"ഭരണഭാഷ-മാത്രഭാഷ"

തദ്ദേശ സ്വയംഭരണ വകപ്പ് ചീഫ് എഞ്ചിനീയറ്റടെ കാര്യാലയം (ലോക്കൽ ഇൻഫ്രാസ്മക്ചര് ഡെവലപ്മെന്റ് & എഞ്ചിനീയറിംഗ് വിംഗ്) സ്വരാജ് ഭവൻ, അഞ്ചാംനില നന്തൻകോട്, കവടിയാർ തിരുവനന്തപുരം-03

Phone: 0471-2324951 0471-2325071 Tele Fax: 0471-2324951 e-mail: celsgd@gmail.com Website: www.celsgd.kerala.gov.in തീയതി: 19.04.2022

m. E8/4436/2022/CE/LID&EW

#### പരിപത്രം

<sup>വിഷയം :-</sup> തസ്വഭവ (LID&EW) — പൊത്രസ്ഥലംമാറ്റം 2022 — അപേക്ഷ സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്.

പരാമർശം :- 18.04.2022 ലെ ഇതേ നമ്പർ പരിപത്രം

തദ്ദേശസ്വയംഭരണ വകപ്പ് (LID&EW) വിഭാഗത്തിലെ സാങ്കേതിക/ മിനിസ്റ്റീരിയൽ വിഭാഗം ജീവനക്കാരുടെ പൊത്രസ്ഥലം മാറ്റത്തിനുള്ള അപേക്ഷകൾ ക്ഷണിക്കുന്നു. അപേക്ഷകൾ 20/04/2022 മുതല് സ്വീകരിക്കുന്നതാണ്. സാങ്കേതിക വിഭാഗത്തിൽ അസിസ്റ്റന്റ് എഞ്ചിനീയർ വരെയുള്ള തസ്തികയിലെ ജീവനക്കാരും, മിനിസ്റ്റീരിയല് വിഭാഗത്തില് സീനിയര് തസ്തിക സൂപ്രണ്ട് വരെയുള്ള ജീവനക്കാര്ദം SPARK മുഖേന Online ആയാണ് അപേക്ഷിക്കേണ്ടത്. അതിന്മമകളിലെ തസ്തികയിലുളളവർ Offline ആയി അപേക്ഷിച്ചാൽ സ്വീകരിക്കുന്ന അവസാന തീയതി 30.04.2022 വരെയാണ്. മതിയാകം. അപേക്ഷകൾ പരാമർശ സർക്കുലറിലെ നിർദ്ദേശങ്ങള് പ്രകാരമുള്ള DDO-മാർ കർശനമായി SPARK മുഖാന്തിരം transfer-നുള്ള അപേക്ഷ Online പാലിക്കേണ്ടതാണെന്ന് അറിയിക്കുന്നു. ആയി സമർപ്പിക്കുന്നതിനുള്ള "User manual" ഈ സർക്കുലറിനോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. കടാതെ "User manual" website-ലെ "Downloads" പേജില്പം ലഭ്യമാണ്.

> (ഒപ്പ്) ചീഫ് എഞ്ചിനീയർ

അംഗീകാരത്തോടെ

ജൂനിയർ സൂപ്രണ്ട്



### 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.



#### 2. ACCESS ONLINE APPLICATION:

Click the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'. The online application will be displayed as below.

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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.



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 (Wite/F	tusband/father/Mo	ther/Son/D	aughter).
xix. 🖉 wife / Husband /Father / Mother / Son / Daughter of the J Employees of National Investigation Agency	lawan of Para-I	dilitary wing,	×x. 📰	Husband/wife of non-resi	dent Keralites		
22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference.	be listor	only if the app	icant has com	for an office/post that office t ploted five years of service in a completed one year of servi	the present station. I	n the case of	F DRB recruitme
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23. Details of LWA availed if any	NIL						
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26. Declaration							
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	ill submit the c	ortificatos req	uired for Pro	tection (item 21) along wi	th the signed copy o	f this applic	sation.

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:

- a. 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.
- b. 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 profesence	be listed only if t	he applicant has completed fir	fice/post that office will not be ve years of service in the prese ted one year of service in the p	est station. In the case	of DRB recruits of inter-district
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25. Details of Working arrangement availed on request by the employee	District -Select-	Department	Office -Selest-	Drom date	To date
26. Declaration					
$\blacksquare$ I declare that all the above details are correct. I also declare that	( will submit the certificat	es required for Protection	(item 21) along with the sig	ned copy of this app	ication.
	( will submit the certificat	es required for Protection (	(item 21) along with the sig	ned copy of this app	ication.
I declare that all the above details are correct. I also declare that : Date : After submitting the application online, print out of the appli-				Signature	

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.

			100 March 10				
Amelination	ion No. 36490						
	anent Employee Number (PEN)		180908				
2 Name			Lissymmetry				
3. Depa	theot		Medical Education				
4. Desi			Head Nuise				
5. Cont	ect Number		9946311344				
6. E-ma	a.		sathtvm@gmail.com				
7. Nato	of present institution			E HOSPITAL ALAPPUZHA			
	of Entry in Service		31/05/1997				
	of retirement	_	30/11/2020				
prese	er no. & date of promotion in the ont post		56,01/07/2018				
	of joining in the present post		01/07/2015				
	of joining in the present district		06/06/2016				
	of joining in the present station/Off		06/06/2016				
thro	hether recruited in the present post uph DRS?	-1	No				
	yes, District in which recruited	-	NBL.				
15. Ho jek	ne station (District declared at the t ling service	ime of	Kotiayam				
18. Cha	ige of home station if any		New Home Station Date of change :	2			
7. Deta	its of Service History						
SI No.	Name of institution	Design	ation	From Date	To Date		
	SREE ANTAM THRUNAL HOSPITAL THIRUVANANTHAPURAM	Staff Nor	nso Gr II	31.05/1007	13.06/1007		
	SREE ANTAM THRUNAL HOSPITAL THRUVANANTHAPURAM	Steff Nur	rae Gr II	14.00/1997	13/05/2002		200
3	MEDICAL COLLEGE HOSPITAL,	Sheft Nur	nue Gr II	14/06/2002	31/05/2003		(#)
4	MEDICAL COLLEGE HOSPITAL	Stoff Nor	rse Gr II	0106/2003	31/05/2004		
6	MEDICAL COLLEGE HOSPITAL	Staff Nor	rae Gr II	01/06/2004	13/08/2004		
6	MEDICAL COLLEGE HOSPITAL.	Staff Nor	rse Gr II	14/06/2004	30/06/2004		<b>U</b>
7	MEDICAL COLLEGE HOBPITAL.	Blaff Nur	rau Gr 1i	01/07/2004	30/06/2005		
	MEDICAL COLLEGE HOSPITAL,	Staff Nur	nte Gr II	01/07/2008	30.096/2008		

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 Trasnfer request' and an action button 'Print Submitted Application' are visible for respective functionalities as in fig 7 below.

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