



**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](http://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.

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

### Transfer Request

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

- Permanent Employee Number (PEN): 889655
- Name: SARANYA PURUSHOTHAMAN
- Department: Health Services
- Designation: Assistant Surgeon
- Contact Telephone number:
  - Mobile: 9446452244
- E mail: sara.amak108@gmail.com
- Name of Present Institution/Office: 24X7 PHC KAYYUR
- Date of Entry in Service: 27/03/2020
- Date of Retirement: 30/06/2049
- Posting/Promotion Order no. & Date in the present post: [ ] [ ]
- Date Of Joining in the Present Post: 27/03/2020
- Date of Joining in the Present District: 27/03/2020
- Date of Joining in the Present Station/Office: 13/10/2021
- Whether recruited in the present post through DRB(District Recruitment Board)?
  - a). 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.)

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

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.

Yes  View Vacancy List

19. Whether Transfer is required:

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

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--	--Select--	Insert

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.  ...

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.  ...

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).

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

Husband/wife of non-resident Keralites

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

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

Sl no	District	Office	
1	Thiruvananthapuram	DENTAL COLLEGE, TRIVANDRUM	Edit
2	Thiruvananthapuram	Medical College Hospital, Thiruvananthapuram	Edit
--Select--	--Select--	--Select--	Insert

23. Details of LWA availed if any

NIL

24. Details of Deputation availed

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

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

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

26. Declaration

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

FIG 4

## 5. SAVE DRAFT APPLICATION:

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

## 6. SUBMITTING APPLICATION:

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

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

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

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

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.



The screenshot displays the SPARK Employee Interface. The main heading is "Service and Payroll Administrative Repository for Kerala Employee Interface". The navigation menu includes: Home/Advances, Service Matters, Income Tax, Provident Fund, Accounts, and Sign Out. The "Transfer Request" section is active, showing a table with four columns: "Receiving Application", "Forwarding to DLO", "Forwarding to SLO", and "Accepting by SLO". Each column contains start and end dates. Below the table, there are two links: "View application status" and "View Transfer request". A table below these links shows application details for SARANYA PULUSOTHASLEEN, with a "Print Submitted Application" button.

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 : 02/12/2021 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

Name	Empid	Department	Description	Year	Application No	Status
SARANYA PULUSOTHASLEEN	88955	Health Services	Assistant Surgeon	2021	172003	Submitted

FIG 7

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