



ഭരണഭാഷ - മാതൃഭാഷ

വ്യവസായ വാണിജ്യ ഡയറക്ടറുടെ കാര്യാലയം

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നം: DIC/2393/2021-EC3

തീയതി: 05-11-2022

സർക്കുലർ

വിഷയം:- വ്യവസായം - ജീവനക്കാര്യം - പൊതു സ്ഥലംമാറ്റം 2022- ഓൺലൈൻ അപേക്ഷകൾ സ്വീകരിക്കുന്നത് സംബന്ധിച്ച്.

സൂചന:- 1) 25/02/2017 തീയതിയിലെ ജി.ഒ (പി) നം 03/2017 ഉ.പ.ഭ.വ ഉത്തരവ്.

മേൽ പ്രസ്താവിച്ചിരിക്കുന്ന സർക്കാർ ഉത്തരവിലെ മാനദണ്ഡങ്ങളുടെ അടിസ്ഥാനത്തിൽ വ്യവസായ വാണിജ്യ വകുപ്പിലെ (കയർ, കൈത്തറി ഉൾപ്പെടെ) ജീവനക്കാരിൽ നിന്നും 2022 വർഷത്തെ ഓൺലൈൻ പൊതു സ്ഥലംമാറ്റത്തിനുള്ള അപേക്ഷകൾ ക്ഷണിക്കുന്നു. ഓൺലൈൻ പൊതുസ്ഥലംമാറ്റവുമായി ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥരുടെ വിവരങ്ങൾ ചുവടെ ചേർക്കുന്നു.

നോഡൽ ഓഫീസർ : ശ്രീ. അജീഷ് എം.എസ്

(പെൻ നമ്പർ) : 396178

തസ്തിക : വ്യവസായ വികസന ഓഫീസർ, വ്യവസായ വാണിജ്യ ഡയറക്ടറേറ്റ്)

ഫോൺ നമ്പർ : 8086926614

സ്റ്റേറ്റ് ലെവൽ ഓഫീസർ : ശ്രീമതി ഹിരണ്മയി കെ. ആർ

(പെൻ നമ്പർ) : 201723

തസ്തിക : സീനിയർ സൂപ്രണ്ട്, വ്യവസായ വാണിജ്യ ഡയറക്ടറേറ്റ്)

ഫോൺ നമ്പർ : 9446364287

I/286570/2022

ഓൺലൈൻ അപേക്ഷകൾ സമർപ്പിക്കുന്നതുമായി ബന്ധപ്പെട്ട തീയതികൾ ചുവടെ ചേർക്കുന്നു.

	ആരംഭിക്കുന്ന തീയതി	അവസാനിക്കുന്ന തീയതി
ഉദ്യോഗസ്ഥർ സ്പാർക്ക് മുഖേന അപേക്ഷകൾ സമർപ്പിക്കേണ്ട തീയതി	08/11/2022	16/11/2022
ഉദ്യോഗസ്ഥർ സമർപ്പിക്കുന്ന അപേക്ഷകൾ DDO മാർ SLO ക്ക് സമർപ്പിക്കേണ്ട തീയതി	08/11/2022	17/11/2022
SLO അപേക്ഷകൾ സ്വീകരിക്കുന്ന തീയതി	08/11/2022	19/11/2022

ഉദ്യോഗസ്ഥർ ഓൺലൈൻ പൊതു സ്ഥലംമാറ്റത്തിനുള്ള അപേക്ഷകൾ സമർപ്പിക്കുന്നതിന് മുൻപായി തങ്ങളുടെ സേവന ചരിത്രവും മറ്റു വിശദാംശങ്ങളും സ്പാർക്കിൽ അപ്ഡേറ്റ് ചെയ്ത് ലോക്ക് ചെയ്തിട്ടുണ്ടെന്ന് DDO മുഖാന്തിരം ഉറപ്പു വരുത്തേണ്ടതാണ്. ഉദ്യോഗസ്ഥരുടെ സേവന ചരിത്രം പൂർണ്ണമല്ലെങ്കിലോ സ്പാർക്ക് ലോക്ക് ചെയ്യാതിരിക്കുകയോ ചെയ്യുന്ന പക്ഷം ടിയാളുകൾക്ക് ഓൺലൈൻ അപേക്ഷകൾ സമർപ്പിക്കുവാൻ സാധിക്കുകയില്ല.

സ്പാർക്കിൽ ഹോംസ്റ്റേഷൻ മാറ്റം വരുത്താൻ ആഗ്രഹിക്കുന്ന ഉദ്യോഗസ്ഥർ അതിന് സർക്കാരിൽ നിന്നും അനുമതി ലഭിച്ചതിനുള്ള രേഖ അതാത് DDO മാർക്ക് സമർപ്പിക്കേണ്ടതാണ്. പ്രസ്തുത രേഖ പരിശോധിച്ച് ഉറപ്പു വരുത്തിയ ശേഷം DDO മാർ സ്പാർക്കിൽ ഹോംസ്റ്റേഷൻ അപ്ഡേറ്റ് ചെയ്യേണ്ടതുമാണ്.

മുൻഗണനാ അവകാശം (Priority) ഉന്നയിക്കുന്ന ഉദ്യോഗസ്ഥർ ആയത് തെളിയിക്കുന്നതിനുള്ള മതിയായ രേഖകൾ അതാത് DDO മാർക്ക് സമർപ്പിക്കേണ്ടതും പ്രസ്തുത രേഖകൾ പരിശോധിച്ച് ഉറപ്പു വരുത്തിയ ശേഷം മാത്രം DDO മാർ ഓൺലൈൻ അപേക്ഷകൾ SLO യ്ക്ക് സമർപ്പിക്കേണ്ടതുമാണ്.

28.02.2022 തീയതി പ്രാബല്യത്തിലാണ് ഒരു സ്റ്റേഷനിലെ സേവന കാലയളവ് കണക്കാക്കുന്നത്.

ഉദ്യോഗസ്ഥരുടെ Unauthorized absence, LWA, Working arrangement, Leave history എന്നിവ സംബന്ധിച്ച കൃത്യമായ വിവരങ്ങൾ സ്പാർക്കിൽ അപ്ഡേറ്റ് ചെയ്ത് ലോക്ക് ചെയ്യേണ്ടതിന്റെ പൂർണ്ണ ഉത്തരവാദിത്തം അതാത് DDO മാർക്കാണ്.

ഓൺലൈൻ അപേക്ഷകൾ സമർപ്പിക്കുന്ന ഉദ്യോഗസ്ഥർ സ്പാർക്കിൽ നിന്നും ലഭിക്കുന്ന അപേക്ഷയുടെ പകർപ്പ് എടുത്ത് സൂക്ഷിക്കേണ്ടതും അതിന്റെ സ്വയം സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ഓൺലൈൻ അപേക്ഷയുടെ ആധികാരികത പരിശോധിക്കുന്നതിനായി അതാത് DDO മാർക്ക് സമർപ്പിക്കേണ്ടതും DDO ആയത് പരിശോധിച്ചശേഷം SLO യ്ക്ക് കൈമാറേണ്ടതുമാണ്.

ഉദ്യോഗസ്ഥർ സമർപ്പിക്കുന്ന ഓൺലൈൻ അപേക്ഷകളിൽ നിരസിക്കുന്ന അപേക്ഷകൾ സംബന്ധിച്ച വിശദാംശങ്ങൾ DDO മാർ SLO യെ അറിയിക്കേണ്ടതാണ്. SLO യുടെ അനുമതി ലഭ്യമായ ശേഷം മാത്രമേ ടി ഉദ്യോഗസ്ഥർക്ക് ഓൺലൈൻ അപേക്ഷകൾ പുനർ സമർപ്പിക്കുവാൻ സാധിക്കുകയുള്ളൂ.

ഓൺലൈൻ പൊതു സ്ഥലംമാറ്റവുമായി ബന്ധപ്പെട്ട അപേക്ഷകൾ സ്പാർക്ക് മുഖേന സമർപ്പിക്കുന്നത് സംബന്ധിച്ച വിവരണങ്ങൾ ഉൾക്കൊള്ളുന്ന യൂസർ മാനുവൽ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

I/286570/2022

ഓൺലൈൻ അപേക്ഷകൾ സമർപ്പിക്കുവാൻ നിശ്ചയിച്ചിട്ടുള്ള സമയപരിധി കൃത്യമായി പാലിക്കപ്പെടേണ്ടതാണ്. അപൂർണ്ണമായ സേവന ചരിത്രം, സ്പാർക്ക് ലോക്ക് ചെയ്യാതിരിക്കുക എന്നിവയുടെ പൂർണ്ണ ഉത്തരവാദിത്തം ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർക്കും അതാത് DDO മാർക്കും മാത്രമായിരിക്കും.

സമർപ്പിക്കപ്പെടുന്ന ഓൺലൈൻ അപേക്ഷകളിൽ നിരസിക്കപ്പെടുവാൻ മതിയായ കാരണങ്ങളുള്ള അപേക്ഷകൾ നിരസിക്കുന്നതിനുള്ള അവകാശം SLO യ്ക്ക് ഉണ്ട്.

അനുകമ്പാർഹമായ കാരണങ്ങളുടെ അടിസ്ഥാനത്തിൽ ഏതെങ്കിലുമൊരു സ്റ്റേഷനിൽ തുടരാൻ (പരമാവധി 5 വർഷം) / ഏതെങ്കിലുമൊരു സ്റ്റേഷനിലേക്ക് സ്ഥലംമാറ്റം ലഭിക്കാൻ ആഗ്രഹിക്കുന്ന ഉദ്യോഗസ്ഥർ ആയത് തെളിയിക്കുന്നതിനുള്ള മെഡിക്കൽ സമർട്ടിഫിക്കറ്റ് സഹിതം അപേക്ഷകൾ സ്ഥാപന മേധാവി മുഖാന്തിരം 16/11/2022 മുന്പായി SLO യ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്.

S. HARIKISHORE I A S

DIRECTOR

വ്യവസായ വാണിജ്യ ഡയറക്ടർ

ഉള്ളടക്കം:- യൂസർ മാനുവൽ

- പകർപ്പ്:-
- 1) എല്ലാ ഉപ ഓഫീസുകൾക്കും (വെബ് സൈറ്റ് മുഖാന്തിരം)
 - 2) ഐ.റ്റി സെക്ഷൻ (വെബ് സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്)

അംഗീകാരത്തോടെ

സീനിയർ സൂപ്രണ്ട്



**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.

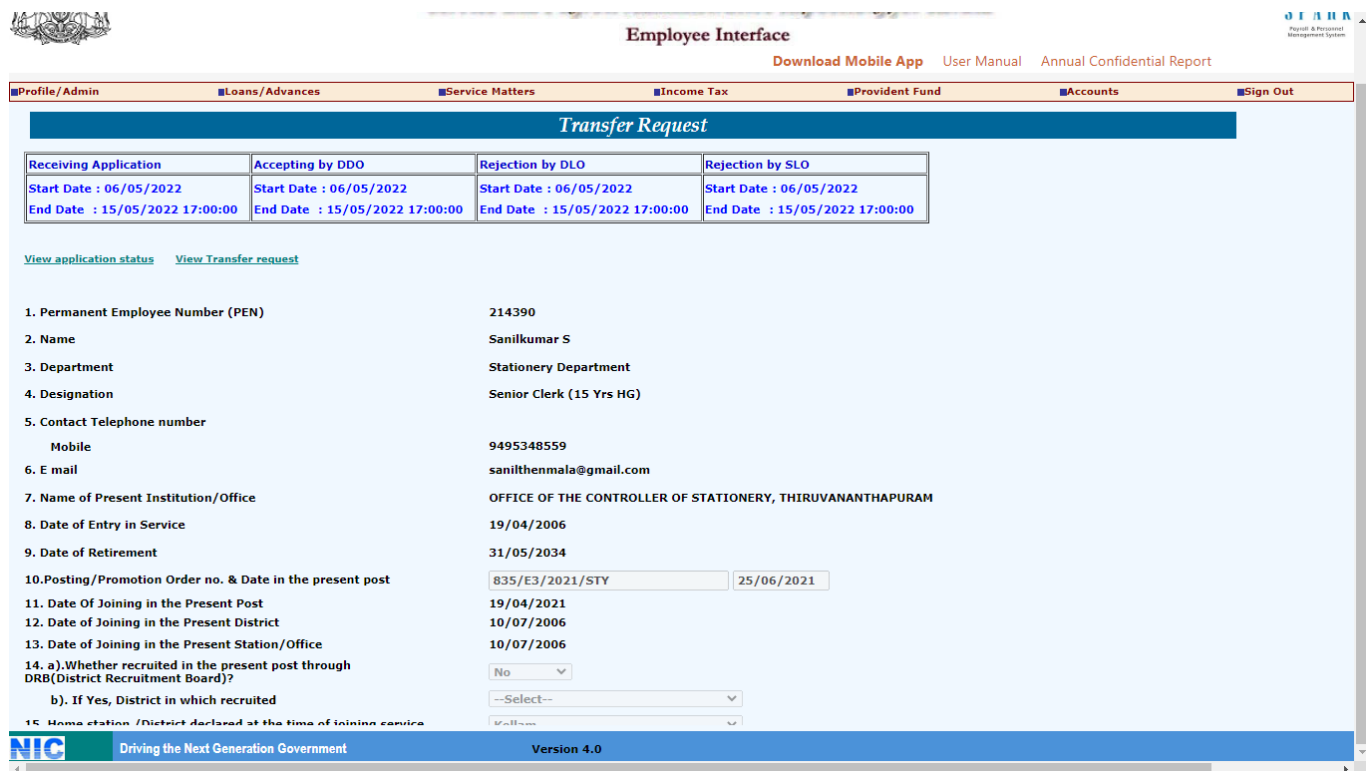


FIG 1

2. **ACCESS ONLINE APPLICATION:**

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

The online application will be displayed as below.



The screenshot displays the 'Employee Interface' for a 'Transfer Request'. At the top, there is a navigation bar with links for 'Download Mobile App', 'User Manual', and 'Annual Confidential Report'. Below this is a menu bar with options: 'Profile/Admin', 'Loans/Advances', 'Service Matters', 'Income Tax', 'Provident Fund', 'Accounts', and 'Sign Out'. The main heading is 'Transfer Request'. Below the heading is a table with four columns: 'Receiving Application', 'Accepting by DDO', 'Rejection by DLO', and 'Rejection by SLO'. Each column contains 'Start Date : 06/05/2022' and 'End Date : 15/05/2022 17:00:00'. Below the table are two links: 'View application status' and 'View Transfer request'. The main form area contains 15 numbered fields for employee details. Fields 1 through 14 are filled with text, while field 15 is a dropdown menu. The bottom of the interface features a blue footer bar with the NIC logo, the text 'Driving the Next Generation Government', and 'Version 4.0'.

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

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

- Permanent Employee Number (PEN) : 214390
- Name : Sanilkumar S
- Department : Stationery Department
- Designation : Senior Clerk (15 Yrs HG)
- Contact Telephone number : 9495348559
- E mail : sanilthenmala@gmail.com
- Name of Present Institution/Office : OFFICE OF THE CONTROLLER OF STATIONERY, THIRUVANANTHAPURAM
- Date of Entry in Service : 19/04/2006
- Date of Retirement : 31/05/2034
- Posting/Promotion Order no. & Date in the present post : 835/E3/2021/STY 25/06/2021
- Date Of Joining in the Present Post : 19/04/2021
- Date of Joining in the Present District : 10/07/2006
- Date of Joining in the Present Station/Office : 10/07/2006
- a). Whether recruited in the present post through DRB(District Recruitment Board)? : No
- b). If Yes, District in which recruited : --Select--
- Name station / District declared at the time of joining service : --Select--

NIC Driving the Next Generation Government Version 4.0

FIG 2

3. VERIFICATION OF DETAILS:

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

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

18. Details of service in Notified Difficult Areas

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

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

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

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

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

I ☐ Two years or less to retirement

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

i. ☐ SC/ST

ii. ☐ Blind Employee Percentage of Disability

iii. ☐ Physically handicapped Percentage of Disability

iv. ☐ Deaf And Dumb Employee Percentage of Disability

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

vi. ☐ Mentally Disabled

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

viii. ☐ Parents of autistic/Cerebral palsy affected children

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

x. ☐ Parents of Deaf and dumb children

FIG 3

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

21. Details of LWA availed if any

NIL

22.Details of Deputation availed

District	Department	Name of Organization	From date	To date

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

District	Department	Office	From date	To date

24. Declaration

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

FIG 4

4. SAVE DRAFT APPLICATION:

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

5. SUBMITTING APPLICATION:

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

24. Declaration

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

Date : 29/04/2022

Signature

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

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.

Application No. 36499				
1. Permanent Employee Number (PEN)	186908			
2. Name	Lissyamma P.J			
3. Department	Medical Education			
4. Designation	Head Nurse			
5. Contact Number	9945311344			
6. E-mail	suffvm@gmail.com			
7. Name of present Institution	MEDICAL COLLEGE HOSPITAL ALAPPUZHA			
8. Date of Entry in Service	31/05/1997			
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	06/06/2016			
13. Date of joining in the present station/Office	06/06/2016			
14. (a) Whether recruited in the present post through DBS?	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!!!

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

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

Government of Kerala
GENERAL TRANSFER APPLICATION FORM

1	Permanent Employee Number (PEN)																									
2	Name																									
3	Department																									
4	Designation																									
5	Contact Telephone numbers																									
	Mobile																									
6	E mail																									
7	Name of Present Institution / office																									
8	Date of Entry in Service																									
9	Date of Retirement																									
10	Posting/Promotion Order no. & Date in the present post																									
11	Date Of Joining in the Present Post																									
12	Date of Joining in the Present District																									
13	Date of Joining in the Present Station/Office																									
14	(a)Whether recruited in the present post through DRB?																									
	(b) If yes, District in which recruited																									
15	Home station /District declared at the time of joining service																									
16	Change of home station if any	New Home Station _____ Date of change __/__/__																								
17	Details of Service History																									
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24	Declaration			
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	Date: _____ Signature _____			

After submitting the application online, printout of the application maybe generated for submitting signed hard copy to the office along with supporting documents for protection if any.