

HEALTH & FAMILY WELFARE (M) DEPARTMENT

No.5383/M2/2012/H&FWD

Thiruvananthapuram

Dated : 07-02-2012

Circular

Sub: H&FWD – General Transfer of Medical Officers – Module in SPARK –
Process – Instructions issued –Reg.

Ref: 1) GO (RT) No.379/2012 H&FWD dated 02-02-2012

2) Letter no. MC2-102380/2011 DHS Dated 24-01-2012

In the GO referred above the guidelines for General Transfer in H&FW Department has been issued. Online application facility for the medical officers in Health Services Department and Medical Education Department will be as follows

1. The General Transfer Module in SPARK shall be used for this purpose.
2. The applicant shall log into the www.spark.gov.in using the Pen Number & Password. The General Transfer Module is included under the Profile Menu. After Login the applicant shall fill up the on line application. After submitting the application on line, applicant shall take a printout of the application submitted, sign it and submit to the Head of institution/ The Principal of the Medical College as the case may be along with certificates to prove any preferential claim/s made in the application.
3. The Head of institution/ The Principal of the Medical College shall make the following verifications on line along with the print out of the applications and certificates.
 - a) The Applicant has submitted the signed copy of the Application.
 - b) The Designation mentioned in the application is correct.
 - c) Certificates as prescribed in the Application for any preferential considerations claimed by the applicant are submitted.
4. After verification The Head of institution/ The Principal of the Medical College shall forward the applications to DMO/ DME as the case may be through on line.
5. The signed applications along with the certificates for preferential considerations shall be kept in the respective institutions and make available to the DHS/DME for verification only if required.
6. The Head of Institution who wants to apply for transfer shall submit the on line application and then forward the application to DMO/DME as the case may be on line themselves using their privilege as Head of Institution.
7. DMO has the user privilege to forward the application in the District to DHS.
8. The status of the application will be visible to the applicant, Head of institution/ The Principal and DMO.
9. All applications forwarded by DMO / The Principal will be available to DHS / DME.

The Medical Officers under the DHS have to submit their application for the General Transfer before the Head of Institution concerned on or before **18-02-2012**. The

Head of institutions have to forward the on line applications to DMO on or before **22-02-2012**. The District Medical Officers have to submit the applications before the DHS on or before **24-02-2012**.

The Medical Officers under the DME have to submit their application for the General Transfer before the Principal of the Medical College Concerned on or before **18-02-2012**. The Principals have to forward the on line applications to DME on or before **24-02-2012**.

The draft list in this regard has to be published by the DHS / DME on **29-02-2012**. The final list of the same will be published on rectifying any anomalies on **07-03-2012**.

This facility is available only for the Medical Officers under the Health Services Department and Medical Education department.

Sd/
Deputy Secretary
P. Radhakrishnan

To

1. Director of Medical Education.
2. Director of Health Services.
3. Director of Public Relations for vide publicity.

Forwarded /by order

Section Officer