

**Last date for online submission of Transfer Application EXTENDED UPTO**

**: 29-02-2012**

### **Online Transfer Applications – Guidelines**

All Doctors, especially who completed three years of continuous service in Medical College Thiruvananthapuram/ Kottayam/ Kozhikode and two years of continuous service in Medical College Thrissur/Alappuzha shall submit the Application **irrespective of whether they require transfer or not.**

The first task before applying for transfer is to update the basic information in SPARK database. The steps are described below.

#### **Updating SPARK Database**

1. Updating Personal Information:  
Go to Profile => Personal Memoranda

Enter the following data if not already entered:

- a. Religion
- b. Caste in case of SC/ST or Inter-caste marriage
- c. Name of Spouse
- d. Religion and Caste of Spouse in case of Inter-caste marriage

Click 'Confirm' Button

Personal memoranda					
Sex	..	Nationality	India	Date of birth	..
Father's name	.....	Mother's name	.....	Date of superannuation	.....
Blood group		Religion		Caste	
Category	Gen	Ex-service men?	No	Physically handicapped	No
Nature of handicap				PAN number	
Ration card number		Voter id card number		Marital status	
Spouse's name	..	Is inter religion/caste	No	Spouse's religion	
Spouse's caste		Is spouse employed	Yes	Spouse employed in	..
Identification marks	-			Height (cm)	

- Updating Home District:  
Go to Profile => Personal Memoranda => Contact Details.

Update Permanent Address with District.  
Click 'Confirm' Button.

This District will be recorded as the Home District of the employee.

The screenshot shows the 'Contact details' form with the following fields and sections:

- Personal memoranda** (selected tab): Permanent Emp. No., Departmental Gen. No, if any, Service Category (State Gazetted), Name, Upload Signature, Upload photo, (In Pre Revised Scale).
- contact details** (selected section):
  - Present address**: House no and name, Street name, Place, Pin, State (Kerala), District (Thiruvananthapuram), Taluk (Thiruvananthapuram), Village, Phone number, Mobile number.
  - Permanent address**: House no and name, Street name, Place, Pin, State (Kerala), District (Thiruvananthapuram), Taluk (Thiruvananthapuram), Village (Kavadiyar), Phone number, Home town, E-mail address.
- Buttons**: Confirm, Next Employee.

- Updating Qualification:  
Go to Profile => Qualification  
Update Qualifications  
Click 'Confirm' Button

The screenshot shows the 'Educational Qualifications' form with the following sections:

- Educational Qualifications Table**:
 

	CourseType	CourseTitle	Subject
Select	Graduation-Medical	MBBS	Medicine
Select	Post Graduation-Medical	DGO	Obstetrics
- Selected Details**:
  - Course Type: --Select--
  - Course Title: [Text Field]
  - Subject: [Text Field]
  - University: [Text Field]
  - Institution: [Text Field]
  - Class: --Select--
  - Reg No: [Text Field]
  - Year: [Text Field]
- Buttons**: Confirm, Delete, Cancel.

#### 4.Updating Service History:

Go to Profile => Service Details

Update the details of Service History.

Office	Designation	FromDate	FN/AN	ToDate	FN/AN	BasicPay
CHC AROOKUTTY	Assistant Surgeon	29/09/00	FN	11/05/01	AN	2180
CHC VELLANAD	Assistant Surgeon	12/05/00	FN	15/06/00	FN	2180
W&C HOSPITAL THIRUVANANTHAPURAM	Assistant Surgeon	15/06/00	AN	01/06/00	FN	9150
DISTRICT MODEL HOSPITAL PEROORKADA	Assistant Surgeon	01/06/00	AN	01/06/00	FN	18900
TRANSIT	Assistant Surgeon	01/06/00	FN	03/06/00	AN	18900
TALUK HEADQUARTERS HOSPITAL KOTHAMANGALAM	Counsultant, Obstetrics and Gynaecology	04/06/00	FN	01/08/00	AN	18900
WOMEN & CHILDREN HOSPITAL MATTANCHERRY	Counsultant, Obstetrics and Gynaecology	02/08/00	FN	16/09/00	FN	18900
DISTRICT HOSPITAL KOTTAYAM	Counsultant, Obstetrics and Gynaecology	16/09/00	AN	05/01/01	AN	19350
TRANSIT	Counsultant, Obstetrics and Gynaecology	06/05/00	FN	09/05/01	FN	19350

**Selected Details**

Department: --Select--

District: --Select--

Office: --Select--

Search Limit Offices by Keyword

Designation: --Select--

Category: --Select--

Date From: --Select--

Date To: --Select--

Basic Pay:

Order No.:

Order Date:

Remarks:

Confirm Delete Cancel

#### Points to be noted:

- Ideally every change of institution, designation and basic pay shall be recorded. Users can opt to enter the last basic pay in a station in case of long service in a single institution.
- Enter the **complete service history** starting from the date of joining.
- When entering designations, designations containing the department and AGP shall be used. For example use the Designation **ASSISTANT PROFESSOR CARDIOLOGY (REGULAR/ CAP) WITH AGP.....** and not just "ASSISTANT PROFESSOR"
- Order No, Order Date and Remarks are not mandatory

## 5. Present Institution:

The Service Details page contains only historical data. The service in the present institution can not be entered there. (Unless you've had a promotion or increment while in the present station). For those who are regular users of SPARK this information would be already available in the SPARK database. Those who are not regular users of SPARK will have to enter the date of joining the present institution. For this follow the steps below

Go to Salary => AG Pay Slip

Enter the pay slip information pertaining to the date of joining the present institution

The screenshot shows the 'AG Pay Slip Details for Self Drawing Officers' form. At the top, there are navigation tabs: Profile, Loans/Advances, Leaves, Salary, Income Tax, and Provident Fund. The form title is 'AG Pay Slip Details for Self Drawing Officers'. Below the title, there are fields for PEN NO. and NAME. A 'Pay Slip History' table is visible on the left. The main section is 'Enter Pay Slip Details', which includes input fields for Pay Slip Date, Pay Slip Number, Effective Date, Pay (Monthly Rate), Leave Salary (Monthly Rate), DA (Monthly Rate), HRA (Monthly Rate), and CCA (Monthly Rate). Below these fields is an 'Other Earnings' table with columns for 'Other Earnings', 'Amount', and an 'Insert' button. At the bottom, there are three buttons: 'Confirm', 'Add new entry in this pay slip', and 'New PaySlip Entry'. A red note on the right side of the form reads: 'Note: 1) Only Payslip or Leave Salary slip from AG need to be updated here. (Other slips like Leave surrender slip should not be updated) 2) AG Slip details once entered cannot be deleted. 3) If any salary processed after effective date of the slip, it cannot be modified.'

(SPARK has a bug here! You may find that some of the 'Other Earnings' viz. Special Pay, Special Allowance, PG Allowance etc you have entered missing in the display. Do not worry. Save the data as it is. You can edit the entry after saving the data and add the missing components.)

You can add all the Pay slip data subsequent to this. You will require the latest pay slip data to generate salary bill for February, 2012. (How ever you can decide to do it later and go ahead with your Transfer request formalities now!)

Go to Salary => Present Salary Details

Select the Office from the drop down list. Verify whether the treasury name is correctly displayed

Enter the date of joining the present station in the field 'Last Pay/Desig/office change date'

Enter the Designation and the basic pay

Click confirm

**Employee Interface**

[Profile](#)   [Loans/Advances](#)   [Leaves](#)   [Salary](#)   [Income Tax](#)

### Present Salary details

Department: Health Services   **Office**:   
 Basic Pay: 19350   **Bill type**: SD   **Designation**: Consultant, Obstetrics and Gynaecol.   
 Credit Salary to TSB?(Y/N): No   **Last Pay/Desig/office change date**: 09/05/2011   **Next Incr date**: 01/03/2011   
 Account no:   
 Treasury Name: Sub Treasury,

[AG Payslip](#)   [Loans and Advances](#)   [Recovery Exemption](#)

Head Description: 2210 - 01 - 110 - 99 - 01 - (mh-smh-minh-sh-ssh-deth-objh)   Plan(P)/Non-Plan(N): N   Voted(v)/Charged(c): V   **Confirm**

Gazetted:   Ratio:

You may find warning message similar to the one below.

Office: TALUK HOSPITAL PARASSALA   **Bill type**: SD   **Designation**: Consultant, Obstetrics and Gynaecol.

In AG PaySlip with payslip date 22/06/2011 and effective date 14/05/2011  
 The allowances in the AG Payslip is not matching with that in present salary details. Please correct and proceed.

Plan(P)/Non-Plan(N): N   Voted(v)/Charged(c): V   **Confirm**

Ratio:

This is nothing concerned with our present task of applying for the transfer. You can ignore it for the time being and get it corrected while preparing the salary bill later. Click 'OK' and go ahead.

**Remember that the procedure described in Para 5 is not required if you are a regular SPARK user ever since you joined the present institution.**

6. Now you need to enter all Working Arrangements in your service.  
Go to Salary => Employee in Working Arrangement  
Enter details of all Working arrangements since joining the service.

**Employee Interface**

[Profile](#)    [Loans/Advances](#)    [Leaves](#)    [Salary](#)    [Income Tax](#)

**Employees in WorkingArrangement**

Department:   
 Office:

Employee	From Date	To Date	Department	Districts	Office(in Working Arrangement)	Eligible for HRA from this office(Y/N)	Eligible for CCA from this office(Y/N/No CCA)	
<a href="#">Edit</a> 00 DR	14/05/2011	31/03/2012	Health Services		DISTRICT	Yes	Yes	<a href="#">Delete</a>
--Select--			--Select--	--Select--		No	No CC	<a href="#">Insert</a>

After updating each row click 'Insert' link in the extreme right column

7. Update the LWA details:  
Go to Leaves => Leave Aailed  
Enter details of all LWA availed since joining service (Except LWA on Medical Grounds).

**Employee Interface**

[Profile](#)    [Loans/Advances](#)    [Leaves](#)    [Salary](#)

**Leaves Aailed**

	Leave Type	From	To	No of Days	Purpose	Sanction No	SanctionedBy	
<a href="#">Edit</a>	Leave without Allowance	30/09/1997	27/12/1997	89				<a href="#">Delete</a>
	--Select--							<a href="#">Insert</a>

## Filling up the Transfer Request form

You have updated all the required service information in the SPARK database and you can start filling up the Transfer request form now. (Please note that next year onwards you can start your transfer request process from this stage!)

While filling up the Transfer request online the Applicant can decide to save the form at any stage and then resume filling up later any time conveniently. After filling up completely and ensuring that the entries are correct the form may be submitted online. No changes are possible after submitting the form.

Please note that the forms submitted by you are filed in the respective institutions and not physically send to DME. The digital data as available in the database is used for processing the Applications. Hence **accuracy and completeness of data is of paramount importance**

A. Verify the service data :

Go to Profile => Transfer Request (Health Dept)

The data as available in the SPARK database will be displayed there.

Transfer Request (Health Department)	
<b>Note :</b> This on-line transfer request module is ONLY FOR DOCTORS under DHS and DME. The details shown here are from the personnel details and service history available in SPARK. If anything found incorrect, you may update the SPARK data through your office and try again. After filling this form, details can be saved and changed any number of times until you submit the form.	
<b>Application No :</b>	<b>Status :</b> Application not Submitted
1. PEN	
2. Name	DR
3. Permanent Address	695003,Thiruvananthapuram
4. Contact Telephone numbers	
a) Land Line - Residence	
b) Mobile	
5. E mail	
6. Date Of Birth	29/06/1962
7. Age	49
8. Designation	Consultant, Obstetrics and Gynaecology
9. District in which Presently working	Thiruvananthapuram
10. Institution in which Presently working	TALUK HOSPITAL PARASSALA.
11. Date of Entry in to Department	29/09/1997
12. Date of Retirement	31/03/2018
13. Date from which working in the present Institution	09/05/2011
14. Date from which working in the present District	09/05/2011

Verify the data and ensure that everything is correct. If there are any errors you can correct those using SPARK menus as described above.

The status of the Application is displayed in red colour.

B. Those who belong to Specialty cadre shall enter the data of acquisition of PG qualification (For doctors under DHS only)

13. Date from which working in the present Institution	09/05/2011
14. Date from which working in the present District	09/05/2011
15. Year of acquiring PG Qualification if belongs ( Only for doctors under DHS )	--Select--

C. Details of LWA availed during the last three years will be displayed. Any errors can be corrected using the SPARK menu described above. (Para No: 7)



D. The Service History for the **last three years** will be displayed as below.

From Date	To Date	Office Name	Designation
06/05/2011	09/05/2011	TRANSIT	Counsellant, Obstetrics and Gynaecology
16/09/2010	05/05/2011	DISTRICT HOSPITAL KOTTAYAM	Counsellant, Obstetrics and Gynaecology
02/08/2010	16/09/2010	WOMEN & CHILDREN HOSPITAL MATTANCHERRY	Counsellant, Obstetrics and Gynaecology
04/06/2010	01/08/2010	TALUK HEADQUARTERS HOSPITAL KOTHAMANGALAM	Counsellant, Obstetrics and Gynaecology
01/06/2010	03/06/2010	TRANSIT	Assistant Surgeon

Any error noticed has to be corrected using the SPARK menu described above (Para No: 4). Please note that the Service History table displayed here contains only historical data. The latest institution will not be displayed here. If a person is working in the same institution for more than three years then the Service History table will be blank.

E. Present Service status will be available in item nos 13 and 14.

13. Date from which working in the present Institution **09/05/2011**  
 14. Date from which working in the present District **09/05/2011**  
 15. Year of acquiring DC Qualification if belongs /

Ensure that the dates are correct.

F. If you have completed three years of continuous service in Medical College Thiruvananthapuram/ Kottayam/ Kozhikode or two years of continuous service in Medical College Thrissur/Alappuzha then you **are eligible for transfer**.

If you require a transfer then you may select 'Yes' for item No. 18. Then enter the ground on which you are requesting transfer (this is not mandatory). And finally enter your preferences.

18. Whether Transfer is required:

a) Ground for request of transfer

b) Preference of Institutions for transfer

Sl No	District	Name of Institution	Reason for Preference
1	--Select--		
2	--Select--		
3	--Select--		



H. If spouse is a Government employee enter details:

21. Is spouse is a Government employee ?	Yes ▼
a) Name of Spouse	<input type="text"/>
b) Designation	<input type="text"/>
c) Institution	<input type="text"/>
d) PEN No. of Spouse (if available)	<input type="text"/>

I. After submitting the Application form online, applicants shall take a print out of the Application submitted, sign it and submit to the Principal concerned along with certificates to prove any preferential claims made in the Application.

J. The Principal shall forward the Applications to DME online. (Profile => Transfer Request (Forwarding by HO))

K. Before forwarding the Principal shall make the following verifications.

- The Applicant has submitted signed copy of the Application
- The designation of the Applicant mentioned in the Application is correct.
- Certificates as prescribed in the Application for any preferential considerations claimed by the Applicant are submitted.

L. The signed Applications along with the certificates for preferential considerations may be filed in the respective Institutions and made available to the DME for verification only if required.

M. PrincipalS who want to apply for transfer may submit the online Application and then forward the Application to the DME online themselves using their privilege as the Head of Institution.

N. All the applications forwarded by Principal will be available to the DME.

O. The status of the Applications will be visible to the Applicant and Principals concerned.

P. All Applicants are advised to verify the status of the Application submitted by them to make sure that these Applications are received at DME.

Q. Last date for online submission of Application : 29-02-2012