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.

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

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

View likely vacancy positions

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:

a. If the entered details/selected options are correct, then click the **'Generate OTP for verification'** for further verification. Make sure the One Time password is received in your registered mobile number.

b. Use the **'Submit application '** button for submitting the application after entering OTP.

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.

| 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.

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.

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

FIG 7

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