

ഭരണഭാഷ-മാതൃഭാഷ

നമ്പർ : TCPCTP/2227/2021-A4

തദ്ദേശ സ്വയംഭരണ പ്ലാനിംഗ് വകുപ്പ്
ചീഫ് ടൗൺ പ്ലാനറുടെ കാര്യാലയം
2nd ഫ്ലോർ, സ്വരാജ് ഭവൻ,
നന്തൻകോട്, തിരുവനന്തപുരം.
തീയതി : 02/06/2022
ഫോൺ നം : 0471 - 2721447
ഇ-മെയിൽ :
ctpkeralam@gmail.com

സർക്കുലർ

വിഷയം:- തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്ലാനിംഗ്- ജീവനക്കാര്യം- പൊതുസ്ഥലമാറ്റം
2022- ഓൺലൈനായി അപേക്ഷ സ്വീകരിക്കുന്നത് ബന്ധിച്ച് നിർദ്ദേശങ്ങൾ
പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്ലാനിംഗിലെ DRB ചട്ടങ്ങൾ ബാധകമായ
തസ്തികയിൽ ജോലിനോക്കുന്ന ജീവനക്കാർ/ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർ ഒഴികെയുള്ള
പൊതുസ്ഥലമാറ്റം ബാധകമായ എല്ലാ ജീവനക്കാരിൽ നിന്നും പൊതുസ്ഥലം
മാറ്റത്തിനുള്ള 2022 വർഷത്തെ അപേക്ഷകൾ സർക്കാർ
മാനദണ്ഡങ്ങൾക്കനുസൃതമായി **സ്റ്റാർക്ക് മുഖേന ഓൺലൈനായി** ക്ഷണിച്ച് കൊള്ളുന്നു.

ജീവനക്കാർക്കുള്ള നിർദ്ദേശത്തിന്റെ പകർപ്പ് , ജില്ലാ ഓഫീസർമാർക്കുള്ള
നിർദ്ദേശത്തിന്റെ പകർപ്പ് എന്നിവ വകുപ്പിന്റെ വെബ് സൈറ്റ് / e- mail മുഖേന
ലഭ്യമാക്കിയിട്ടുണ്ട്. ഓൺലൈനായി അപേക്ഷിച്ച ശേഷം അപേക്ഷയുടെ പകർപ്പ് ജില്ലാ
ഓഫീസർ/ഓഫീസ് മേധാവി പരിശോധിച്ച് സാക്ഷ്യപ്പെടുത്തൽ ബന്ധപ്പെട്ട
രേഖകളുടെ പകർപ്പ് എന്നിവ സഹിതം ഓൺലൈൻ അപേക്ഷ ഫോർമ് വേഡ്
ചെയ്യുന്നതിനോടൊപ്പം ലഭ്യമാക്കേണ്ടതാണ്. നിശ്ചിത തീയതിക്ക് ശേഷം ലഭിക്കുന്ന
അപേക്ഷകൾ സ്വീകരിക്കുന്നതല്ല.

സ്റ്റാർക്കിൽ sanctioned പോസ്റ്റ് സംബന്ധിച്ച വിവരം കൃത്യമായി അപ്ഡേറ്റ് ചെയ്യുക,
ജീവനക്കാരുടെ സർവ്വീസ് ഹിസ്റ്ററി അപ്ഡേറ്റ് ചെയ്ത് ലോക്ക് ചെയ്യുക, ലീവ് വിവരങ്ങൾ,
ഡെപ്യൂട്ടേഷൻ വിവരങ്ങൾ കൃത്യമായി രേഖപ്പെടുത്തുക തുടങ്ങിയ മൂന്നൊന്നക്ക
നടപടികൾ പൂർത്തീകരിക്കാൻ എല്ലാ DDO മാർക്കും യഥാസമയം അറിയിപ്പ്
നൽകിയിട്ടുള്ളതാണ്. ഇനിയും ഇക്കാര്യത്തിൽ നടപടി സ്വീകരിക്കാനുണ്ടെങ്കിൽ ആയത്
08-06-2022 വൈകുന്നേരം 5 മണിക്ക് മുൻപായി സ്വീകരിക്കേണ്ടതാണ്. മേൽ നടപടികൾ
കൃത്യമായി പൂർത്തീകരിക്കാത്തതുമൂലം ട്രാൻസ്ഫർ നടപടികളിൽ എന്തെങ്കിലും പിഴവ്
സംഭവിക്കുകയാണെങ്കിൽ അത് ബന്ധപ്പെട്ട DDO മാരുടെ ഉത്തരവാദിത്തമായി കണ്ട്
തുടർ നടപടി സ്വീകരിക്കുന്നതാണ്.

ഓൺലൈൻ അപേക്ഷ സംബന്ധിച്ച പ്രധാന തീയതികൾ

1. ജീവനക്കാരിൽ നിന്നും അപേക്ഷ സ്വീകരിക്കുന്ന കാലയളവ് - 10/06/2022 മുതൽ
19/06/2022 വരെ.
2. ഡി. ഡി. ഒ മാർ അപേക്ഷ ഫോർമ് വേഡ് ചെയ്യേണ്ട തീയതി - 20/06/2022 മുതൽ
23/06/2022 വരെ.
3. ജില്ലാ ഓഫീസർക്ക് അപേക്ഷ ഫോർമ് വേഡ് ചെയ്യാവുന്ന/ നിരസിക്കാവുന്ന

തീയതി-20/06/2022 മുതൽ 24/06/2022 വരെ.

4. സംസ്ഥാന തലത്തിൽ അപേക്ഷ സ്വീകരിക്കുന്ന തീയതി-20/06/2022 മുതൽ 27/06/2022 വരെ.

Signature valid

Digitally signed by
Pramodkumar C. പ്രമോദ് കമാർ.സി.പി
Date: 2022.06.02 14:34:26 IST മുഖ്യ നഗരാസൂത്രകൻ
Reason: Approved

പകർപ്പ്:

1. എല്ലാ ജില്ലാ ഓഫീസുകൾക്കും(ജീവനക്കാരുടെ ശ്രദ്ധയിൽ കൊണ്ട് വരുന്നതിന്)
2. സി എ മുഖേന ചീഫ് ടൗൺ പ്ലാനർ (ഭരണം)
3. സി എ മുഖേന ചീഫ് ടൗൺ പ്ലാനർ(പ്ലാനിംഗ്)
4. സി എ മുഖേന ചീഫ് ടൗൺ പ്ലാനർ(വിജിലൻസ്) (ജീവനക്കാരുടെ ശ്രദ്ധയിൽ കൊണ്ട് വരുന്നതിനും അപേക്ഷകൾ യഥാ സമയം DDO മുഖേന ഫോർവേഡ് ചെയ്യുന്നതിൽ നടപടി സ്വീകരിക്കുന്നതിനും)
5. സി എ മുഖേന അഡീഷണൽ ചീഫ് ടൗൺ പ്ലാനർ
6. ചീഫ് ടൗൺ ടൗൺ പ്ലാനറുടെ ഓഫീസിലെ ജീവനക്കാർക്ക്(സർക്കുലേഷൻ)
7. അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ /അഡ്മിനിസ്ട്രേറ്റീവ് അസിസ്റ്റന്റ്
8. ശ്രീ ഗിരീഷ് കുമാർ ടി. കെ, ടൗൺ പ്ലാനർ (വകുപ്പിന്റെ വെബ് സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്)
9. ഈ ഓഫീസിലെ എല്ലാ സെക്ഷൻ സൂപ്രണ്ട്മാർക്കും
- 10.ബി' സെക്ഷൻ സൂപ്രണ്ട്
- 11.എ 1/എ 2/എ 3/എ 5 സെക്ഷനുകൾക്ക്
- 12.നോട്ടീസ് ബോർഡ്
- 13.കരുതൽ ഫയൽ





**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

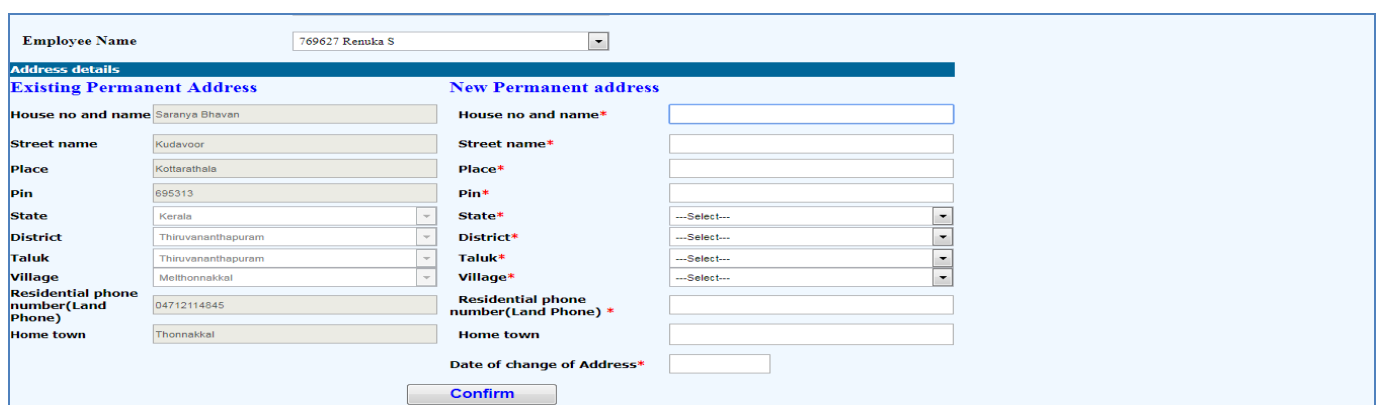
1. A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details as and when required. PEN of the nodal officer to be updated in SPARK through PMU.
2. A state level officer (in the gazetted category) to be identified by Head of Department who 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, 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.

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 keep 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.**



- 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	
1	752125 Rejula F Dr				Insert
	--Select--				
	734158 SUMANGALA V				
	752125 Rejula F Dr				
	776449 Jayasree B				
	774701 GEETHU R M				
	774713 JINU GEORGE				
	768594 Vidya S				
	768640 Divya S				
	368665 Anitha V R				
	626413 Hemachandran P				
	596697 Santhosh Kumar S Dr				
	616252 Manikate S				
	743329 (F2965) Nidheesh S H				
	596334 USHA M DR				
	818561 Keerthi K Nair				
	789908 Mohammed Sadique				
	817059 Athulya Mol U R				
	816730 (No) Ashira C 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	
Edit	774701 GEETHU R M	01/01/2018	30/04/2018	TEST1	Delete
	--Select--				Insert
1					

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 BEING 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 has to certify the following while forwarding the application to district level office.

- **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 to District Level Office**'. 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 forward from the work station, it will be listed in **Service Matters->>Online transfer processing ->>>Applications not forwarded from office**.

Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out
List of Applications not forwarded from Office						
PEN	Name	Designation	DOJ in Present Station	Present District	Present Office	
596997	Santhosh Kumar S Dr	Professor - Periodontics with AGP 10000	23-05-2016	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

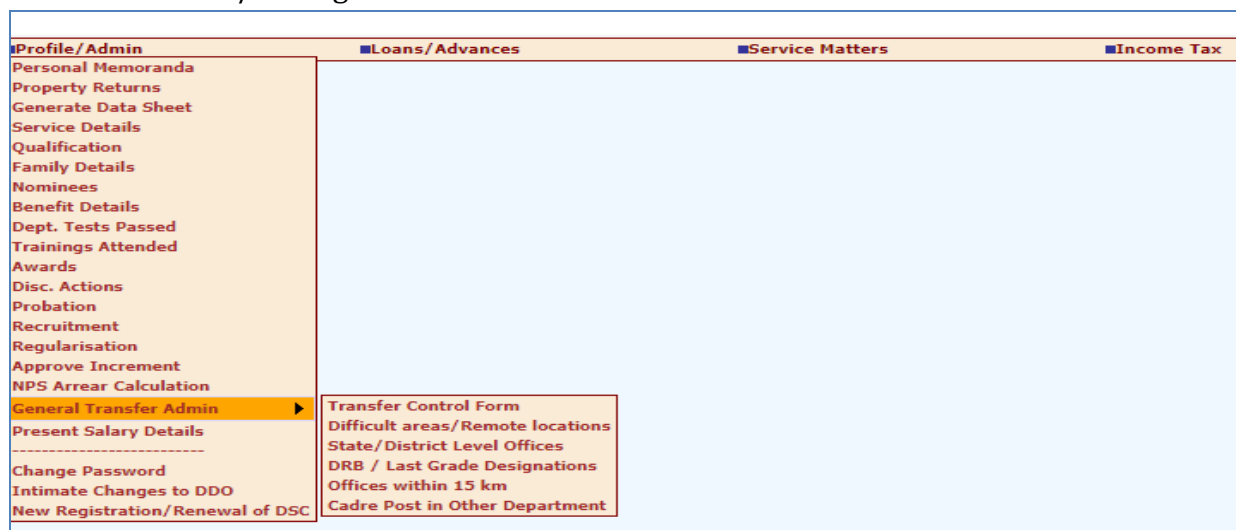
The privileges on general transfer module are given to nominated Nodal officer by controller of SPARK after receiving a request from the concerned department.

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/Zonal 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 must be a person within the department.

State level office and district/zone 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 only by Nodal Officer and can be viewed through **Profile/Admin>> General transfer Admin >> State/District level Office**.

[Download Mobile App](#) [User Manual](#)

[Profile/Admin](#)
[Loans/Advances](#)
[Service Matters](#)
[Income Tax](#)
[Provident Fund](#)
[Accounts](#)
[Sign Out](#)

State/District Level Offices

Department:

District:

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.

[Download Mobile App](#) [User Manual](#)

[Profile/Admin](#)
[Loans/Advances](#)
[Service Matters](#)
[Income Tax](#)
[Provident Fund](#)
[Accounts](#)
[Sign Out](#)

DRB Designations

Department:

Cadres:

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 high privilege/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.

The screenshot shows a web application interface for managing difficult areas and remote locations. At the top, there is a navigation bar with links: Profile/Admin, Loans/Advances, Service Matters, Income Tax, Provident Fund, and a user icon. Below this is a header section titled "Difficult areas/Remote locations". The main content area has a "Department" dropdown menu set to "Motor Vehicles Department". Below this, a message says "Please select the difficult areas/remote locations from the list below." There is a table with a header "Office Name". The first column is a dropdown menu with "--Select--" selected. The second column is a text input field containing "walayar". To the right of the text input is a "Search" button. To the right of the "Search" button is an "Insert" button. The dropdown menu is open, showing two options: "M V CHECH POST WALAYAR IN" and "M V CHECH POST WALAYAR OUT".

Office Name
--Select--
--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.

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

Addition to Cadre Post in Other Department

No records found

Parent Cadre	Foreign Department	Foreign Office

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

Number of Posts : 3

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**

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

Offices within 15 Km

If the office entered is wrong/incorrect, it may deleted on the same day only. No editing allowed further.

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 :

Select a office : Deputy Transport Commissioner Office(SZ), Thiruvananthapuram

Please select Offices that fall within 15km

District Name	Office In 15 Km


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 his / her 3 years of service in his home station(home office) or present station(present office) are eligible for transfer.

Next Nodal officer must specify the PEN of officer in SLO office who is authorized to process the transfer of employees 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 transafer 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 eligibilty

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 repect 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 to District Level Office

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

Start date
 End date

Forwarding applications to State Level Office

Start date
 End date

Accepting 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: 24/02/2020 10:00:00 End date: 09/03/2020 23:59:59

Forwarding applications to State Level Office

Start date: 01/03/2020 10:00:00 End date: 10/03/2020 23:59:59

Accepting applications at State Level Office

Start date: 01/03/2020 10:00:00 End date: 12/03/2020 23:59:59

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 years for difficult stations and 1 years for other stations

Minimum residency period (years) for transfer eligibility 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 to district level office"** option
2. **"forwarding application to state level office"** option
3. **"Accepting applications at State Level Office"** options as shown below.

DDO must forward application to DLO within the given period of time. Before forwarding application for approval 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 must forward all received application to SLO for approval within the given period. Received applications must be approved or rejected by the SLO within the period of time given by nodal officer in **"Accepting applications at State Level Office"** options.

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

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

Forwarding applications to District Level Office

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

Start date End date

Forwarding applications to State Level Office

Start date End date

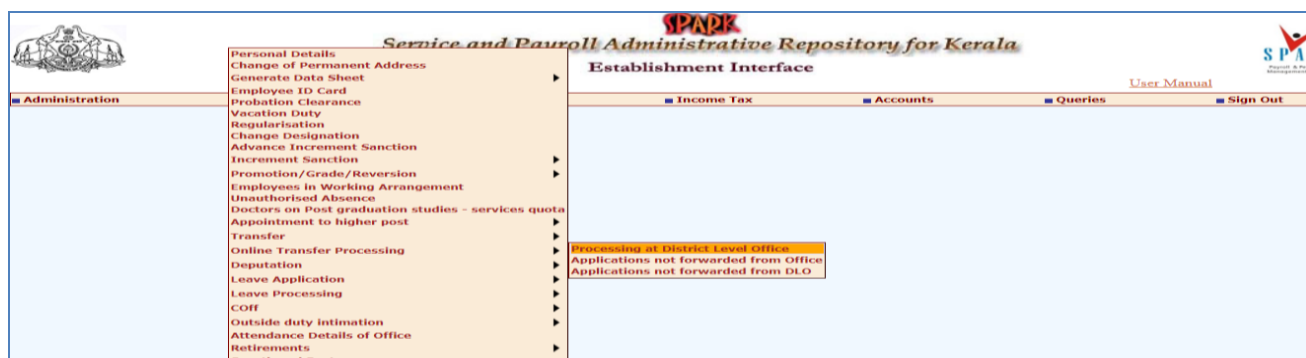
Accepting applications at State Level Office

Start date End date

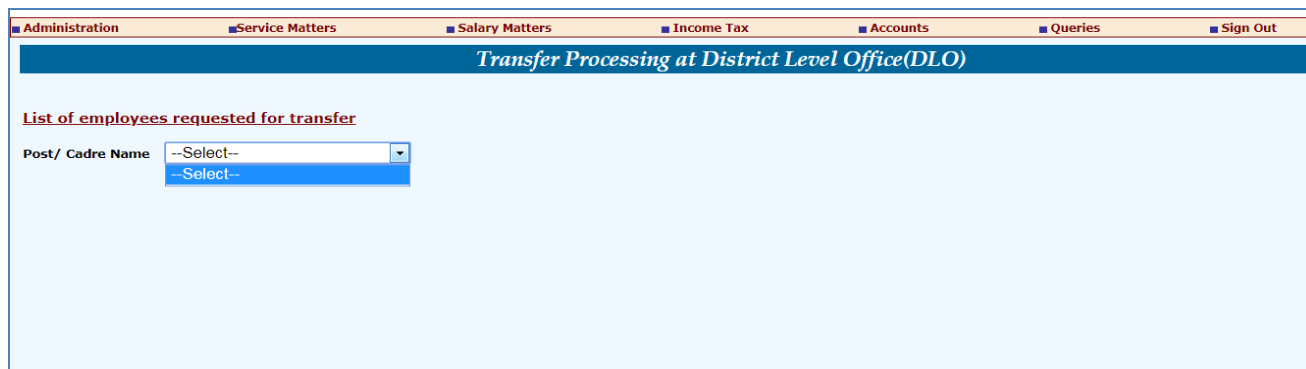
After updating the details, generate likely vacancy list and upload.

C. FACILITY TO THE DISTRICT LEVEL OFFICERS (DLOs)

- The online general transfer applications forwarded by 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.



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



- 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 Sadasivan	Senior Superintendent	24/07/2019	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134734	Sobhana L	Office Attendant	26/06/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
428685	Joshy K	Regional Transport Officer	09/11/2018	Thiruvananthapuram	RT OFFICE NS, THIRUVANANTHAPURAM
134932	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 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
134881	Sougen M S	Junior Superintendent	29/07/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
134907	Sudeep 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, Atingal
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 which is not forwarded to SLO can be viewed through the options **Service Matters>> online transfer processing >> Applications not forwarded from DLO**. The report can be generated by clicking **Generate Report** option

Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries
List of Applications not forwarded from District Level Office					
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	S.AJU M	Senior Clerk	29/08/2019	Thiruvananthapuram	RT Office, Thiruvananthapuram
134845	Sabeela A	Senior Clerk	25/09/2019	Thiruvananthapuram	RT Office, Atingal
632555	Maneksha R	Assistant Motor Vehicle Inspector	27/11/2017	Thiruvananthapuram	RT Office, Atingal
663844	GEETHA KUMARI N	Office Attendant	18/11/2019	Thiruvananthapuram	RT Office, Atingal
134796	ANAS MOHAMMED M	Motor Vehicle Inspector	10/08/2018	Thiruvananthapuram	RT Office, Atingal
709225	ANIL G S	Assistant Motor Vehicle Inspector(8 yrs HG)	22/06/2018	Thiruvananthapuram	RT Office, Atingal
135976	Raghunath R	Motor Vehicle Inspector	06/06/2018	Thiruvananthapuram	RT Office, Atingal
134769	Ayyappan R	Senior Clerk	05/12/2019	Thiruvananthapuram	RT Office, Atingal
418708	SIMOD V S	Assistant Motor Vehicle Inspector	16/09/2019	Thiruvananthapuram	RT Office, Atingal
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 application from the District Level Officers through **Service matters-> Online application processing at State Level office**. It is possible to accept and 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	▶
Deputation	▶
Leave Application	▶
Leave Processing	▶
COF	▶
Outside duty intimation	▶
Attendance Details of Office	▶
Retirements	▶
	Processing at State Level Office
	Applications not forwarded from Office
	Applications not forwarded from DLO
	Applications accepted by State Level Office
	Applications not accepted by State Level Office
	Cadrewise Report
	Likely Vacancy Position
	Do Norms Based Transfer
	Generate Transfer Report
	Cancel Processed Transfer

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

- 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.]

<p style="text-align: center;">Government of Kerala Department : Medical Education Likely Vacancy List for General Transfer</p> <p><small>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.</small></p>			
SLNo	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, KOZHIOKODE	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, KOZHIOKODE	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 Sadasivan	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 which is not forwarded by DLO can be viewed through the options **Service Matters>> online transfer processing >> Applications not forwarded 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	18/11/2019	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	Sheref 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, Pathanamangalam
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 accepted by SLO, can be viewed through the options **Service Matters>> online transfer processing >> Applications accepted by state level office**. All applications that are accepted by SLO , can be printed by clicking **Print Application** option.

Applications accepted by SLO

Department
Motor Vehicles Department

Post/ Cadre Name

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	Unnikrishnan Nair V	Office Attendant 8 Yrs HG	06/03/2006	Kollam	RT Office, Kollam	TRANSFER NOT REQUIRED RETIREMENT DATE 31.08.2020
135465	Pathay 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
852879	ABDUL MUNEEB M	Office Attendant	10/01/2019	Pathanamthitta	Sub RT Office, Rammy	Recommended
779255	Praveena K	Office Attendant	11/06/2018	Alappuzha	Sub RT Office, Chertala	Recommended
632285	SUDHA R	Office Attendant	07/11/2019	Alappuzha	Sub RT Office, Changanoor	Recommended
135585	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	Unnikrishnan 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](#)

Activat
Go to Set

- Through the options **Service Matters>> online transfer processing >> Applications not accepted by state level office**, the SLO can view all application which are not accepted.

Applications not accepted by SLO

Department
Motor Vehicles Department

Post/ Cadre Name

PEN	Name	Designation	DOJ in Present Station	Present District	Present Office	Comment by State Level Office
249033	Shalkeer 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
632228	MANU RANI R	Senior Clerk	24/09/2018	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
575724	AREJITHA R	Senior Clerk	06/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
641701	ARCHANAA S NAIR	Senior Clerk	11/06/2012	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
274251	Deepa S S	Senior Clerk	02/09/2019	Thiruvananthapuram	Transport Commissionerate, Thiruvananthapuram	Action not taken by SLO
682646	Somya 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
787855	SILVI 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	INTHIN 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	Omankuttanpillai 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	30/03/2019	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](#)

Activate Windo

- 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

Download Mobile App User Manual

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

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						
XXXXX	XXXXXXXXXX	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 :
 1. Total Number of Applications
 2. Number of applications not forwarded from Office
 3. Number of applications not forwarded from DLO
 4. Number of applications not accepted by SLO

Profile/Admin	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 End Date : 11/03/2020 17:00:00	Start Date : 24/02/2020 10:00:00 End Date : 13/03/2020 23:59:59	Start Date : 01/03/2020 10:00:00 End Date : 17/03/2020 23:59:59	Start Date : 01/03/2020 10:00:00 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 transfer to other station on compassionate ground or public interest through option **Service Matters>> online transfer processing >>Compassionate Ground/Public Interest Transfer**. The SLO have 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.

Download Mobile App User Manual						
Profile/Admin	Loans/Advances	Service Matters	Income Tax	Provident Fund	Accounts	Sign Out

Compassionate Ground/Public Interest Transfer

Department:

cadre:

Year:

OrderNo:

OrderDate:

PEN	From Dist	From Office	To Dist	To Office	Ground	
PEN XXXXX	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 canceling processed transfer through the option **service matters>> online general transfer >> cancel processed transfer**.

Profile/Admin	Loans/Advances	Service Matters	Income Tax	Provident Fund
		e-Service Book View Leave History Online Transfer Processing ▶ Leave Application ▶ COFF Application ▶ Outside duty intimation ▶ Leave/COFF/OD Processing ▶	Processing at State Level Office Applications not forwarded from Office Applications not forwarded from DLO Applications accepted by State Level Office Applications not accepted by State Level Office Cadrewise Report Likely Vacancy Position Progress of Application Submission View Sanctioned Posts Do Norms Based Transfer Cadrewise Rank List Admin/Compassionate Transfers Draft Transfer Report Final Transfer Report Cancel Processed Transfer Reset Submitted Application View Rejected Applications	

- 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 .

		Download Mobile App	User Manual			
Profile/Admin	Loans/Advances	Service Matters	Income Tax	Provident Fund	Accounts	Sign Out
View Sanctioned Post						
Department	<input type="text" value="Motor Vehicles Department"/>					
Cadre	<input type="text" value="Clerk"/>					
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 =====



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

Online General Transfer (2021)

Part: B

User manual for APPLICANTS

INTRODUCTION

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

PART A: FOR PROCESSING OFFICIALS

PART B: FOR APPLICANTS

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

ON-BOARDING PROCESS

1. A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details as and when required. PEN of the nodal officer to be updated in SPARK through PMU.
2. A state level officer (in the gazetted category) to be identified by Head of Department who will be responsible for processing of transfer and generating reports. The PEN of the officer to be marked in SPARK by the nodal officer.
3. The data in SPARK w.r.to the employees profile and their service particulars to be updated, verified and locked before it can be put to use for general transfer. The applications cannot be forwarded from the office, if the data is not verified and locked.
4. All leaves including LWAs, deputations, disciplinary actions, employees on Postgraduate study (service quota) etc to be updated, verified and locked.
5. The inter-transferable designation of the department may be grouped as a cadre/post (Eg: There may be designations 'driver grade -I' and 'driver grade -II', but they are inter-transferable and hence the cadre/post name is 'Driver'). The cadre list to be updated in SPARK through SPARK PMU.
6. The cadre name to be mapped for each designation through SPARK PMU.
7. Designations under each cadre that belong to district level recruitment (DRB) if any to be updated by the nodal officer.
8. The sanctioned strength of all posts to be updated in SPARK by each establishment.
9. The hard areas/difficult areas to be updated in SPARK by the nodal officer.
10. Offices that fall within 15 KMs to be updated by the nodal officer for each office which will form a station.
11. State level office and district/zone level offices for the purpose of handling transfer applications to be updated in SPARK through PMU.
12. The 'as on date' for transfer eligibility, start date and end date for submitting online applications, same for forwarding from the office, same for forwarding from district level office and same for accepting at state level office need to be updated in SPARK by nodal officer using the 'transfer control' menu option.
13. The nodal officer can also update the cadre-wise minimum residency period for transfer eligibility [default is 3 years (5 years for protected categories), however in some enforcement departments different residency periods are followed for different cadres] using the 'transfer control' menu option.
14. Nodal officer can also specify, if compulsory transfers are to be done after the prescribed residency period.
15. Some departments have 'addition to cadre posts' in other departments. Such details need to be updated by the nodal officer using appropriate menu option available. However, the sanctioned strength in such cases will be included in the respective establishments only.

PART B: FOR APPLICANTS

SUBMISSION OF ONLINE APPLICATION FOR GENERAL TRANSFER

Steps for submitting online applications for general transfer are described below

1. **ACCESS SPARK WEBSITE:** SPARK website can be accessed through the URL, ***http://spark.gov.in/webspark/***

Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.

In the Address bar type the address ***www.spark.gov.in/webspark*** as given below.



FIG 1

2. **ACCESS ONLINE APPLICATION:**

Click the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'.

The online application will be displayed as below.

SPARK- Service and Payroll Administration

Download Mobile App | User Manual | Annual Confidential Report

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

Transfer Request

Receiving Application	Forwarding to DLO	Forwarding to SLO	Accepting by SLO
Start Date : 10/11/2021 10:00:00 End Date : 01/12/2021 23:59:59	Start Date : 01/12/2021 10:00:00 End Date : 03/12/2021 23:59:59	Start Date : 04/12/2021 10:00:00 End Date : 09/12/2021 23:59:59	Start Date : 10/12/2021 10:00:00 End Date : 16/12/2021 23:59:59

- Permanent Employee Number (PEN): 889655
- Name: SARANYA PURUSHOTHAMAN
- Department: Health Services
- Designation: Assistant Surgeon
- Contact Telephone number: 9446452244
- E mail: sara.smak108@gmail.com
- Name of Present Institution/Office: 24X7 PHC KAYYUR
- Date of Entry in Service: 27/03/2020
- Date of Retirement: 30/06/2049
- Posting/Promotion Order no. & Date in the present post: [] []
- Date of Joining in the Present Post: 27/03/2020
- Date of Joining in the Present District: 27/03/2020
- Date of Joining in the Present Station/Office: 13/10/2021
- a) Whether recruited in the present post through DRB (District Recruitment Board)? No
- b) If Yes, District in which recruited: --Select--
- Home station / District declared at the time of joining service: Kollam
- Change of home station if any: New Home Station --Select-- Date of change []

(Change of permanent address/home station if any done through the offices will be shown above.)

17. Details of Service History

From	To	Office Name	Designation
27/03/2020	28/02/2021	PHC MOGRALPUTHUR	Assistant Surgeon
01/03/2021	12/10/2021	PHC MOGRALPUTHUR	Assistant Surgeon
13/10/2021	31/08/2021	24X7 PHC KAYYUR	Assistant Surgeon

FIG 2

3. VERIFICATION OF DETAILS:

Most of the details will be auto filled from the database. You may verify the details such as Name, Department, PEN, Designation etc and if the details are found correct, proceed to apply. If the details seen there are not correct, first get it corrected through respective establishment/ DDO before proceeding further.

(If there is any error message shown such as error in Service history or data is not locked, then you have to contact your DDO for making necessary corrections before proceeding further).

4. CONFIRM YOU NEED TRANSFER:

It is made mandatory to answer the query in Serial No. 19 '**whether transfer is required**'. If your selection is '**Yes**', then proceed to query No. 20, this option allows you to select the '**Station to which Transfer is Requested**' in the order of your Preference.

19. Whether Transfer is required:

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

21. Whether Transfer is Requested on the basis of any protection given below? Tick as applicable. Supporting documents to be attached along with signed hard copy

I ☐ Two years to retirement

II (Items I,iii,xiv,xvii will be filled in automatically based on the data available in SPARK). Attach supporting documents along with the hard copy of the application.

i. ☐ SC/ST

iii. ☐ Physically handicapped Percentage of Disability

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

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

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

xi. ☐ Dependent of persons who died in war (Wife/Husband/Father/Mother/Son/Daughter).

xiii. ☐ ~~Widow of a person who died in war~~

ii. ☐ Blind Employee Percentage of Disability

iv. ☐ Deaf And Dumb Employee Percentage of Disability

vi. ☐ Mentally Disabled

viii. ☐ Parents of autistic/Cerebral palsy affected children

x. ☐ Parents of Deaf and dumb children

xii. ☐ Son/Daughter who looks after the Freedom Fighter

xiv. ☐ ~~Widow of a person who died in war~~

Yes ☐ View Vacancy List

Likely Vacancy Positions for the Cadre: Head Nurse

Department Name	Office Name	Vacancy Type	No. of Vacancy
Medical Education	DENTAL COLLEGE, TRIVANDRUM	Open Vacancy	1
Medical Education	GOVT DENTAL COLLEGE, KOZHIKODE	Replacement	1

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

Sl no	District	Office
	--Select--	--Select--

Insert

FIG 3

If you belong to any priority category, then tick the relevant box available in the list. In this case, you have to attach the supporting documents with the signed hard copy of application while you submit it to the authorities.

Even if transfer is not required now, the employees can mark their preferred stations, as per the order of preference; so whenever employees transfer occurs on administrative ground, system will consider their choice of station by priority, if open vacancies exist in such places. All the employees are advised to mark their preference.

Employee who have completed the Military Service

Relative of Jawan (Wife/Husband/Father/Mother/Son/Daughter).

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

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitment be listed only if the applicant has completed five years of service in the present station. In the case of inter-district transfer shall be listed only if the applicant has completed one year of service in the present district.

Sl no	District	Office
1	Thiruvananthapuram	DENTAL COLLEGE, TRIVANDRUM
2	Thiruvananthapuram	Medical College Hospital, Thiruvananthapuram

--Select-- --Select-- Insert

23. Details of LWA availed if any

NIL

24. Details of Deputation availed

District	Department	Name of Organization	From date	To date
Thiruvananthapuram	--Select--	--Select--		

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

District	Department	Office	From date	To date
--Select--	--Select--	--Select--		

26. Declaration

☐ I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (Item 21) along with the signed copy of this application.

Date: _____ Signature: _____

FIG 4

5. SAVE DRAFT APPLICATION:

After filling the necessary columns, you may click on the check box of the declaration as a token of acceptance. This will enable the 'Save Draft' button. To save the application click on the 'Save Draft' button. Even after saving the application you can make corrections and save multiple times until the application is submitted.

6. SUBMITTING APPLICATION:

- If the entered details/selected options are correct, then click the '**Generate OTP for verification**' for further verification. Make sure the One Time password is received in your registered mobile number.
- Use the '**Submit application**' button for submitting the application after entering OTP.

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitment be listed only if the applicant has completed five years of service in the present station. In the case of inter-district transfer shall be listed only if the applicant has completed one year of service in the present district.

Sl no	District	Office
	--Select--	--Select--

Insert

23. Details of LWA availed if any

NIL

24. Details of Deputation availed

District	Department	Name of Organization	From date	To date
--Select--	--Select--			

District	Department	Office	From date	To date
--Select--	--Select--	--Select--		

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

26. Declaration

☐ I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (item 21) along with the signed copy of this application.

Date :

Signature

After submitting the application online, print out of the application may be generated for submitting signed hard copy to the office along with supporting documents for pr

Save Draft Generate OTP for verification Enter OTP received in your mobile Submit Application Print Application

FIG 5

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

7. PRINT APPLICATION:

If all the above steps are completed successfully, you will be able to take hard copy printout of the submitted application through **Print Application**. The hard copy of application should be signed by the applicant and submitted to Office attaching documentary proof of priorities claimed if any.

Application for General Service

Application No: 36499

1. Permanent Employee Number (PEN)	188908
2. Name	Lissyamma P-J
3. Department	Medical Education
4. Designation	Head Nurse
5. Contact Number	9948311344
6. E-mail	saithvm@gmail.com
7. Name of present institution	MEDICAL COLLEGE HOSPITAL ALAPPUZHA
8. Date of Entry in Service	11/05/1997
9. Date of retirement	30/11/2020
10. Order no. & date of promotion in the present post	56.01/07/2015
11. Date of joining in the present post	01/07/2015
12. Date of joining in the present district	26/06/2016
13. Date of joining in the present station/Office	06/06/2016
14. (a) Whether recruited in the present post through DRB	No
(b) If yes, District in which recruited	NIL
15. Home station /District declared at the time of joining service	Kottayam
16. Change of home station if any	New Home Station : Date of change
17. Details of Service History	

Sl No.	Name of Institution	Designation	From Date	To Date
1	SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM	Staff Nurse Gr II	31/05/1997	13/06/1997
2	SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM	Staff Nurse Gr II	14/06/1997	13/06/2002
3	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2002	31/05/2003
4	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2003	31/05/2004
5	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2004	13/06/2004
6	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2004	30/06/2004
7	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2004	30/06/2005
8	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2005	30/06/2006

Fig 6

WARNING: No editing will be permissible after submitting the application!!!

8. Viewing Application /status /Printing

After submitting the online request, any time if we access the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer', following page will be displayed. Two link buttons 'View application status', 'View Transfer request' and an action button 'Print Submitted Application' are visible for respective functionalities as in fig 7 below.



FIG 7

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