**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
2. 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.

3. Updating Qualification:
   Go to Profile => Qualification
   Update Qualifications
   Click ‘Confirm’ Button
4. Updating Service History:
   Go to Profile => Service Details
   Update the details of Service History.

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

(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
You may find warning message similar to the one below.

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.

   After updating each row click ‘Insert’ link in the extreme right column.

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

   Application No: [Details]
   Status: Application not Submitted
   1. RIN: [Details]
   2. Name: [Details]
   3. Permanent Address: [Details]
   4. Contact Telephone numbers:
      a) Land Line - Residence: [Details]
      b) Mobile: [Details]
   5. Email: [Details]
   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: 29/06/1997
   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
   15. Year of acquiring PG Qualification if belongs (Only for doctors under DHS):
      [Select]

   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.

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Office Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/05/2011</td>
<td>06/05/2011</td>
<td>TRANSIT</td>
<td>Cananbhar, Obstetrics and Gynecology</td>
</tr>
<tr>
<td>16/09/2011</td>
<td>08/05/2011</td>
<td>DISTRICT HOSPITAL KOTTAYAM</td>
<td>Cananbhar, Obstetrics and Gynecology</td>
</tr>
<tr>
<td>02/08/2012</td>
<td>16/09/2012</td>
<td>WOMEN &amp; CHILDREN HOSPITAL MATTANCHERRY</td>
<td>Cananbhar, Obstetrics and Gynecology</td>
</tr>
<tr>
<td>04/06/2013</td>
<td>01/08/2013</td>
<td>MALA HEADQUARTERS HOSPITAL KOTHAMANGALAM</td>
<td>Cananbhar, Obstetrics and Gynecology</td>
</tr>
<tr>
<td>03/06/2013</td>
<td>03/06/2013</td>
<td>TRANSIT</td>
<td>Assistant Surgeon</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>13. Date from which working in the present Institution</th>
<th>09/05/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Date from which working in the present District</td>
<td>00/05/2011</td>
</tr>
<tr>
<td>15. Year of obtaining MBBS Qualification (if relevant)</td>
<td></td>
</tr>
</tbody>
</table>

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.
If you do not require transfer even after completing three years of service in a District then you may select ‘No’ in response to the query No. 18. But then you must specify your preferences in case you have to be shifted on Administrative grounds (Item No. 19).

If you do not specify your preferences here, you stand the risk of losing your chance to get a posting of your preference in case you are shifted on administrative grounds.

G. If you have any preferential claims, you may record them. Click all the check boxes which are applicable to you. Certificates for each claim as displayed in red shall also be submitted.

If the required certificate is not submitted then your request will not be forwarded to DME. So make claims only if you already have the required certificates with you while filling up the form. You can not remove a claim after submitting the form.
H. If spouse is a Government employee enter details:

![Image]

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.**
   
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.

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