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

No.9530/A3-Est/2018/NCC

26 Nov 2021

From

The Additional Director General NCC

To

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

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

Ref: - 1. G.O (Rt) No 155/2021/P&ARD dated 21.10.2021

1. Inviting attention to the reference cited above, the Government have issued strict instructions that the General Transfer of employees for the year 2022 and onwards should be processed and generated through on online mode only. This Directorate has preferred the online transfer of employees of this department through SPARK system since the facilities for updating data of employees, processing/generating transfer are easily available in the said system.


2. The following actions are to be carried out by all units immediately so as to enable this Directorate to process the General Transfer of Employees through online mode available on SPARK system from next year and onwards :-

(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 from the office, if the data is not verified and locked.

(b) All leaves including LWAs, disciplinary actions etc to be updated, verified and locked.

3. Please carry out the above actions and forward completion report by **20 Dec 2021** without fail.

Yours faithfully,



(Simi Jose)
Administrative Officer
for Additional Director General NCC

