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GOVERNMENT OF KERALA
DIRECTORATE OF MEDICAL EDUCATION

MEDICAL COLLEGE.P.O

Thiruvananthapuram-695 011

No: H5/3360/2012/DME

Dated: 14/02/2012

Notification

Revised procedure for application for transfer for Doctors (both Dental & Medical) under Directorate of Medical Education is narrated below.

1. The facility to submit requests for transfer online is available for Doctors under the Director of Medical Education. Applications submitted as per the procedure narrated below alone will be considered.
2. All Doctors under the Directorate of Medical Education who have 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.**
3. Heads of Institutions shall ensure that all Doctors working in the institution who have completed three years/ two years of continuous service in the College have submitted this online Form.
4. The SPARK Establishment User in the respective Institutions shall provide all assistance to the Applicants in submitting the Online Transfer Application form, if necessary.
5. It is mandatory that any person who wants to apply for transfer should have enrolled in SPARK and has updated the information. In addition to the basic service data, the following data pertaining to each Applicant shall also be updated in the SPARK Database by themselves or through the SPARK Establishment User in the respective Institutions.
 - a. Permanent Address with District. This District will be recorded as the Home District of the employee. (Profile => Personal Memoranda => Contact Details)
 - b. Qualifications (Profile => Qualification)
 - c. Religion (Profile => Personal Memoranda)
 - d. Caste in case of SC/ST or Inter-caste marriage (Profile => Personal Memoranda)
 - e. Name of Spouse (Profile => Personal Memoranda)
 - f. Religion and Caste of Spouse in case of Inter-caste marriage (Profile => Personal Memoranda)
 - g. Details of Service History. (Profile => Service Details)

- h. Details of all Working arrangements. (Salary => Employee in Working Arrangement)
 - i. Details of all leaves except Casual Leave availed (Leaves => Leave Availed)
6. After ensuring that all the above details are correctly updated, Applicant may submit their Transfer request online. (Profile => Transfer Request (Health Dept.))
 7. 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.
 8. The Applicant shall ensure that the Designation mentioned in the Application is correct.
 9. After submitting the Application form online, applicants shall take a print out of the Application submitted, sign it and submit to the Head of Department along with certificates to prove any preferential claims made in the Application.
 10. The Head of Department shall forward the printed Applications along with the accompaniments to the Head of Institution.
 11. The Head of Institution shall forward the Applications to DME online using their user privilege as Head of Institution. (Profile => Transfer Request (Forwarding by HO))
 12. Before forwarding the Head of Institution shall make the following verifications.
 - a. The Applicant has submitted signed copy of the Application
 - b. The designation of the Applicant mentioned in the Application is correct.
 - c. Certificates as prescribed in the Application for any preferential considerations claimed by the Applicant are submitted.
 13. 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.
 14. Heads of Institutions 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.
 15. All the applications forwarded by the Heads of Institutions will be available to the DME.
 16. The status of the Applications will be visible to the Applicant, Head of Institution and DME.
 17. All Applicants are advised to verify the status of the Application submitted by them to make sure that these Applications are received at DME.
 18. The last dates for submission of Applications will be as follows:
 - a. Last date for online submission of Application at Institution: - 18-02-2012
 - b. Last date for receiving the Application at DME online: - 23-02-2012

Note : The Salary to all employees has to be drawn through SPARK from March 2012 onwards. Hence all employees should collect their PEN number and passwords from the DMUs concerned. The SDOs will get their SDO privilege (to draw salary) only after updating their service details in the Spark Module.

Sd/-
Director