

“രേണഭാഷ-മാതൃഭാഷ”

തദ്ദേശ സ്വയംഭരണ വകുപ്പ്
ചീഫ് എഞ്ചിനീയറുടെ കാര്യാലയം
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നം. E8-4436/2022/CE/LID&EW

തീയതി: 02.08.2022

സർക്കുലർ

വിഷയം :- തസ്വഭവ - LID&EW - ജീവനക്കാരുടെ പൊതുസ്ഥലം മാറ്റം -
ഓൺലൈൻ മുഖേന അപേക്ഷ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന :- 1. 23.05.2022 ലെ ERA3/214/21/LSGD നമ്പർ സർക്കാർ കത്ത്.
2. സ.ഉ.ആർ.റ്റി നമ്പർ 155/2021/P&ARD, തീയതി 21.10.2021.

സൂചന ഉത്തരവിൻ പ്രകാരം ഈ വകുപ്പിലെ പൊതുസ്ഥലം മാറ്റം ഓൺലൈനായി നടത്തുന്നതിന് തീരുമാനിക്കുകയുണ്ടായി. അതിൻ പ്രകാരം 19.04.2022 തീയതിയിൽ ഈ കാര്യാലയത്തിൽ നിന്നും ഒരു സർക്കുലർ പുറപ്പെടുവിക്കുകയും പൊതുസ്ഥലംമാറ്റ നടപടികൾ 20.04.2022 മുതൽ ആരംഭിക്കുകയും ചെയ്തിരുന്നു. എന്നാൽ സ്പാർക്കിൽ ഈ വകുപ്പിലെ വിവിധ കാര്യാലയങ്ങളിലെ DDO-മാർ ജീവനക്കാരെ സംബന്ധിച്ച വിവരങ്ങളും, സബ് ഓഫീസ് സംബന്ധിച്ച് വിവരങ്ങളും ശരിയായി രേഖപ്പെടുത്താത്തതിനാൽ ടി നടപടി നിർത്തിവയ്ക്കേണ്ട സാഹചര്യമുണ്ടാവുകയും സ്പാർക്കിൽ ഓഫീസ്, ഉദ്യോഗസ്ഥ സംബന്ധിയായ വിവരങ്ങൾ രേഖപ്പെടുത്തുവാൻ ആവശ്യപ്പെടുകയും ചെയ്തിരുന്നു. അതിൻ പ്രകാരം എല്ലാകാര്യാലയങ്ങളും ജീവനക്കാരുടെ വിവരങ്ങളും സബ് ഓഫീസ് സംബന്ധിച്ച വിവരങ്ങളും സ്പാർക്കിൽ ശരിയായി രേഖപ്പെടുത്തിയതായി ഇപ്പോൾ അറിയിച്ചിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ ഈ വകുപ്പിലെ 2022 ലെ പൊതുസ്ഥലംമാറ്റത്തിനുള്ള അപേക്ഷ സ്പാർക്ക് മുഖേന ഓൺ ലൈനായി **03.08.2022** മുതൽ സ്വീകരിച്ച് തുടങ്ങുന്നതും അപേക്ഷ സമർപ്പിക്കേണ്ട അവസാന തീയതി **11.08.2022** ആകുന്നു.

സ്പാർക്ക് മുഖേന Transfer നടത്താനുള്ള ഓൺലൈൻ അപേക്ഷ സമർപ്പിക്കുന്നതിനുള്ള User Manual ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. **19.04.2022 ലെ സർക്കുലർ പ്രകാരമുള്ള നടപടികൾ റദ്ദാക്കിയതിനാൽ, ഓൺലൈനായി മുൻപ് അപേക്ഷിച്ചവർ വീണ്ടും അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ് .**

അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയറും അതിനുമുകളിലുള്ള തസ്തികകളുടെ നിയമനാധികാരം സർക്കാരിൽ നിക്ഷിപ്തമായതിനാൽ ഈ വകുപ്പിലെ ചീഫ് എഞ്ചിനീയർ നിയമനാധികാരിയായ അസിസ്റ്റന്റ് എഞ്ചിനീയർ വരെയുള്ള തസ്തികകളിലേക്കാണ് പൊതു സ്ഥലംമാറ്റം സ്പാർക്ക് ഓൺലൈൻ മുഖേന നടപ്പിലാക്കുന്നത്.


സ്റ്റേറ്റ് ലവൽ ഓഫീസർ



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

Online General Transfer (2021)

Part: B

User manual for APPLICANTS

INTRODUCTION

In accordance with the orders issued vide G.O (P) No.3/2017/P&ARD dated 25/02/2017, G.O(MS)No.18/2017/2017/P&ARD dated 29/08/2017 and G.O (MS) No.10/2018/P&ARD dated 05/04/2018, Finance Department, through National Informatics Centre (Kerala), has developed and added online general transfer processing modules to SPARK. This user manual is prepared as a reference document to the transfer applicants and transfer application processing officials. This manual contains following two parts.

PART A: FOR PROCESSING OFFICIALS

PART B: FOR APPLICANTS

The **Online General Transfer Application Processing** module in SPARK would be enabled for departments that have completed the initial on-boarding process in consultation with SPARK PMU and NIC, Kerala. Following are the step by step instructions for the officers involved in general transfer processing in departments to complete the on-boarding process and further processing successfully.

ON-BOARDING PROCESS

1. A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details as and when required. PEN of the nodal officer to be updated in SPARK through PMU.
2. A state level officer (in the gazetted category) to be identified by Head of Department who will be responsible for processing of transfer and generating reports. The PEN of the officer to be marked in SPARK by the nodal officer.
3. The data in SPARK w.r.to the employees profile and their service particulars 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.
4. All leaves including LWAs, deputations, disciplinary actions, employees on Postgraduate study (service quota) etc to be updated, verified and locked.
5. The inter-transferable designation of the department may be grouped as a cadre/post (Eg: There may be designations 'driver grade -I' and 'driver grade -II', but they are inter-transferable and hence the cadre/post name is 'Driver'). The cadre list to be updated in SPARK through SPARK PMU.
6. The cadre name to be mapped for each designation through SPARK PMU.
7. Designations under each cadre that belong to district level recruitment (DRB) if any to be updated by the nodal officer.
8. The sanctioned strength of all posts to be updated in SPARK by each establishment.
9. The hard areas/difficult areas to be updated in SPARK by the nodal officer.
10. Offices that fall within 15 KMs to be updated by the nodal officer for each office which will form a station.
11. State level office and district/zone level offices for the purpose of handling transfer applications to be updated in SPARK through PMU.
12. The 'as on date' for transfer eligibility, start date and end date for submitting online applications, same for forwarding from the office, same for forwarding from district level office and same for accepting at state level office need to be updated in SPARK by nodal officer using the 'transfer control' menu option.
13. The nodal officer can also update the cadre-wise minimum residency period for transfer eligibility [default is 3 years (5 years for protected categories), however in some enforcement departments different residency periods are followed for different cadres] using the 'transfer control' menu option.
14. Nodal officer can also specify, if compulsory transfers are to be done after the prescribed residency period.
15. Some departments have 'addition to cadre posts' in other departments. Such details need to be updated by the nodal officer using appropriate menu option available. However, the sanctioned strength in such cases will be included in the respective establishments only.

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*** 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.

SPARK- Service and Payroll Admin

training.spark.gov.in/sparktest2016live/([hchrocnae5za02ppt043xmb])//SparkMenuNew.aspx?mytkn=886773c-c418-4811-8782-03ed38ffbebf

Download Mobile App User Manual Annual Confidential Report

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
 - Mobile 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
- a). Whether recruited in the present post through DRB(District Recruitment Board)? No
- b). 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.)

17. Details of Service History

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

NIC Driving the Next Generation Government Version 4.0

Type here to search

11:19 01-12-2021

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.

19. Whether Transfer is required:

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

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. ☐ ~~Employees of National Investigation Agency~~

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. ☐ ~~Employees of National Investigation Agency~~

Yes ☐ View Vacancy List

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	GONT 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

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).

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

xxx. ☐ 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
2	Thiruvananthapuram	Medical College Hospital, Thiruvananthapuram
--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--

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

[Save Draft](#) [Generate OTP for verification](#) Enter OTP received in your mobile [Submit Application](#) [Print Application](#)

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: 36499

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	sathym@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.

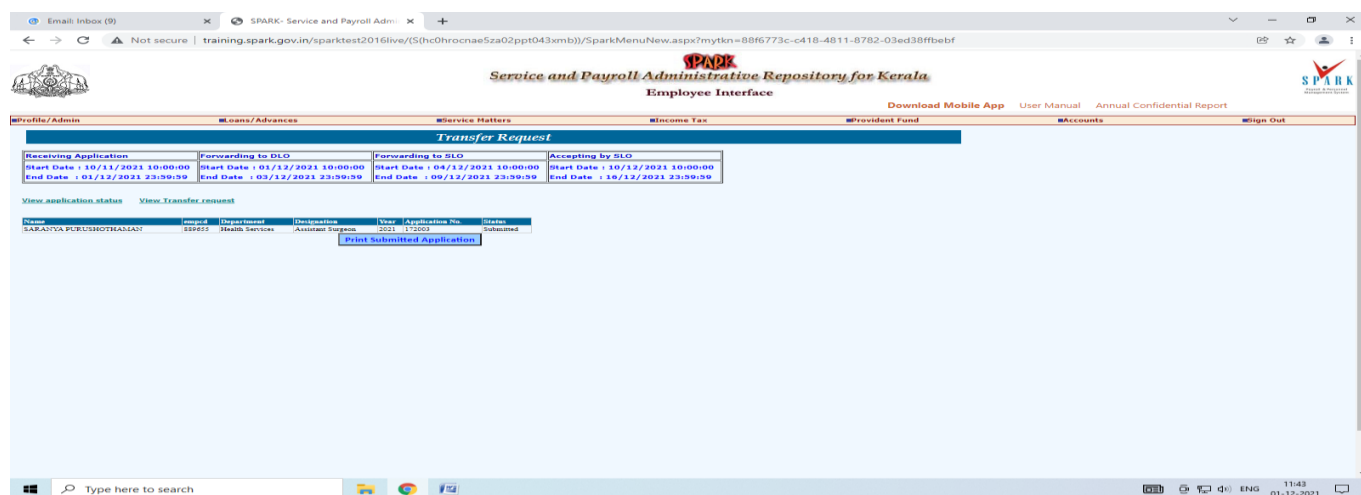


FIG 7

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