 20 Apr 2022. |

Yours faithfully,



(Sumi Sandipika G Masterley)  
Administrative Officer  
For Additional Director General NCC

Internal

A4 - Est - for info and necessary action.



**Service and Payroll Administrative Repository for  
Kerala (SPARK)**  
Finance Department  
Government of Kerala

**Online General Transfer (2021)**

**Part: B**

**User manual for APPLICANTS**

## PART B: FOR APPLICANTS

### SUBMISSION OF ONLINE APPLICATION FOR GENERAL TRANSFER

Steps for submitting online applications for general transfer are described below

#### 1. ACCESS SPARK WEBSITE: SPARK website can be accessed through the URL, <http://spark.gov.in/webspark/>

Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.

In the Address bar type the address [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) as given below.



FIG 1

#### 2. ACCESS ONLINE APPLICATION:

Click the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'.

The online application will be displayed as below.

Profile/Admin | Loans/Advances | Service Matters | Income Tax | Provident Fund | Accounts | Sign Out

### Transfer Request

Receiving Application	Forwarding to DLO	Forwarding to SLO	Accepting by SLO
Start Date : 10/11/2021 10:00:00 End Date : 01/12/2021 23:59:59	Start Date : 01/12/2021 10:00:00 End Date : 03/12/2021 23:59:59	Start Date : 04/12/2021 10:00:00 End Date : 09/12/2021 23:59:59	Start Date : 10/12/2021 10:00:00 End Date : 16/12/2021 23:59:59

- Permanent Employee Number (PEN) : 889655
- Name : SARANYA PURUSHOTHAMAN
- Department : Health Services
- Designation : Assistant Surgeon
- Contact Telephone number : 9446452244
- E mail : sara.amak108@gmail.com
- Name of Present Institution/Office : 24X7 PHC KAYYUR
- Date of Entry in Service : 27/03/2020
- Date of Retirement : 30/06/2049
- Posting/Promotion Order no. & Date in the present post : [ ] [ ]
- Date Of Joining in the Present Post : 27/03/2020
- Date of Joining in the Present District : 27/03/2020
- Date of Joining in the Present Station/Office : 13/10/2021
- Whether recruited in the present post through DRB(District Recruitment Board)? : No
- If Yes, District in which recruited : --Select--
- Home station /District declared at the time of joining service : Kollam
- Change of home station if any : New Home Station --Select-- Date of change [ ]

(Change of permanent address/home station if any done through the offices will be shown above.)

From	To	Office Name	Designation
27/03/2020	28/02/2021	PHC MOORALPUTHUR	Assistant Surgeon
01/03/2021	12/10/2021	PHC MOORALPUTHUR	Assistant Surgeon
13/10/2021	31/08/2021	24X7 PHC KAYYUR	Assistant Surgeon

FIG 2

### 3. VERIFICATION OF DETAILS:

Most of the details will be auto filled from the database. You may verify the details such as Name, Department, PEN, Designation etc and if the details are found correct, proceed to apply. If the details seen there are not correct, first get it corrected through respective establishment/ DDO before proceeding further.

*(If there is any error message shown such as error in Service history or data is not locked, then you have to contact your DDO for making necessary corrections before proceeding further).*

### 4. CONFIRM YOU NEED TRANSFER:

It is made mandatory to answer the query in Serial No. 19 '**whether transfer is required**'. If your selection is '**Yes**', then proceed to query No. 20, this option allows you to select the '**Station to which Transfer is Requested**' in the order of your Preference.

Yes  View Vacancy List

19. Whether Transfer is required:

20. Station to which Transfer is Requested for as per order of Preference (Name of Institution/District)

Likely Vacancy Positions for the Cadre: Head Nurse			
Department Name	Office Name	Vacancy Type	No. of Vacancy
Medical Education	DENTAL COLLEGE, TRIVANDRUM	Open Vacancy	1
Medical Education	GOVT DENTAL COLLEGE, KOZHIKODE	Replacement	1

If sanctioned strength is not updated for an office/post that office will not be listed here. Offices in the current station not be listed. In the case of inter-district transfers, all districts shall be listed only if the applicant has completed one year present district.

Sl no	District	Office	
--Select--	--Select--	--Select--	Insert

21. Whether Transfer is Requested on the basis of any protection given below? Tick as applicable. Supporting documents to be attached along with signed hard copy

I  Two years to retirement

II *(Items i,iii,xiv,xvii will be filled in automatically based on the data available in SPARK). Attach supporting documents along with the hard copy of the application.*

i.  SC/ST

iii.  Physically handicapped Percentage of Disability

v.  Employee with Locomotor disability Including cerebral palsy, cured leprosy, dwarfism, Acid attack victims, Muscular dystrophy

vii.  Parents of Mentally Retarded Children/Employees who look after the Mentally Retarded Siblings solely

ix.  Parents of differently abled children with more than 50% of disability

xi.  Dependent of persons who died in war (Wife/Husband/Father/Mother/Son/Daughter).

xiii.  ...

ii.  Blind Employee Percentage of Disability

iv.  Deaf And Dumb Employee Percentage of Disability

vi.  Mentally Disabled

viii.  Parents of autistic/Cerebral palsy affected children

x.  Parents of Deaf and dumb children

xii.  Son/Daughter who looks after the Freedom Fighter

xiv.  ...

FIG 3

If you belong to any priority category, then tick the relevant box available in the list. In this case, you have to attach the supporting documents with the signed hard copy of application while you submit it to the authorities.

Even if transfer is not required now, the employees can mark their preferred stations, as per the order of preference; so whenever employees transfer occurs on administrative ground, system will consider their choice of station by priority, if open vacancies exist in such places. All the employees are advised to mark their preference.

Employee who have completed the Military Service

Relative of Jawan (Wife/Husband/Father/Mother/Son/Daughter).

Wife / Husband / Father / Mother / Son / Daughter of the Jawan of Para-Military wing, Employees of National Investigation Agency

Husband/wife of non-resident Keralites

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitme be listed only if the applicant has completed five years of service in the present station. In the case of inter-district tr shall be listed only if the applicant has completed one year of service in the present district.

Sl no	District	Office	
1	Thiruvananthapuram	DENTAL COLLEGE, TRIVANDRUM	Edit
2	Thiruvananthapuram	Medical College Hospital, Thiruvananthapuram	Edit
--Select--	--Select--	--Select--	Insert

23. Details of LWA availed if any

NIL

24. Details of Deputation availed

District	Department	Name of Organization	From date	To date
Thiruvananthapuram	--Select--	--Select--	--Select--	--Select--

25. Details of Working arrangement availed on request by the employee

District	Department	Office	From date	To date
--Select--	--Select--	--Select--	--Select--	--Select--

26. Declaration

I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (item 21) along with the signed copy of this application.

FIG 4

## 5. SAVE DRAFT APPLICATION:

After filling the necessary columns, you may click on the check box of the declaration as a token of acceptance. This will enable the 'Save Draft' button. To save the application click on the 'Save Draft' button. Even after saving the application you can make corrections and save multiple times until the application is submitted.

## 6. SUBMITTING APPLICATION:

- If the entered details/selected options are correct, then click the '**Generate OTP for verification**' for further verification. Make sure the One Time password is received in your registered mobile number.
- Use the '**Submit application**' button for submitting the application after entering OTP.

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitment be listed only if the applicant has completed five years of service in the present station. In the case of inter-district transfer shall be listed only if the applicant has completed one year of service in the present district.

Sl no	District	Office
--Select--	--Select--	Insert

23. Details of LWA availed if any  
NIL

24. Details of Deputation availed

District	Department	Name of Organization	From date	To date
--Select--	--Select--			

District	Department	Office	From date	To date
--Select--	--Select--	--Select--		

25. Details of Working arrangement availed on request by the employee

26. Declaration  
 I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (item 21) along with the signed copy of this application.

Date : \_\_\_\_\_ Signature \_\_\_\_\_

After submitting the application online, print out of the application may be generated for submitting signed hard copy to the office along with supporting documents for pr

Enter OTP received in your mobile:

FIG 5

Once you submit the application, SPARK will provide you an application number. Applicant should ensure that, they have got the application number.

## 7. PRINT APPLICATION:

If all the above steps are completed successfully, you will be able to take hard copy printout of the submitted application through **Print Application**. The hard copy of application should be signed by the applicant and submitted to Office attaching documentary proof of priorities claimed if any.

Application No: 3649

1. Permanent Employee Number (PEN)	186908			
2. Name	Lissyamma P.J			
3. Department	Medical Education			
4. Designation	Head Nurse			
5. Contact Number	9948311344			
6. E-mail	safrvm@gmail.com			
7. Name of present institution	MEDICAL COLLEGE HOSPITAL ALAPPUZHA			
8. Date of Entry in Service	31/05/1997			
9. Date of retirement	30/11/2020			
10. Order no. & date of promotion in the present post	56.01/07/2015			
11. Date of joining in the present post	01/07/2015			
12. Date of joining in the present district	06/06/2016			
13. Date of joining in the present station/Office	06/06/2016			
14. (a) Whether recruited in the present post through DRB?	No			
(b) If yes, District in which recruited	NIL			
15. Home station /District declared at the time of joining service	Kottayam			
16. Change of home station if any	New Home Station : Date of change :			
17. Details of Service History				
Sl No.	Name of institution	Designation	From Date	To Date
1	SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM	Staff Nurse Gr II	31/05/1997	13/06/1997
2	SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM	Staff Nurse Gr II	14/06/1997	13/06/2002
3	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2002	31/05/2003
4	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2003	31/05/2004
5	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2004	13/06/2004
6	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2004	30/06/2004
7	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2004	30/06/2005
8	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2005	30/06/2006

Fig 6

**WARNING: No editing will be permissible after submitting the application!!!**

## 8. Viewing Application /status /Printing

After submitting the online request, any time if we access the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer', following page will be displayed. Two link buttons 'View application status', 'View Transfer request' and an action button 'Print Submitted Application' are visible for respective functionalities as in fig 7 below.



FIG 7

===== THE END =====