

ലേബർ കമ്മീഷണറുടെ കാര്യാലയം,
തൊഴിൽ ഭവൻ, വികാസ് ഭവൻ.പി.ഒ
തിരുവനന്തപുരം - 695033
തീയതി : 19.05.2023
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സർക്കുലർ നമ്പർ 05 /2023

വിഷയം :- തൊഴിൽ വകുപ്പ്- സർക്കാർ ജീവനക്കാരുടെ 2023 വർഷത്തെ പൊതുസ്ഥലംമാറ്റം - അപേക്ഷ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്.

വായന :- (1) 25/02/2017-ലെ സ.ഉ(പി) നമ്പർ.3/2017/ഉഭപവ.
(2) 21/10/2021-ലെ സ.ഉ(സാധാ) നമ്പർ.155/2021/ഉഭപവ.

സൂചന(1) ഉത്തരവ് പ്രകാരം സർക്കാർ ജീവനക്കാരുടെ പൊതുസ്ഥലംമാറ്റത്തിനും നിയമനത്തിനുമായുള്ള പൊതുമാനദണ്ഡങ്ങളും മാർഗ്ഗനിർദ്ദേശങ്ങളും അംഗീകരിച്ചു ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുള്ളതാണ്. ടി ഉത്തരവനുസരിച്ച് ജീവനക്കാരുടെ ഒരു ഇലക്ട്രോണിക് ഡാറ്റാ ബേസ് തയ്യാറാക്കി സൂക്ഷിക്കേണ്ടതും സ്ഥലംമാറ്റത്തിന്റെയും നിയമനത്തിന്റെയും നടപടികൾ ഓൺലൈൻ സമ്പ്രദായത്തിൽ കൂടി നടത്തേണ്ടതുമാണെന്ന് നിർദ്ദേശിച്ചിട്ടുള്ളതുമാണ്. മേൽ സാഹചര്യത്തിൽ തൊഴിൽ വകുപ്പിലെ ജീവനക്കാരുടെ 2023 വർഷത്തെ പൊതുസ്ഥലംമാറ്റത്തിനായി താഴെപ്പറയുന്ന തസ്തികകളിലെ ജീവനക്കാരിൽ നിന്നും അപേക്ഷകൾ ഓൺലൈനായി ക്ഷണിക്കുന്നു

- a. ക്ലാർക്ക്
- b. ടൈപ്പിസ്റ്റ്
- c. കോൺഫിഡൻഷ്യൽ അസിസ്റ്റന്റ്
- d. ഹെഡ് ക്ലാർക്ക്
- e. ജൂനിയർ സൂപ്രണ്ട്
- f. സീനിയർ സൂപ്രണ്ട്
- g. അസിസ്റ്റന്റ് ലേബർ ഓഫീസർ ഗ്രേഡ്-2
- h. അസിസ്റ്റന്റ് ലേബർ ഓഫീസർ ഗ്രേഡ്-1 / ഇൻസ്പെക്ടർ ഓഫ് പ്ലാന്റേഷൻസ്
- i. ഡെപ്യൂട്ടി ലേബർ ഓഫീസർ

- അപേക്ഷകൾ www.spark.gov.in ൽ service matters ->Online transfer processing -> Application for general transfer മുഖേന സമർപ്പിക്കാവുന്നതാണ്
- അപേക്ഷ സമർപ്പിക്കുന്നതിനു മുൻപായി ജീവനക്കാരുടെ സർവ്വീസ് ഹിസ്റ്ററി ശരിയാണോ എന്നു പരിശോധിച്ചു ഉറപ്പാക്കേണ്ടതും ലോക്ക് ചെയ്യേണ്ടതുമാണ്. സർവ്വീസ് ഹിസ്റ്ററി ശരിയായ ഓർഡറിൽ അല്ലെങ്കിലോ, സേവന വിവരങ്ങൾ ലോക്ക് ചെയ്തിട്ടില്ലെങ്കിലോ അപേക്ഷ ഫോർവേഡ് ചെയ്യുവാൻ സാധിക്കുന്നതല്ല.

- സ്ഥലമാറ്റത്തിനായി പരിരക്ഷിക്കപ്പെട്ട/ പ്രഥമഗണനീയ വിഭാഗങ്ങൾക്കുള്ള സംരക്ഷണം പരമാവധി 5 വർഷമാണ്..(പരിരക്ഷിക്കപ്പെട്ട/ പ്രഥമഗണനീയ വിഭാഗങ്ങളുടെ ലിസ്റ്റ് അനുബന്ധമായി ചേർക്കുന്നു.)
- മുൻഗണനാപ്രകാരമുള്ള സ്ഥലമാറ്റം അതാത് കാറ്റഗറികളിലെ സ്ഥലമാറ്റത്തിന്റെ 20 % ത്തിൽ അധികരിക്കാൻ പാടില്ല
- മുൻഗണന / പ്രത്യേക പരിഗണന അർഹിക്കുന്നവർ ആയതു സംബന്ധിച്ച അനുബന്ധരേഖകൾ അപ്ലേഡ് ചെയ്യേണ്ടതും ഹാർഡ് കോപ്പി ബന്ധപ്പെട്ട ഡിവിഷൻ/ നിയന്ത്രണാധികാരികൾക്ക് മുൻപാകെ സമർപ്പിക്കേണ്ടതുമാണ്. ഒരു സ്റ്റേഷനിൽ അഞ്ച് വർഷത്തെ സംരക്ഷണം ക്ലെയിം ചെയ്യുന്നതിനു അർഹതയുള്ള ജീവനക്കാർ ബന്ധപ്പെട്ട രേഖകളുടെ ശരിപകർപ്പുകൾ സമർപ്പിക്കേണ്ടതാണ്.സമർപ്പിക്കുന്ന രേഖകളുടെ ആധികാരികത ബന്ധപ്പെട്ട നിയന്ത്രണാധികാരികൾ പരിശോധിച്ച് ഉറപ്പു വരുത്തേണ്ടതാണ്.(service matters-> priority categories for transfer ->submit proof of priority categories)
- അനുകമ്പാർഹമായ കാരണങ്ങളാൽ സ്ഥലമാറ്റം ആവശ്യപ്പെടുന്നവർ മെഡിക്കൽ ബോർഡിന്റെ അല്ലെങ്കിൽ സർക്കാർ അസിസ്റ്റന്റ് സർജനിൽ കുറയാത്ത ഡോക്ടർമാരിൽ നിന്നുള്ള സർട്ടിഫിക്കറ്റ് ഓഫീസ് മോഡാവി സാക്ഷ്യപ്പെടുത്തിയത് അപ്ലേഡ് ചെയ്യേണ്ടതാണ്.
- അനുകമ്പാർഹമായ കാരണങ്ങൾ എന്നത് ഗുരുതരമായ ഏതെങ്കിലും അസുഖമോ (ക്യൻസർ, ഹൃദ്രോഗം , , പക്ഷാഘാതം എന്നിവയും കരൾ , വൃക്ക എന്നിവ ദാനം ചെയ്തവർ, അവയവം മാറ്റിവയ്ക്കലിനു വിധേയരായവർ), അപകടം മൂലം ഒരു ജീവനക്കാരന് സ്ഥായിയായ അവശത സംഭവിക്കുകയും ആയതു മൂലം ഒരു ജീവനക്കാരന് പരസഹായത്തിനായി ആശ്രയിക്കേണ്ടി വരുക, വിദഗ്ധ ചികിത്സ മറ്റൊരിടത്തും ലഭ്യമല്ലായെന്നു മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ വകുപ്പുതലവൻ സാക്ഷ്യപ്പെടുത്തുക, ജീവനക്കാരന്റെ ഭാര്യ/ ഭർത്താവ് ന് ഗുരുതര രോഗം പിടിപെടുന്നതോ, ജീവനക്കാരനെ പൂർണ്ണമായി ആശ്രയിച്ചു കഴിയുന്നതുമായ മകനോ മകൾക്കോ മാതാവിനോ പിതാവിനോ ജീവനക്കാരന്റെ / ജീവനക്കാരിയുടെ സാന്നിദ്ധ്യവും പരിചരണവും അത്യന്താപേക്ഷിതമാണെന്ന് മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ വകുപ്പുതലവൻ സാക്ഷ്യപ്പെടുത്തുക എന്നിവയാണ്.
- 15 km ന് ഉള്ളിൽ വരുന്ന ഓഫീസുകളെ ഒരു സ്റ്റേഷനായി കണക്കാക്കുന്നതാണ്.സ്റ്റേഷൻ സീനിയേരിറ്റിയുടെ അടിസ്ഥാനത്തിലായിരിക്കും സ്ഥലംമാറ്റം അനുവദിക്കുന്നത്.(സ്റ്റേഷൻ എന്നത് ജീവനക്കാരൻ അവസാനം ജോലി ചെയ്ത ഓഫീസ് എന്നല്ല സൂചിപ്പിക്കുന്നത്)
- മുൻഗണന / പ്രത്യേക പരിഗണന അർഹിക്കുന്നവർക്കുവന്നവർക്കായുള്ള നിശ്ചിത ഒഴിവുകളിലേക്ക് ഒഴികെ എല്ലാ സ്ഥലമാറ്റങ്ങൾക്കും സേവനകാല ദൈർഘ്യം മാത്രമായിരിക്കും പരിഗണിക്കുക.
- അച്ചടക്ക നടപടി,/ വിജിലൻസ് അന്വേഷണം, അനുകമ്പാർഹമായ കാരണങ്ങൾ എന്നീ കാരണങ്ങളുടെ ഭാഗമായല്ലാതെ ഒരു സ്റ്റേഷനിൽ മൂന്ന് വർഷം പൂർത്തിയാക്കിയിട്ടില്ലാത്ത ജീവനക്കാരെ സ്ഥലമാറ്റം അനുവദനീയമല്ല.
- പരസ്പരമാറ്റത്തിനു വേണ്ടിയുള്ള അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല.
- ദീർഘമായ അവധിയിൽ നിൽക്കുന്നവർക്ക് സ്ഥലമാറ്റത്തിന് അപേക്ഷ സമർപ്പിക്കാവുന്നതല്ല. ഡെപ്യൂട്ടേഷൻ കാലയളവ് സ്ഥലമാറ്റത്തിനു വേണ്ടി അർഹതയുള്ള കാലയളവായി പരിഗണിക്കുന്നതല്ല

- അപേക്ഷ സമർപ്പിക്കുന്നതു മുതൽ സ്ഥലമാറ്റ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നതു വരെയുള്ള എല്ലാ നടപടി ക്രമങ്ങളും ഓൺലൈൻ മുഖേന ആയിരിക്കും. അപേക്ഷകന് ഒരു അപേക്ഷമാത്രമേ രജിസ്റ്റർ ചെയ്യുവാൻ അനുവാദമുള്ളൂ.
- ഓൺലൈനിലൂടെയല്ലാത്ത സ്ഥലമാറ്റ അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല
- അപേക്ഷ പ്രകാരം സ്ഥലംമാറ്റം ലഭിച്ചാൽ അത് റദ്ദ് ചെയ്യുവാൻ അനുവാദം ഉണ്ടായിരിക്കുന്നതല്ല
- ജീവനക്കാർ സമർപ്പിച്ച അപേക്ഷയുടെ സ്റ്റാറ്റസ് service matters -> Online transfer processing -> Application for general transfer -> view application status // view transfer request മുഖേന അറിയാവുന്നതാണ്

അപേക്ഷകൾ ലഭ്യമാക്കുന്നതിനുള്ള സമയക്രമം ചുവടെ ചേർക്കുന്നു

as on date for eligibility – 31.03.2023

അപേക്ഷകൾ സമർപ്പിക്കേണ്ട സമയ പരിധി

Start date: 20.05.2023

End Date: 27.05.2023

Forwarding of application from DDO

Start date: 20.05.203

End date: 31.05.2023

Rejecting application at State level

Start date: 20.05.2023

End date: 05.06.2023

കരട് സ്ഥലമാറ്റ ഉത്തരവ് പ്രസിദ്ധീകരിക്കുന്ന തീയതി - 08.06.2023

ആക്ഷേപങ്ങൾ സമർപ്പിക്കുന്നതിനുള്ള സമയം - 09.06.2023 മുതൽ 15.06.2023

വായന (1) ഉത്തരവിലെ മാർഗ്ഗനിർദ്ദേശങ്ങളെ അടിസ്ഥാനമാക്കിയായിരിക്കും സ്ഥലമാറ്റം അനുവദിക്കുക. 2023 വർഷത്തെ പൊതുസ്ഥലമാറ്റത്തിനായുള്ള അപേക്ഷകൾ സമയക്രമം പാലിച്ചു സമർപ്പിക്കുന്നതിനു ശ്രദ്ധിക്കേണ്ടാണ്.

വിശ്വസ്തതയോടെ,

(ഒപ്പ്)

ലേബർ കമ്മീഷണർ

എല്ലാ ജീവനക്കാർക്കും (വെബ് സൈറ്റ് മുഖേന)

പകർപ്പ് –

1. പി എ ടു ലേബർ കമ്മീഷണർ
2. അഡീഷണൽ ലേബർ കമ്മീഷണർ (ഇ, ഐ.ആർ & ഡബ്ല്യു)
3. റീജിയണൽ ജോയിന്റ് ലേബർ കമ്മീഷണർ, കൊല്ലം, എറണാകുളം, കോഴിക്കോട്

4. സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
5. ജോയിന്റ് ലേബർ കമ്മീഷണർ (പി)
6. ഡെപ്യൂട്ടി ലേബർ കമ്മീഷണർ (ആസ്ഥാനം)
7. അഡ്മിനിസ്ട്രേറ്റീവ് അസിസ്റ്റന്റ്
8. സീനിയർ സൂപ്രണ്ട് (ഇ)
- 9.. നോഡൽ ഓഫീസർ, (ഓൺലൈൻ ജനറൽ ട്രാൻസ്ഫർ)
- 10.. സ്റ്റേറ്റ് ലെവൽ ഓഫീസർ, (ഓൺലൈൻ ജനറൽ ട്രാൻസ്ഫർ)
11. ഫയൽ/സ്റ്റോക്ക് ഫയൽ

അംഗീകാരത്തോടെ,

സീനിയർ സൂപ്രണ്ട് (ഇ)

Norms based General Transfer based on GO(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

I. Pre-requisites for on-boarding a department

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.
12. The 'as on date' for transfer eligibility, start date and end date for submitting online applications, start date and end date for forwarding from the office, start date and end date for rejecting from district level office and start date and end date for rejecting from 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.

II. Criteria followed for software development

1. Compassionate Ground transfer, Public Interest/Compulsory transfer other than replacement are not considered as part of General Transfer. However, if such transfers are already finalised and need to be implemented along with general transfer, the details w.r.to the same can be entered before inviting applications for general transfer. In such case, the vacancy positions will be adjusted based on transfer details entered. If such details are entered after inviting applications and before processing of general transfer, the vacancy position will vary.
2. If the sanctioned post is not updated for a post/cadre in an office, the open vacancies cannot be worked out and transfers cannot be processed. Hence employees belonging to such posts/offices will not be able to apply for transfer.
3. If an employee was transferred previously based on any of his/her options, he/she can apply for transfer again only after completing one year outstation service or one year service in the present station (based on 'as on date' announced by the department for transfer for the year). However those who have not completed prescribed residency period (three years unless otherwise specified) or not having necessary outstation service will be considered only against Open Vacancies and they cannot replace an existing employee.
4. Department shall identify the designations belonging to DRB if any under each cadre and update through the nodal officer. If the employee is in DRB designation, he/she may apply for transfer within the district only. The district(s) will be enabled accordingly while applying. The district in which originally recruited and home station will be populated automatically.

Employees in DRB cadre posted in state HQ cannot apply for general transfer and DRB employees will not be transferred to HQ. Also, DRB posts reported to PSC will not be filled through general transfer.

5. The applications for inter-district transfers of employees with DRB designations cannot be applied along with online applications for General Transfer.

6. Offices within 15 km will be treated as same station, if the department has updated such cluster of offices in SPARK. Date of joining in the present station is worked out and updated considering this, when application is saved. Hence it is important, not to change the above list after starting of receipt of application.
7. While giving options the institutions/offices in the present station of the employee will not be listed (if the offices within 15KM are updated for the department).
8. A list of Offices (likely vacancies) where open vacancies exist or residency period [3 years unless otherwise specified] completed employees exist can be viewed so that options can be given based on that. However, if the existing employee there belongs to protected category, he/she may not be transferred till completion of 5 years if not applied for. Options can be given to any office in the order of preference irrespective of the likely vacancies exists or not. Likely vacancy list is only indicative in nature and is not exhaustive.
9. LWA/Deputation/working arrangement period (if availed on request) will not be counted as service.
10. Employees on LWA for more than six months, unauthorized absence, disciplinary actions, deputation, Service quota PG etc. cannot submit application for transfer.
11. If a person wants to apply for transfer, he may give maximum number of desired options.
12. If an employee had not enjoyed 5 years of protection before, that has to be certified by him and to be verified by the head of office. The protection as verified and certified only will be considered while processing of transfer.
13. The application form to be used for online transfer is appended herewith.
14. The logic and priorities used for working out norms based transfer is also appended.
15. If the service history of the applicant is not in continuous order in SPARK or if the relevant service particulars are not locked, message to this effect will be displayed while forwarding the application. The application can be forwarded only after making necessary corrections in the original SPARK data by the establishment section.
16. Facility is available in SPARK to change home station / permanent address based on GO (P)No.40/2018/Fin dated 16/03/2018 and changes made will be shown in the transfer application.
17. Facility is also available to submit proof of priority (if any) in transfer matters. Those who want to apply for transfer can submit their proof of claim and those who do not

want to apply for transfer can also submit proof of their priority so that they can get protection for retaining in the existing place up to 5 years.

The proofs uploaded by employees need to be verified and forwarded by the establishment section. The option for this is also available under the same menu group.

III. Transfer processing Logic

1. Vacancies (both *Natural* vacancies as well as likely *replacement* vacancies for those who have completed prescribed residency period [3 years (5 years for protected categories) unless otherwise specified] are worked out. If employees are transferred on Compassionate Ground or Public Interest/Compulsory transfer then vacancy will be added in the 'from office' (if the employee has not completed prescribed residency period) and vacancy will be reduced in the 'to Office' (as the employee is any way assigned there).

Replacement vacancies will not be created in case of employees who have gone on maternity leave or having two years or less to retire (however vacancy will be created during transfer process in the event of such employees getting transfer on request). Open vacancy will be created against employees who are on LWA continuously for more than six months.

Vacancies will also be worked out for 'addition to cadre posting in other departments' wherever applicable.

2. Cadre wise ranks are assigned to the employees who have requested for transfer in the order of --
 - a) Not more than two years to retirement (in the ascending order of days to retire)
 - b) Employees on maternity leave, if applied for transfer.
 - c) Prescribed residency period completed or not
 - d) Employees working in Difficult areas
 - e) Protection if any in the order 1 to 20. In the case physically handicapped/blind/deaf and dumb employees having 60% or more disability may be replaced only for accommodating a similar disabled person.
 - f) Length of outstation service (In considering outstation service, employees working in far off district will be given priority). Outstation service and far off district considerations are not applicable in the case of employees belonging to DRB designations.

- g) Station seniority
- h) Total service length.

Note: LWA/Deputation/working arrangement period (if availed on request) will not be counted as service.

3. Employees who have requested for transfer and eligible are processed one by one in the order of post/cadre and rank.
4. Availability of vacancy is checked for all the transfer options given by him/her. If vacancy is available against any of the options given by him, that office will be assigned to the requested employee if the existing employee there has more than 2 years to retire. The existing employee (if not in DRB designation) at that station will be then moved to the replaced employee list. If the existing employee is in DRB designation, he/she will be shifted to the office of a non-DRB employee in the station (if station cluster is not defined, district will be treated as the station for this purpose) in the cadre with longest station seniority and existing employee of that office will be moved to replacement list.

If there is no vacancy in any of the offices opted by him (after completing first iteration for all applied employees) -

- if he has not completed prescribed residency period at his present station, he will remain there.
- If he/she has completed prescribed residency period at his present station and if there is vacancy in his original office, he will be assigned that office itself.

If there is no vacancy in his original office, vacancy if any available in his present district is checked and assigned accordingly. If there is no vacancy available in his present district, availability of vacancy in his home district is checked first and then in the neighbouring districts and allotted accordingly. If an employee having two years to retirement apply for transfer and he didn't get any of the options he will be posted in his present office itself.

5. After the first iteration, ranks are assigned to the replaced employees.
6. In the subsequent iterations, replaced employees are processed as above. If they have given any options, that will be considered (if open vacancy exists) and the process is continued until all the vacancies are filled.

Government of Kerala
GENERAL TRANSFER APPLICATION FORM

1	Permanent Employee Number (PEN)																					
2	Name																					
3	Department																					
4	Designation																					
5	Contact Telephone numbers																					
	Mobile																					
6	E mail																					
7	Name of Present Institution / office																					
8	Date of Entry in Service																					
9	Date of Retirement																					
10	Posting/Promotion Order no. & Date in the present post																					
11	Date Of Joining in the Present Post																					
12	Date of Joining in the Present District																					
13	Date of Joining in the Present Station/Office																					
14	(a) Whether recruited in the present post through DRB?																					
	(b) If yes, District in which recruited																					
15	Home station / District declared at the time of joining service																					
16	Change of home station if any	New Home Station _____ Date of change __/__/__																				
17	Details of Service History																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">From Date</th> <th style="width: 25%;">To Date</th> <th style="width: 30%;">Office Name</th> <th style="width: 20%;">Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		From Date	To Date	Office Name	Designation																
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18	Details of service in Notified Difficult Areas																					
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19	Station to which Transfer is Requested for as per order of Preference (Name of Institution/District)																					
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SL No	District	Name of Institution																				

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 or less to retirement

II.

i. SC/ST	ii. Blind Employee Percentage of Disability <input type="checkbox"/>
iii. Physically handicapped Percentage of Disability <input type="checkbox"/>	iv. Deaf And Dumb Employee Percentage of Disability <input type="checkbox"/>
v. Employee with Locomotor disability including cerebral palsy, cured leprosy, dwarfism, Acid attack victims, Muscular dystrophy	vi. Mentally Disabled
vii. Parents of Mentally Retarded Children / Employees who look after the Mentally Retarded Siblings solely	viii. Parents of autistic / Cerebral palsy affected children
ix. Parents of differently abled children with more than 50% of disability	x. Parents of a Deaf and dumb children
xi. Dependent of persons who died in war (Wife / Husband / Father / Mother / Son / Daughter).	xii. Son / Daughter who looks after the Freedom Fighter
xiii. Widow / Widower / divorcee who has not re-married.	xiv. Inter Caste married Employee
xv. Parents of legally adopted Children	xvi. State President/ General Secretary of recognized Service Organisations
xvii. Employee who have completed the Military Service	xviii. Relative of Jawan (Wife / Husband / Father / Mother / Son / Daughter).
xix. Wife / Husband / Father / Mother / Son / Daughter of the Jawan of Para-Military wing, Employees of National Investigation Agency	xx. Husband / wife of non-resident Keralites

21	Details of LWA availed if any			
22	Details of Deputation availed			
	District	Name Of Institution / Office	From Date	To Date
23	Details of Working arrangement availed on request by the employee			
	District	Name Of Institution / Office	From Date	To Date
24	Declaration			
<input checked="" type="checkbox"/>	I 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, printout of the application maybe generated for submitting signed hard copy to the office along with supporting documents for protection if any.



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

Online General Transfer (2022)

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, start date and end date for forwarding from the office, start date and end date for rejecting from district level office and start date and end date for rejecting from 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.



Transfer Request

Receiving Application	Accepting by DDO	Rejection by DLO	Rejection by SLO
Start Date : 06/05/2022 End Date : 15/05/2022 17:00:00	Start Date : 06/05/2022 End Date : 15/05/2022 17:00:00	Start Date : 06/05/2022 End Date : 15/05/2022 17:00:00	Start Date : 06/05/2022 End Date : 15/05/2022 17:00:00

[View application status](#) [View Transfer request](#)

1. Permanent Employee Number (PEN)	214390
2. Name	Sanilkumar S
3. Department	Stationery Department
4. Designation	Senior Clerk (15 Yrs HG)
5. Contact Telephone number	
Mobile	9495348559
6. E mail	sanilthenmala@gmail.com
7. Name of Present Institution/Office	OFFICE OF THE CONTROLLER OF STATIONERY, THIRUVANANTHAPURAM
8. Date of Entry in Service	19/04/2006
9. Date of Retirement	31/05/2034
10. Posting/Promotion Order no. & Date in the present post	<input type="text" value="835/E3/2021/STY"/> <input type="text" value="25/06/2021"/>
11. Date Of Joining in the Present Post	19/04/2021
12. Date of Joining in the Present District	10/07/2006
13. Date of Joining in the Present Station/Office	10/07/2006
14. a).Whether recruited in the present post through DRB(District Recruitment Board)?	<input type="text" value="No"/>
b). If Yes, District in which recruited	<input type="text" value="--Select--"/>
15. Home station /District declared at the time of joining service	<input type="text" value="--Select--"/>

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).

18. Details of service in Notified Difficult Areas

District	Name of Institution	From date	To date
View likely vacancy positions			

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

If sanctioned strength is not updated for an office/post that office will not be listed here. Offices in the current station (within 15Kms) will not be listed. In the case of inter-district transfers, all districts shall be listed only if the applicant has completed one year of service in the present district.

Sl no	District	Office
1	Kollam	DISTRICT STATIONERY OFFICE, KOLLAM
	--Select--	--Select--

20. 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 or less 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

ii. Blind Employee Percentage of Disability

iii. Physically handicapped Percentage of Disability

iv. Deaf And Dumb Employee Percentage of Disability

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

vi. Mentally Disabled

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

viii. Parents of autistic/Cerebral palsy affected children

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

x. Parents of Deaf and dumb children

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.

21. Details of LWA availed if any

NIL

22.Details of Deputation availed

District	Department	Name of Organization	From date	To date

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

District	Department	Office	From date	To date

24. 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

4. 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.

5. 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.

24. 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 : 29/04/2022

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 protection if any.

FIG 5

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

6. 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.

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!!!

7. 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.

The screenshot shows the SPARK Employee Interface. The main content area is titled 'Transfer Request' and contains a table with four columns: 'Receiving Application', 'Forwarding to OLO', 'Forwarding to SLO', and 'Accepting by SLO'. Below this, there are two links: 'View application status' and 'View Transfer request'. A table below shows application details for SARANYA PURUSHOTHAMAN, including emp-id, Department, Designation, Year, Application No., and Status. A 'Print Submitted Application' button is visible below the table.

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

Name	emp-id	Department	Designation	Year	Application No.	Status
SARANYA PURUSHOTHAMAN	88692	Health Services	Assistant Surgeon	2021	13/200	Submitted

FIG 7

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



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

Online General Transfer 2021

Part: A

**User manual for Officials
Responsible for
General transfer processing**

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

PART A: FOR PROCESSING OFFICIALS

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.

Pre-requisites for on-boarding a department

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, start date and end date for forwarding from the office, start date and end date for rejecting from district level office and start date and end date for rejecting from 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.

A. INSTRUCTIONS TO HEAD OF OFFICE

- 1. PERMANENT ADDRESS (HOME STATION) CHANGE:** As per G.O (Ms) No.10/2018/P&ARD dated 05/04/2018 '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**. All such address change requests from employees should be updated in SPARK before starting to receive online transfer applications.



The page as seen below contains the Existing Permanent Address and the new Permanent Address that is to be entered. 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.**

Employee Name		769627 Renuka S	
Address details			
Existing Permanent Address		New Permanent address	
House no and name	Saranya Bhavan	House no and name*	<input type="text"/>
Street name	Kudavoor	Street name*	<input type="text"/>
Place	Kottarathala	Place*	<input type="text"/>
Pin	895313	Pin*	<input type="text"/>
State	Kerala	State*	...Select...
District	Thiruvananthapuram	District*	...Select...
Taluk	Thiruvananthapuram	Taluk*	...Select...
Village	Melthonnakkal	Village*	...Select...
Residential phone number(Land Phone)	04712114845	Residential phone number(Land Phone) *	<input type="text"/>
Home town	Thonnakkal	Home town	<input type="text"/>
		Date of change of Address*	<input type="text"/>
<input type="button" value="Confirm"/>			

- 2. MARKING POST GRADUATE STUDY IN SERVICE QUOTA:** Details of employee who were relieved for Post -graduation study shall be entered in SPARK to initialize the online transfer application processing. If it is not marked, such employees may also apply for transfer by mistake and in his place another employee will be posted even. **Service matters->>> Post Graduate Studies - Service Quota**

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

Doctors on Post graduation studies - services quota

Modification of any entry can be done only on the date of entry

Department: Medical Education
Office: Govt Dental College, Vandanam, Alappuzha

Employee	From Date	To Date	Reason	
752125 Rejula F Dr				Insert
--Select--				
734199 SUMANGALA V				
752125 Rejula F Dr				
776449 Jayasree B				
774701 GEETHU R M				
774713 JINU GEORGE				
768594 Vidya S				
769640 Divya S				
359965 Anitha V R				
626413 Hemachandran P				
598997 Santhosh Kumar S Dr				
819252 Manikale S				
743329 (F2965) Nidheesh S H				
596334 USHA M DR				
819561 Keerthi K Nair				
789908 Mohammed Sadique				
817059 Athulya Mol U R				
819730 (No) Ashira G G				
369129 Lekha Sasidharan				
369091 Manoj Kumar B				

3. MARKING OF UNAUTHORISED ABSENCE: Unauthorized 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 name and the period selected carefully. **Service matters→Un authorised Absence**

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

UnAuthorised Absence

Modification of any entry can be done only on the date of entry

Department: Medical Education
Office: Govt Dental College, Vandanam, Alappuzha

Employee	From Date	To Date	Reason	
774701 GEETHU R M	01/01/2018	30/04/2018	TEST1	Delete
--Select--				Insert

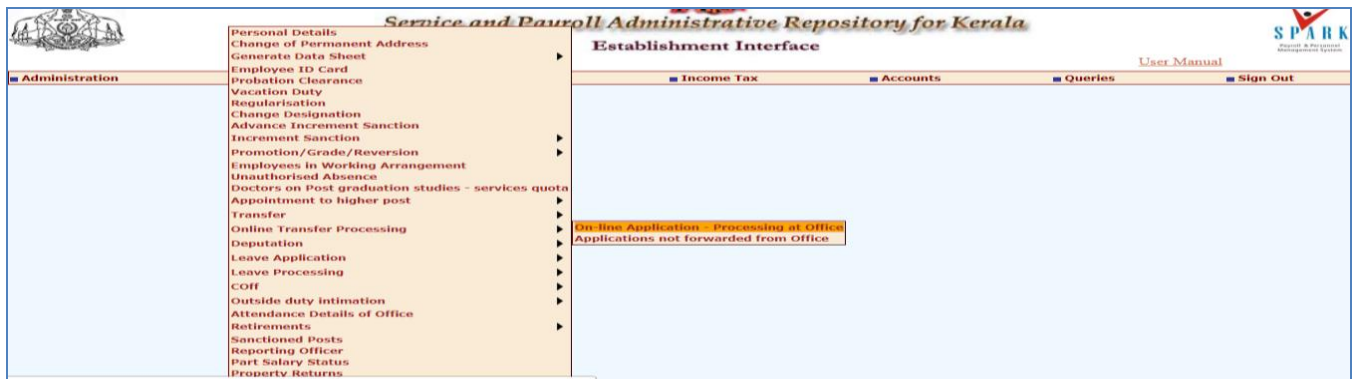
4. ADDITIONAL CHECKING: Additional checking should be necessary through the below menus also.

- Service matters->>>Employee in Working arrangement,
- Service Matters->>>Personal Details->Discip. Action details.
- Service matters->Leave ->>leave History.

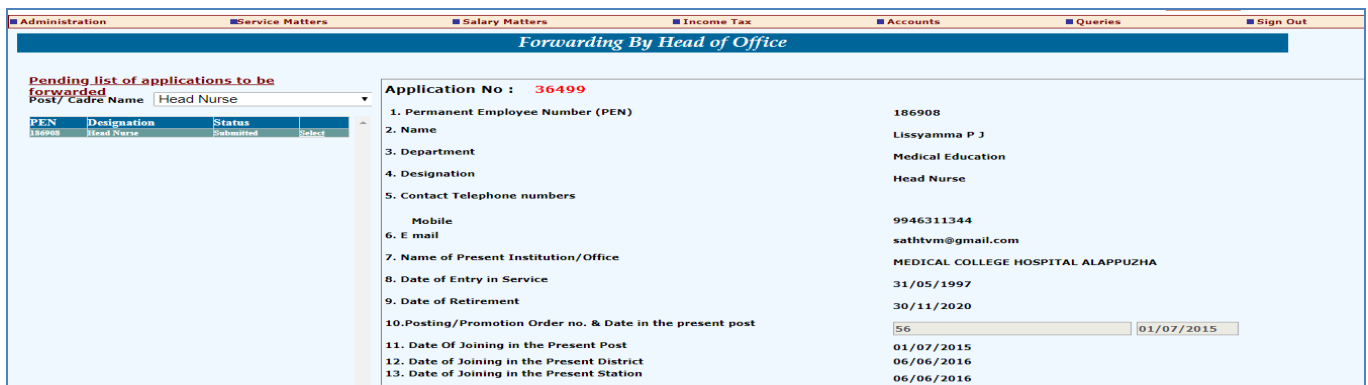
Employees on deputation should have been updated apart from the above.

5. PROCESSING OF ONLINE APPLICATION RECEIVED:

Head of Office should verify the submitted transfer forms by visiting the following menu using their own SPARK login credentials: **Service Matters-> Online transfer processing ->> Online application-processing at office.**



While selecting each cadre, the received applications will be listed there. On selecting each application the content of it will be opened for viewing as shown below.



Verification steps: After submitting online application, the applicant is supposed to generate a printout of the application, sign it, attach the copy of supporting documents (if he/she has claimed any protection/priority) and submit to head of Office. Head of Office /DDO has to certify the following while forwarding the application.

- **Whether signed copy of the application submitted:** If you are in receipt of the hard copy of application properly with all necessary attachments, you may click 'Yes'.
- Verify the '**Home station**'. If any change required then DDO user can update the same.
- Verify the preferential categories as protection claimed as per the hard copy of application.

Verification by Head of Office

Whether signed copy of the application submitted Yes No

1. Home Station
 Home Station Claimed: As on date:
 Home Station as per record: As on date:

2. Protection(s) claimed
 Parents of a Deaf and dumb children
 Received and verified the supporting documents to prove eligibility of all above protection(s)
 Certified that the employee has not availed the maximum 5 years of protection

Recommended for transfer Yes No

Comments:

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**'. 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, it will be listed in **Service Matters->>Online transfer processing ->>>Applications not forwarded from office.**

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office
596997	Santhosh Kumar S Dtr	Professor - Periodontics with AGP 10000	25/05/2016	Alappuzha	Govt Dental College, Vandanam, Alappuzha

- At the time of verification, if any error message such as '**service history incorrect ' or data not locked**' appears, then DDO can forward the application only after making relevant corrections in employee details.

B. FACILITY TO THE NODAL OFFICER

A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details from SPARK PMU as and when required. The following details of the Nodal officer of the Department for the implementation of online general Transfer must be given by head of department to SPARK PMU along with the request:

- Name
- Designation
- PEN
- MOBILE NUMBER

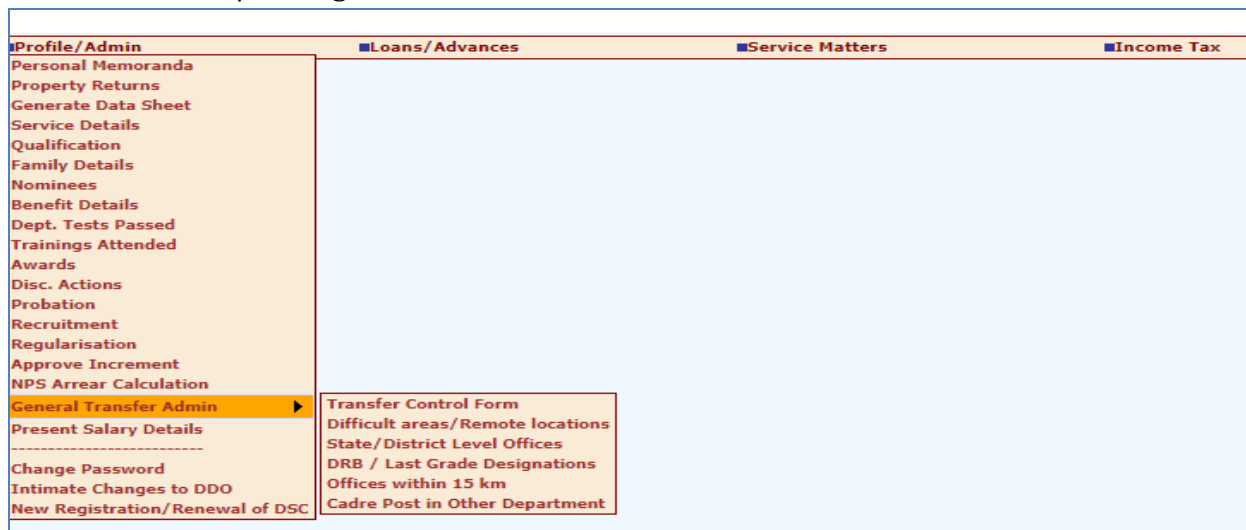
The privileges on general transfer module are given to nominated Nodal officer by controller of SPARK after receiving a request from the concerned department.

Duties Of Nodal Officer In SPARK

A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details from SPARK PMU as and when required .General transfer Admin option is enabled only for nodal officer by controller of SPARK after receiving a request from the concerned department, so that he/she can update the following :

1. General transfer control form
2. Office with 15km
3. Difficult area / remote location
4. DRB / last grade designation
5. State/District level Office

Through **profile/Admin>> General transfer Admin** Nodal officer can update the above mentioned in his/her login.



1. State/District level Officer

A state level officer (SLO) and District level Officers are identified by Head of Department who will be responsible for processing of transfer and generating reports. For setting the SLO/DLO details in SPARK, the authorized official has to forward a formal request, mentioning the cadre details to Nodal officer.

SLO is approving authority of online transfer. SLO usually will be a Gazetted Officer in the department.

State level office and district level offices for the purpose of handling transfer applications to be informed to SPARK PMU for marking in database. The state/district level offices of a department is updated by Nodal Officer and can be viewed through **Profile/Admin>> General transfer Admin >> State/District level Office**.

Note: Once the application is verified and forwarded from the DDO office, it is not necessary to again approve the application in District office and State office as not much value addition can be done at these offices. However if required the district level office /state level office can reject application quoting reasons.

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Profile/Admin Loans/Advances Service Matters Income Tax Provident Fund Accounts Si

State/District Level Offices

Department: Motor Vehicles Department

District: Thiruvananthapuram

Please select the State/District Level Offices from the list below.

Office Name	Office Type
Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	District Level Office
Transport Commissionerate, Thiruvananthapuram	State Level Office

2. DRB / last grade designation

DRB /last grade designation is updated by nodal officer through the option **profile/admin >> general transfer admin >> DRB / last grade designation**. Designations under each cadre that belong to district level recruitment (DRB) if any to be updated by the nodal officer. Here select the **department name** and select post name that wanted to be set as DRB /last pay designation in the **Cadre** option. All the post under the cadre will be listed and nodal officer can select post from the list so that the selected post will set as DRB /last pay designation. Selected post will be listed as DRB /last pay designation on right side of the window. Nodal officers can remove the post name from list by clicking **Remove** option.

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

DRB Designations

Department: Motor Vehicles Department

Cadres: Confidential Assistant

Designated	Designation
<input checked="" type="checkbox"/>	28 Confidential Assistant Gr.II
<input type="checkbox"/>	27 Confidential Assistant Gr.I
<input type="checkbox"/>	26 Confidential Assistant Senior Gr
<input type="checkbox"/>	25 Confidential Assistant Selection Gr

Selected DRB Designations

Cadre Name	Designation	Remove
Confidential Assistant	Confidential Assistant Gr.II	<input type="button" value="Remove"/>

Selected post will be listed as DRB /last pay designation on right side of the window

Put tick mark in check box near designation that must be set as DRB/last pay designation.

3. Difficult areas / remote location

The employees working in difficult area or remote area have priorities in online general transfer. The difficult areas and remote locations are updated by Nodal officer through **Profile/Admin >> General transfer Admin >> Difficult areas / remote locations**. Nodal officer must select offices that must be inserted as difficult areas / remote locations.

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Profile/Admin | Loans/Advances | Service Matters | Income Tax | Provident Fund | A

Difficult areas/Remote locations

Department: Motor Vehicles Department

Please select the difficult areas/remote locations from the list below.

Office Name	Search	Insert
--Select--	walayar	<input type="button" value="Insert"/>
--Select--		
M V CHECH POST WALAYAR IN		
M V CHECH POST WALAYAR OUT		

4. Addition to Cadre Post in Other Department

Some departments have 'addition to cadre posts' in other departments. Such details need to be updated by the nodal officer through option **Profile/Admin>> General transfer Admin >> cadre post in other department**. However, the sanctioned strength in such cases will be included in the respective establishments only.

The screenshot shows a web application interface for adding cadre posts. At the top, there is a navigation bar with menu items: Profile/Admin, Loans/Advances, Service Matters, Income Tax, Provident Fund, Accounts, and Sign Out. The main heading is "Addition to Cadre Post in Other Department". Below the heading, there is a table with columns: Parent Cadre, Foreign Department, and Foreign Office. The table is currently empty, with the text "No records found" above it. To the right of the table, there are several form fields: Parent Department (Motor Vehicles Department), Select Parent Cadre (Clerk), Select Foreign Department (Health Services), Select District (Thiruvananthapuram), Office Search (phc), Select Foreign Office (PHC ARUVIKKARA), Select Foreign Cadre (Clerk), and Number of Posts (3). There are "Submit" and "Clear" buttons at the bottom right.

5. Offices within 15 Km

The employee who completed residency conditions of service in the present station (present office) cannot apply for transfer to sub office / main office which is within 15 KM, ie if the employee work in Deputy Transport Commissioner Office(SZ), Thiruvananthapuram for 3 years, he/she cannot be transferred to RT OFFICE NS, THIRUVANANTHAPURAM as shown below. Offices within 15 km will be treated as same station, if the department has updated such cluster of offices in SPARK. Date of joining in the present station is worked out and updated considering this, when application is saved. Hence it is important, not to change the above list after starting of receipt of application. This office within 15km can be updated only by nodal officer through **Profile/Admin>> General transfer Admin >> Offices Within 15km**

Office Name	Office In 15 Km
Deputy Transport Commissioner office NZ, Kozhikode	Regional Transport Office, Kozhikode
Deputy Transport Commissioner Office(CZII), Ernakulam	RT Office, Ernakulam
Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
Deputy Transport Commissioner officeCZ, Thrissur	RT Office, Thrissur
Regional Transport Office, Kozhikode	Deputy Transport Commissioner office NZ, Kozhikode
RT OFFICE NS, THIRUVANANTHAPURAM	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram
RT Office, Ernakulam	Deputy Transport Commissioner Office(CZII), Ernakulam
RT Office, Thrissur	Deputy Transport Commissioner officeCZ, Thrissur

Department	Motor Vehicles Department
District	Thiruvananthapuram
Office search	<input type="text"/> <input type="button" value="Search"/>
Select a office	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram

Please select Offices that fall within 15km

District Name	Office In 15 Km
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6. General transfer control form

Before updating details in general transfer control form following are the prerequisites


1. SLO/DLO must be marked in SPARK by nodal office
2. DRB /last grade designation must be updated by nodal officer
3. Difficult areas and remote locations must be updated by Nodal officer
4. Addition to Cadre Post in Other Department must be updated by the Nodal officer
5. Office within 15km must be updated

Through **Profile/Admin>> General transfer Admin >>Transfer control forma** nodal officer can set date and conditions for online transfer for eligible employees in his/her department . First the nodal officer must enter start date & time and end date & time in form so that the employee must give application within this given period. Then nodal officer must enter **“as on date for eligibly “** so that the employee who completed prescribed residency period as on that date in present station are eligible for transfer.

Next Nodal officer must specify the PEN of officer in SLO office who is authorized to process the transfer in **“PEN of official authorized for process transfers”** option .

General Transfer Control Form

Ensure that the DRB designations, addition to cadre posts, difficult offices, station details (offices within 15 kms) etc are updated before inviting transfer applications. If these details are not updated it will be assumed that such details are not applicable.

Department	Motor Vehicles Department ▼
Year	2020
Enter dates in the format (dd/mm/yyyy hh:mm:ss) (in 24Hr Format)	
Start date and time for receiving application	22/02/2020 11:00:00
End date and time for receiving application	05/03/2020 23:59:59
As on date for eligibility	01/02/2020
PEN of official authorized to process transfers	
Maximum number of options	Unlimited

Next nodal officer must update Minimum residency period (years) for transfer eligibility. Here nodal officer can select the check box as Same for all Cadres or Varies with respect to Cadres .

Case1: if he /she select check box as same for all cadres and press confirm without updating the options such as cadre name ,Residency period of difficult station and other station , then condition minimum residency for employee will automatically treated as 2 years for difficult stations and 3 years for other stations.

Minimum residency period(years) for transfer eligibility

If residency period is not entered for a cadre it will be treated as 2 years for difficult stations and 3 years for other stations.

Please select the check box on the left side to enter/update that cadre

Same for all Cadres

Varies with respect to Cadres

Cadre Name	Residency period in difficult stations	Residency period in other stations	Compulsory transfer on completion of tenure
<input type="checkbox"/> All Cadres			No ▾

Forwarding applications from DDO

Enter dates in the format (dd/mm/yyyy hh:mm:ss) (in 24Hr Format)

Start date

End date

Rejecting applications at District Level Office

Start date

End date

Rejecting applications at State Level Office

Start date

End date

After updating the details, generate likely vacancy list and upload.

Case2: if the nodal officer select check box as same for all cadres and press confirm after updating the options such as cadre name, Residency period of difficult station and other station , then condition minimum residency for employee will be treated as 1 year for difficult stations and 2 years for other stations as shown below.

Minimum residency period(years) for transfer eligibility

be treated as 2 years for difficult stations and 3 years for other stations.

Please select the check box on the left side to enter/update that cadre

Same for all Cadres

Varies with respect to Cadres

Cadre Name	Residency period in difficult stations	Residency period in other stations	Compulsory transfer on completion of tenure
<input checked="" type="checkbox"/> All Cadres	1	2	Yes ▾

Forwarding applications to District Level Office

Enter dates in the format (dd/mm/yyyy hh:mm:ss) (in 24Hr Format)

Start date

End date

Rejecting applications at District Level Office

Start date

End date

Rejecting applications at State Level Office

Start date

End date

After updating the details, generate likely vacancy list and upload.

Case3: if the nodal officer select check box as Varies with respect to Cadres ,he/she can select the cadre name from the list and must enter residency period in difficult station and residency period in other station. For example: the cadre name is selected as regional transport officer and enter 1 in residency period in difficult station and 1 in residency period in other station, then condition minimum residency for employee under designation regional transport officer will be treated as 1 year for difficult stations and 1 year for other stations

years for other stations.

Please select the check box on the left side to enter/update that cadre

Same for all Cadres
 Varies with respect to Cadres

Cadre Name	Residency period in difficult stations	Residency period in other stations	Compulsory transfer on completion of tenure
<input type="checkbox"/> Transport Commissioner			No ▾
<input type="checkbox"/> Joint Transport Commissioner & Secretary STA			No ▾
<input type="checkbox"/> Joint Transport Commissioner (Enforcement)			No ▾
<input type="checkbox"/> Senior Finance Officer			No ▾
<input type="checkbox"/> Senior Administrative Officer			No ▾
<input type="checkbox"/> Senior Law Officer			No ▾
<input type="checkbox"/> Deputy Transport Commissioner			No ▾
<input checked="" type="checkbox"/> Regional Transport Officer	1	1	Yes ▾
<input checked="" type="checkbox"/> Joint Regional Transport Officer	1	1	Yes ▾

It is the duty of the Nodal officer to make sure that the application must be forwarded to higher office from DDO level. For that nodal officer put a start date and end date in

1. "forwarding application from DDO Office" option
2. "Rejection of application from District office" option
3. "Rejection of application by State Level Office" options as shown below.

DDO must forward application within the given period of time. Before forwarding application DDO must verify and correct the service history of applied employee and he/she must also update the sanctioned post through **Service matters>> Sanctioned post**. DLO can reject applications (if configured so) within the given period. If required SLO can also reject application quoting reasons within the defined period.

Nodal officer can submit the general transfer control form after verifying details entered in the form by clicking confirm button.

<input type="checkbox"/> Clerk			No
<input type="checkbox"/> Typist			No

Forwarding applications from DDO

Enter dates in the format (dd/mm/yyyy hh:mm:ss) (in 24Hr Format)

Start date End date

Rejecting applications at District Level Office

Start date End date

Rejecting applications at State Level Office

Start date End date

After updating the details, generate likely vacancy list and upload.

C. FACILITY TO THE DISTRICT LEVEL OFFICERS (DLOs)

The district level office normally has no role. However if required applications forwarded by DDO can be viewed and rejected at DLO quoting reasons.

- The online general transfer applications forwarded by DDO/head of Office will be available for viewing in the District Level officer's(DLO) log in.
- The applications forwarded by head of Office to **District Level Officers(DLO)** can be verified through **Service matters-> Online transfer processing ->>> Online application processing** at District Level.

The screenshot shows the SPARK (Service and Payroll Administrative Repository for Kerala) Establishment Interface. The left sidebar contains a menu with categories like Administration, Personal Details, and Change of Permanent Address. The main content area is titled 'Establishment Interface' and includes sub-menus for Income Tax, Accounts, Queries, and Sign Out. A specific section is highlighted, showing 'Processing at District Level Office' with sub-items for 'Applications not forwarded from Office'.

- Cadre based application can be chosen from the list available through Transfer processing at District Level (DLO)

The screenshot displays the 'Transfer Processing at District Level Office(DLO)' interface. The page title is 'Transfer Processing at District Level Office(DLO)'. Below the title, there is a section titled 'List of employees requested for transfer'. A dropdown menu is visible with the text 'Post/ Cadre Name' and '--Select--'.

- Make sure that the received applications are on time and as per the instruction received from the Department.
- List of applications not forwarded from the offices is also available to check. This is given to monitor the processing at sub-ordinate offices. The DLO can view the application not forwarded by DDOs under his/her office through **Service Matters>> online transfer processing >> Applications not forwarded from Office**.DLO can generate the report of Applications not forwarded from Office by clicking **Generate Report** option

List of Applications not forwarded from Office

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office
134853	Nanoj P	Senior Clerk	08/08/2013	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134784	Vinod V V	Motor Vehicle Inspector	02/11/2017	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134805	Archana Sadasivran	Senior Superintendent	24/07/2019	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134734	Sobhana L	Office Attendant	26/06/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
428685	Joshiy K	Regional Transport Officer	09/11/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134952	Jyothi S	Senior Clerk	28/12/2001	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
601293	RENUTH R	Assistant Motor Vehicle Inspector	11/11/2019	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
322574	sreekumar s	Motor Vehicle Inspector	18/01/2016	Thiruvananthapuram	RT Office, Thiruvananthapuram
413911	Sajith D S	Motor Vehicle Inspector	01/12/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
600082	Rajesh J	Assistant Motor Vehicle Inspector	17/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
705040	GOPAKUMAR S	Senior Clerk	24/09/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
719720	RANJITH PA	Assistant Motor Vehicle Inspector	23/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
134786	Arunkumar K	Motor Vehicle Inspector	18/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
134797	Ajayaraje S	Motor Vehicle Inspector	08/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
134881	Sougen M S	Junior Superintendent	29/07/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
134907	Sudsep B K	Motor Vehicle Inspector	10/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
248555	Naseer A	Assistant Motor Vehicle Inspector	27/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
709788	REJI K R	Assistant Motor Vehicle Inspector	21/11/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
627423	TINTU J PRAKASH	Senior Clerk	19/09/2018	Thiruvananthapuram	RT Office, Attingal
851070	NIBIN N K	Clerk	19/12/2018	Thiruvananthapuram	Sub RT Office, Neyyattinkara
421672	Ajithkumar A	Assistant Motor Vehicle Inspector	15/11/2017	Thiruvananthapuram	Sub RT Office, Neyyattinkara
134707	Vinod Kumar K	Junior Superintendent	19/08/2019	Thiruvananthapuram	Sub RT Office, Neyyattinkara

Generate Report

Activate W
Go to Settings

- The applications rejected by DLO can be viewed through the options **Service Matters>> online transfer processing >> Applications rejected from DLO**. The report can be generated by clicking **Generate Report** option

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office
724426	Anithakumari S	Office Attendant	04/11/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
135105	Bindu K	Junior Superintendent	26/07/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
333171	SAJU M	Senior Clerk	29/08/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
134845	Sabeela A	Senior Clerk	25/09/2019	Thiruvananthapuram	RT Office, Attingal
632555	Manekha R	Assistant Motor Vehicle Inspector	27/11/2017	Thiruvananthapuram	RT Office, Attingal
663844	GEETHA KUMARI N	Office Attendant	18/11/2019	Thiruvananthapuram	RT Office, Attingal
134796	ANAS MOHAMMED M	Motor Vehicle Inspector	10/08/2018	Thiruvananthapuram	RT Office, Attingal
709225	ANIL G S	Assistant Motor Vehicle Inspector(8 yrs HG)	22/06/2018	Thiruvananthapuram	RT Office, Attingal
135976	Raghunath R	Motor Vehicle Inspector	06/06/2018	Thiruvananthapuram	RT Office, Attingal
134769	Ayyappan R	Senior Clerk	05/12/2019	Thiruvananthapuram	RT Office, Attingal
418708	SIMOD V S	Assistant Motor Vehicle Inspector	16/09/2019	Thiruvananthapuram	RT Office, Attingal
134988	Mini Sharafudeen	Joint Regional Transport Officer	16/07/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala
604248	DEEPU D G	Assistant Motor Vehicle Inspector	31/10/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala
134977	Maya Y U	Head Accountant	29/08/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala

Generate Report

C. FACILITY TO STATE LEVEL OFFICERS(SLO)

- Verify the received applications at SLO through **Service matters-> Online application processing at State Level office**. It is possible to reject the application by State Level Officers (SLO) also.

Change Designation	
Advance Increment Sanction	
Increment Sanction	▶
Promotion/Grade/Reversion	▶
Employees in Working Arrangement	
Unauthorised Absence	
Doctors on Post graduation studies - services quota	
Appointment to higher post	▶
Transfer	
Online Transfer Processing	▶ Processing at State Level Office
Deputation	▶ Applications not forwarded from Office
Leave Application	▶ Applications not forwarded from DLO
Leave Processing	▶ Applications accepted by State Level Office
COF	▶ Applications not accepted by State Level Office
Outside duty intimation	▶ Cadrewise Report
Attendance Details of Office	▶ Likely Vacancy Position
Retirements	▶ Do Norms Based Transfer
	▶ Generate Transfer Report
	▶ Cancel Processed Transfer

- If for some reasons, application need to be rejected which has been forwarded by lower level offices by mistake can be rejected at state level office quoting reasons.

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

Transfer Processing at State Level Office (SLO)

Select and accept the application first. Accepted application only will be listed in the consolidated list

List of employees requested for transfer

Post/ Cadre Name --Select--

--Select--

- **Cadre wise report** can be taken through the menu **Online processing ->> Cadre wise report**

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

Cadrewise Report

Department: **Medical Education**

Post/ Cadre Name: Assistant Professor - Department of Physiology

District: Thiruvananthapuram Go

PEN	Name	Designation	Present District	Present Office
613269	DEEPA G DR	Assistant Professor (Regular) - Physiology with AGP 8000	Thiruvananthapuram	MEDICAL COLLEGE, THIRUVANANTHAPURAM
613271	RUPA G DR	Assistant Professor (Regular) - Physiology with AGP 8000	Thiruvananthapuram	MEDICAL COLLEGE, THIRUVANANTHAPURAM
672445	SUDHINA P S Dr	Assistant Professor (Regular) - Physiology with AGP 7000	Thiruvananthapuram	MEDICAL COLLEGE, THIRUVANANTHAPURAM
713778	Varsha P S DR	Assistant Professor (Regular) - Physiology with AGP 7000	Thiruvananthapuram	MEDICAL COLLEGE, THIRUVANANTHAPURAM
739635	MEERA ARUN	Assistant Professor (Regular) - Physiology with AGP 7000	Thiruvananthapuram	MEDICAL COLLEGE, THIRUVANANTHAPURAM

- **Likely Vacancy Positions (Online transfer processing ->>Likely vacancy position)** may be used to generate the count of likely vacancies. PDF report will be generated here and same maybe used for publishing in SPARK or web site of the department.

[Likely vacancy is prepared by including those employees who have completed 3 years of service. The above list is prepared without considering protected employees who are eligible to continue up to 5 years.]

Government of Kerala
Department : Medical Education
Likely Vacancy List for General Transfer

Note:- Likely vacancy is prepared by including those employees wherever 3 years of service has been completed.
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

Sl.No	Office Name	Vacancy Type	No.of Vacancies
Cadre/Post Name : Assistant Professor - Department of Physiology			
1	GOVERNMENT MEDICAL COLLEGE KONNI	Open Vacancy	2
2	GOVT MEDICAL COLLEGE MANJERI	Replacement	2
3	Govt Medical College, Idukki	Replacement	1
4	GOVT MEDICAL COLLEGE, KOZHICODE	Replacement	4
5	GOVT.MEDICAL COLLEGE THRISSUR	Open Vacancy	2
6	GOVT.MEDICAL COLLEGE THRISSUR	Replacement	2
7	INDIRA GANDHI GOVERNMENT MEDICAL COLLEGE THIRUVANANTHAPURAM	Open Vacancy	2
8	MEDICAL COLLEGE KOTTAYAM	Open Vacancy	2
9	MEDICAL COLLEGE KOTTAYAM	Replacement	3
10	MEDICAL COLLEGE, THIRUVANANTHAPURAM	Replacement	3
11	T.D. MEDICAL COLLEGE, VANDANAM, AMBALAPPUZHA	Replacement	4
Cadre/Post Name : Assistant Professor - Department of Radiodiagnosis			
12	GOVERNMENT MEDICAL COLLEGE KONNI	Open Vacancy	1
13	GOVT MEDICAL COLLEGE MANJERI	Open Vacancy	1
14	Govt Medical College, Idukki	Open Vacancy	1
15	GOVT MEDICAL COLLEGE, KOZHICODE	Replacement	4

- The SLO can view the application not forwarded by DDOs under his/her office through **Service Matters>> online transfer processing >> Applications not forwarded from Office**. SLO can generate the report of Applications not forwarded from Office by clicking **Generate Report** option.

List of Applications not forwarded from Office

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office
134932	Jyothi S	Senior Clerk	28/12/2001	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134805	Archana Sadaivan	Senior Superintendent	24/07/2019	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
601293	RENJITH R	Assistant Motor Vehicle Inspector	11/11/2019	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134853	Manoj P	Senior Clerk	08/08/2013	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134784	Vinod V V	Motor Vehicle Inspector	02/11/2017	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
428685	Joshiy K	Regional Transport Officer	09/11/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134734	Sobhana L	Office Attendant	26/06/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
413911	Sajith D S	Motor Vehicle Inspector	01/12/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
719720	RAMJITH P A	Assistant Motor Vehicle Inspector	23/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
134786	Arunkumar K	Motor Vehicle Inspector	18/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
134797	Ajayaraje S	Motor Vehicle Inspector	08/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
600082	Rajesh J	Assistant Motor Vehicle Inspector	17/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
134881	Seulgan M S	Junior Superintendent	29/07/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
134907	Sudheep B K	Motor Vehicle Inspector	10/11/2017	Thiruvananthapuram	RT Office, Thiruvananthapuram
322574	sreekumar s	Motor Vehicle Inspector	18/01/2016	Thiruvananthapuram	RT Office, Thiruvananthapuram
249555	Nazeer A	Assistant Motor Vehicle Inspector	27/06/2018	Thiruvananthapuram	RT Office, Thiruvananthapuram
703040	GOPAKUMAR S	Senior Clerk	24/09/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
709788	REJI K R	Assistant Motor Vehicle Inspector	21/11/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
627423	TINTU J PRAKASH	Senior Clerk	19/09/2018	Thiruvananthapuram	RT Office, Attingal
421672	Ajithkumar A	Assistant Motor Vehicle Inspector	15/11/2017	Thiruvananthapuram	Sub RT Office, Neyyattinkara

Generate Report

- The applications rejected by DLO can be viewed through the options **Service Matters >> online transfer processing >> Applications rejected from DLO**. The report can be generated by clicking **Generate Report** option.

List of Applications not forwarded from District Level Office

PEN	Name	Designation	Station	Present District	Present Office
135105	Bindu K	Junior Superintendent	26/07/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
724426	Anithakumari S	Office Attendant	04/11/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
933171	SAJU M	Senior Clerk	29/08/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
632555	Janekha R	Assistant Motor Vehicle Inspector	27/11/2017	Thiruvananthapuram	RT Office, Attingal
134796	ANAS MOHAMMED M	Motor Vehicle Inspector	10/08/2018	Thiruvananthapuram	RT Office, Attingal
134845	Sabeela A	Senior Clerk	25/09/2019	Thiruvananthapuram	RT Office, Attingal
709225	ANIL G S	Assistant Motor Vehicle Inspector(8 yrs HG)	22/06/2018	Thiruvananthapuram	RT Office, Attingal
663844	GEETHA KUMARIN	Office Attendant	13/11/2019	Thiruvananthapuram	RT Office, Attingal
135976	Raghunath R	Motor Vehicle Inspector	06/06/2018	Thiruvananthapuram	RT Office, Attingal
134769	Ayyappan R	Senior Clerk	05/12/2019	Thiruvananthapuram	RT Office, Attingal
418708	SIMOD V S	Assistant Motor Vehicle Inspector	16/09/2019	Thiruvananthapuram	RT Office, Attingal
134988	Mini Sharafudeen	Joint Regional Transport Officer	16/07/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala
134977	Maya Y U	Head Accountant	29/08/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala
604248	DEEPU D G	Assistant Motor Vehicle Inspector	31/10/2019	Thiruvananthapuram	Sub Regional Transport Office, Varkala
135268	Shereef M	Motor Vehicle Inspector	30/05/2018	Kollam	Sub RT Office, Punalur
134921	Aji B	Motor Vehicle Inspector	01/06/2018	Kollam	Sub RT Office, Punalur
618098	Johanachandran B	Senior Clerk	14/11/2016	Kollam	Sub RT Office, Punalur
883588	SILPA CHANDRAN	Clerk	20/01/2020	Kollam	Sub Regional Transport Office, Pathanamparam
884477	Rasmi Mol G	Clerk	20/01/2020	Kollam	Sub Regional Transport Office, Chadayamangalam
402340	JAYA C SANKAR	Senior Clerk	30/09/2019	Pathanamthitta	Sub RT Office, Adoor
440115	Pradeep Kumar T P	Motor Vehicle Inspector	09/02/2017	Alappuzha	Sub RT Office, Chengannoor
429195	Saji Prasad G S	Joint Regional Transport Officer	17/12/2017	Alappuzha	Sub RT Office, Kayamkulam
869809	ANIL M R	Assistant Motor Vehicle Inspector	03/11/2019	Kottayam	RT Office, Kottayam
369874	Biju P	Assistant Motor Vehicle Inspector	26/09/2019	Kottayam	SUB REGIONAL TRANSPORT OFFICE UZHAVOOR
135512	Sebastian Joseph	Head Accountant	26/09/2016	Kottayam	SUB REGIONAL TRANSPORT OFFICE UZHAVOOR
135231	Sandosh kumar V V	Junior Superintendent	22/08/2019	Kottayam	SUB REGIONAL TRANSPORT OFFICE UZHAVOOR

Generate Report

- The applications which are received at SLO, can be viewed through the options **Service Matters >> online transfer processing >> Applications received at state level office**. All applications can be printed by clicking **Print Application** option.

Applications accepted by SLO

Department: Motor Vehicles Department
 Post/ Cadre Name: Office Attendant

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office	Comment by State Level Office
812187	SAJINA M R	Office Attendant	27/06/2018	Thiruvananthapuram	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	Recommended
671509	RAJ R NAIR	Office Attendant	01/02/2015	Thiruvananthapuram	Sub RT Office, Pangappara	Recommended
134961	Umnikrishnan Nair V	Office Attendant 8 Yrs HG	06/03/2006	Kollam	RT Office, Kollam	TRANSFER NOT REQUIRED RETIREMENT DATE 31.08.2020
135465	Mathew John	Office Attendant	01/07/2016	Kollam	RT Office, Kollam	RECOMMENDED FOR TRANSFER
792195	TINCY SEBASTIAN	Office Attendant	18/09/2017	Kollam	RT Office, Kollam	RECOMMENDED
760885	JOHNSON T	Office Attendant	02/12/2015	Kollam	RT Office, Kollam	RECOMMENDED
852873	ABDUL MUNNEER M	Office Attendant	10/01/2019	Pathanamthitta	Sub RT Office, Rammy	Recommended
779255	Praveena K	Office Attendant	11/06/2018	Alappuzha	Sub RT Office, Chertihala	Recommended
652283	SUDHA R	Office Attendant	07/11/2019	Alappuzha	Sub RT Office, Chenganoor	Recommended
135583	Praveen S	Office Attendant 15 Yrs HG	07/01/2019	Kottayam	RT Office, Kottayam	May be considered.
135846	Pradeep Kumar P	Office Attendant 15 Yrs HG	01/07/2010	Palakkad	RT Office, Palakkad.	recommended for transfer
135663	Rajeev PM	Office Attendant 8 Yrs HG	20/07/2015	Palakkad	RT Office, Palakkad.	recommended for transfer
503145	USHA P T	Office Attendant	21/07/2015	Palakkad	RT Office, Palakkad.	recommended for transfer
383141	Umnikrishnan N	Office Attendant	26/06/2018	Palakkad	RT Office, Palakkad.	recommended for transfer
718229	Sreetha S	Office Attendant	19/12/2013	Palakkad	RT Office, Palakkad.	recommended for transfer
135262	SHAMSAD P S	Office Attendant 8 Yrs HG	08/11/2019	Palakkad	Sub RT Office, Ottapalam	recommended for transfer
789258	SHAILAJA K	Office Attendant	03/12/2016	Malappuram	RT Office, Malappuram	Recommended

[Print Application](#)

- Through the options **Service Matters>> online transfer processing >> Applications rejected by state level office**, the SLO can view all application which are rejected by SLO.

Applications not accepted by SLO

Department: Motor Vehicles Department
 Post/ Cadre Name: Clerk

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office	Comment by State Level Office
249033	Shakkeer S	Senior Clerk	13/06/2014	Thiruvananthapuram	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	Action not taken by SLO
321695	SNEHAPALAN T L	Senior Clerk	07/09/2019	Thiruvananthapuram	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	Action not taken by SLO
688521	Jasvita T S	Clerk	20/09/2017	Thiruvananthapuram	Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	Action not taken by SLO
349389	Suraj M S	Senior Clerk	05/10/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
628130	Ganesh VP	Senior Clerk	11/07/2013	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
836548	JEEJA B	Clerk	11/10/2018	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
652228	MANTU RANI R	Senior Clerk	24/09/2018	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
757248	REJITHA R	Senior Clerk	06/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
641701	ARCHANA S NAIR	Senior Clerk	11/06/2012	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
274251	Dasega S S	Senior Clerk	02/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
682646	Soumya S Usha Bhavan	Senior Clerk	07/08/2013	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
134871	Rajesh K	Senior Clerk (15 Yrs HG)	19/06/2009	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
261230	Shreeja R	Senior Clerk	07/10/2018	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
787885	SITH V	Clerk	08/12/2017	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
682764	Pradeep T	Senior Clerk	30/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
793615	NITHIN R	Clerk	28/10/2018	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
410586	Jerusalem Brother Raj D	Senior Clerk	02/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
307439	JAYAKUMAR G	Senior Clerk	12/09/2018	Thiruvananthapuram	Sub RT Office, Pangappara	Action not taken by SLO
701122	RATHEESH S R	Senior Clerk	20/07/2016	Thiruvananthapuram	Sub RT Office, Nedumangad	Action not taken by SLO
852658	ABHIJITH V S	Clerk	20/12/2018	Thiruvananthapuram	Sub RT Office, Nedumangad	Action not taken by SLO
375331	ARUNIMA T R	Senior Clerk	12/10/2017	Kollam	RT Office, Kollam	Action not taken by SLO
825318	DEEPA B S	Clerk	30/12/2017	Kollam	RT Office, Kollam	Action not taken by SLO
703250	SINDHU S S	Senior Clerk	21/08/2019	Kollam	RT Office, Kollam	Action not taken by SLO
134912	Omanakuttanpillai S	Clerk	01/09/2015	Kollam	RT Office, Kollam	Action not taken by SLO
766978	Rajeev R	Clerk	01/02/2016	Kollam	RT Office, Kollam	Action not taken by SLO
489835	Jayakumari S	Clerk	30/05/2019	Kollam	RT Office, Kollam	Action not taken by SLO
641422	SUNIL J	Clerk	15/09/2017	Kollam	RT Office, Kollam	Action not taken by SLO

[Print Application](#)

- SLO can process the transfer of all accepted applications through the option **Service Matters>> online transfer processing >> Do Norms Based on Transfer**. SLO must select designation from **Cadre Name** option and click **Do Transfer processing**. Then a pop up message will be shown as *“Request for transfer processing has been submitted successfully. You may view the status/generate transfer report through the menu Online transfer Processing -> Draft Transfer Report”*. The final transfer report can be generated through the option **Service Matters>> online transfer processing >> final transfer report**.

training.spark.gov.in says
Request for transfer processing has been submitted successfully. You may view the status/generate transfer report through the menu Online transfer Processing -> Draft Transfer Report

OK

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Norms Based Transfer Processing

Department : Motor Vehicles Department

Transfer Application Statistics	
Total Number of Applications	718
Number of applications not forwarded from Office	186
Number of applications not forwarded from DLO	117
Number of applications not accepted by SLO	398

Eligibility / Vacancy As on :

Cadre

Do Transfer Processing

- The rejected application can be viewed through option **Service Matters>> online transfer processing >> View Rejected Applications**. The report can be generated by clicking **Generate Report** option.

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

View Rejected Applications

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office	Reason
REJECTED BY HEAD OFFICE						
xxxx	xxxxxxxxxxxx	Senior Clerk	07/10/2016	Thrissur	Sub RT Office, Irinjalakuda	rejected

Generate Report

- Transfer Application status can be viewed through the option **Service Matters>> online transfer processing >>Progress of Application Submission**. Transfer Application status include :
 - Total Number of Applications
 - Number of applications not forwarded from Office
 - Number of applications not forwarded from DLO
 - Number of applications not accepted by SLO

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[Loans/Advances](#)
[Service Matters](#)
[Income Tax](#)
[Provident Fund](#)

Progress of Application Submission

Department : Motor Vehicles Department

Receiving Application	Forwarding to DLO	Forwarding to SLO	Accepting by SLO
Start Date : 22/02/2020 11:00:00	Start Date : 24/02/2020 10:00:00	Start Date : 01/03/2020 10:00:00	Start Date : 01/03/2020 10:00:00
End Date : 11/03/2020 17:00:00	End Date : 13/03/2020 23:59:59	End Date : 17/03/2020 23:59:59	End Date : 18/03/2020 23:59:59

Transfer Application Statistics - 2020	
Total Number of Applications	718
Number of applications not forwarded from Office	186
Number of applications not forwarded from DLO	117
Number of applications not accepted by SLO	398

- Employee can be transferred to other station on compassionate ground or public interest through option **Service Matters>> online transfer processing >>Compassionate Ground/Public Interest Transfer**. The SLO has to select **post in cadre name** and enter order number and order date. Then SLO must insert PEN of employee who wanted to be transferred and office details to which employee must be transferred.

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Compassionate Ground/Public Interest Transfer

Department:

cadre:

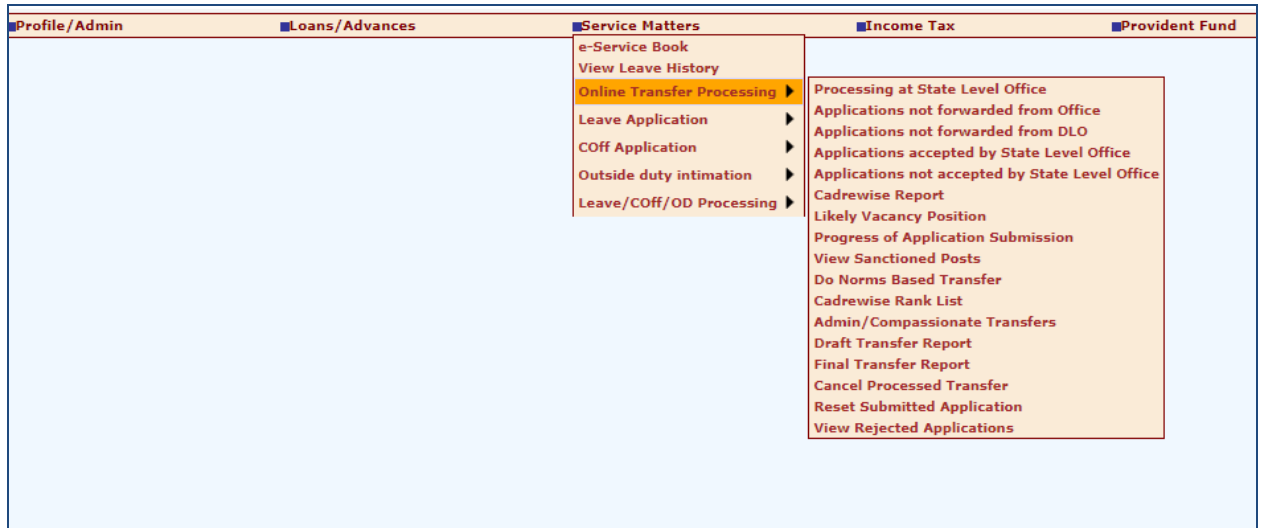
Year:

OrderNo:

OrderDate:

PEN	From Dist	From Office	To Dist	To Office	ground	
PEN 55555	Thiruvananthapuram	RT Office, Attungal	Kannur	Regional Transport Office, Kannur	Compassionate Ground	Delete
<input type="text"/>	--Select--	--Select--	--Select--	--Select--	--Select--	Insert

- There is provision enabled for cancelling processed transfer through the option **service matters>> online general transfer >> cancel processed transfer**.



- All sanctioned post in department can be viewed by SLO through **service matters**>> **online general transfer** >> **View sanctioned post** .all the post is listed in cadre and SLO must select post from that list for checking number of sanctioned post available in his / her department .

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View Sanctioned Post

Department:

Cadre:

Office	As on Date	Sanctioned Posts
Deputy Transport Commissioner office NZ, Kozhikode	31/05/2019	6
Deputy Transport Commissioner Office(CZII), Ernakulam	30/05/2019	6
Deputy Transport Commissioner Office(SZ), Thiruvananthapuram	24/02/2020	4
Deputy Transport Commissioner officeCZ, Thrissur	27/02/2020	6
Regional Transport Office, Kannur	07/06/2019	22
Regional Transport Office, Kasaragod	29/02/2020	15
Regional Transport Office, Kozhikode	07/06/2019	32
Regional Transport Office, Wayanad	22/02/2020	12
RT OFFICE NS, THIRUVANANTHAPURAM	11/06/2019	9
RT Office Muvattupuzha	30/05/2019	9
RT Office, Alappuzha	24/02/2020	17
RT Office, Attingal	22/02/2020	9

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