

Tele: 04712721278

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

No 296/A3-Est/2025/NCC

20 Jan 2025

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 2025 - 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 action immediately so as to enable this Directorate to process the General Transfer of Employees through SPARK system:-

(a) The data in SPARK with reference to the employees profile and their service particulars are to be updated, verified and locked before it can be put to use for general transfer. The applications cannot be forwarded to this office unless the same has not been verified and locked.

(b) All leave including LWAs, disciplinary actions, Service history etc are to 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 should be updated in SPARK before starting to receive online transfer application.

(d) **Marking of Unauthorised Absence.** Unauthorised absence details should be entered invariably in the case of employees for whom the same is reported. Records should be verified properly and the employee's name and the period selected carefully. **Service matters >>> Unauthorised Absence.**

(e) **Additional Checking.** Additional checking should be necessary through the below menus also :-

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

2. Please carry out the above actions and the data so entered in SPARK is to be verified and locked. A completion report to this effect be forwarded to this Dte by **email on or before 25Feb 2025** without fail. Departmental action will be taken against the DDO who fails to implement the above measures in any ways.

Yours faithfully,



(Vineesh KS)  
Administrative Officer  
For Additional Director General NCC



To

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