

Annexure II

User manual for online General Transfer- 2024

1. SUBMISSION OF ONLINE APPLICATION FOR GENERAL TRANSFER – SPARK website can be accessed through the URL, www.spark.gov.in/webspark . by visiting the following menu using their own SPARK login credentials.

Click the menu ‘Service Matters’ -> ‘Online General Transfer ’ -> ‘Application for general transfer’. The online application will be displayed as below.

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 : sanithenmal@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--
- Home station /District declared at the time of joining service : --Select--

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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).

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.

2. 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.

- 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.

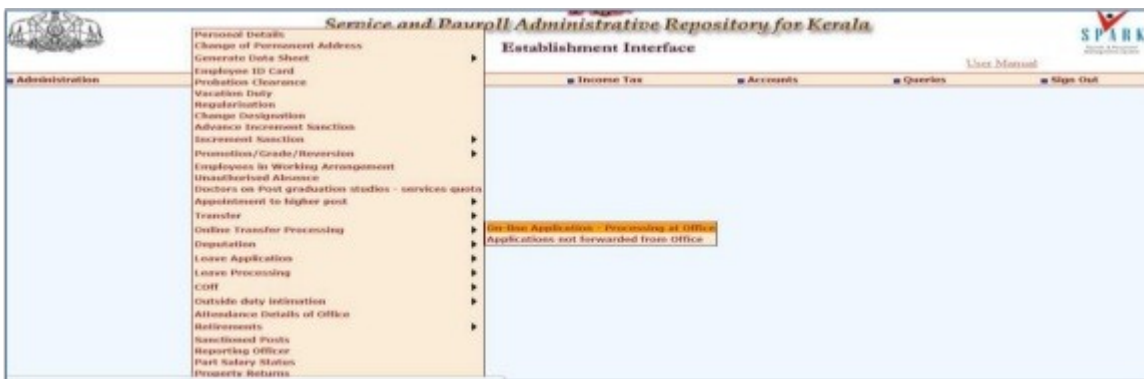
Date : 29/04/2022
 Signature

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.

Enter OTP received in your mobile

Once you submit the application, SPARK will provide you an application number. Applicant should ensure that, they have got the application number. 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.No editing will be permissible after submitting the application.

3. . Head of Office should verify the submitted transfer forms by visiting the following menu using their own SPARK login credentials: **Service Matters-> Online transfer processing ->> Online application-processing at office.**



While selecting each cadre, the received applications will be listed there. On selecting each application the content of it will be opened for viewing as shown below.



4. Verification steps: Head of Office /DDO has to certify the following while forwarding the application.

- **Whether signed copy of the application submitted:** If you are in receipt of the hard copy of application properly with all necessary attachments, you may click ‘Yes’.

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- Verify the preferential categories as protection claimed as per the hard copy of application.

Verification by Head of Office

Whether signed copy of the application submitted Yes No

1. Home Station

Home Station Claimed As on date

Home Station as per record As on date

2. Protection(s) claimed

Parents of a Deaf and dumb children

Received and verified the supporting documents to prove eligibility of all above protection(s)

Certified that the employee has not availed the maximum 5 years of protection

Recommended for transfer Yes No

Comments

5. After proper verification, if the application is found in order, click the 'Yes' button against 'Recommended for transfer' and then enter forwarding comments and then click on the button '**Forward**'. If the application need to be rejected due to some reasons, appropriate comments may be entered and the '**reject**' button clicked.

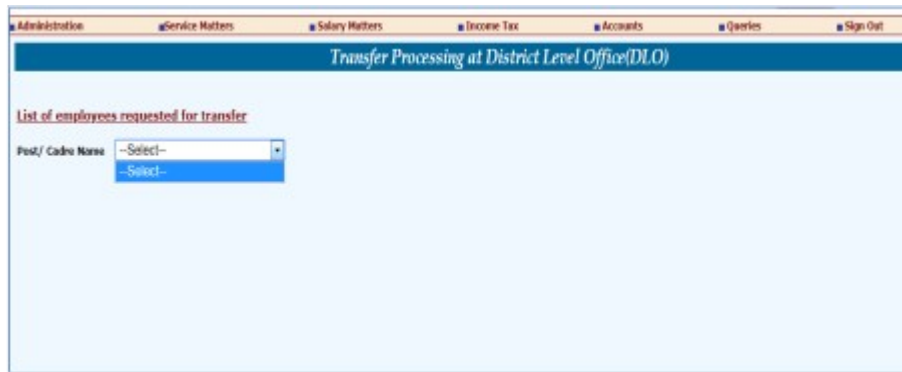
- If an application is pending for forwarding, it will be listed in **Service Matters->>Online transfer processing ->>>Applications not forwarded from office.**
- At the time of verification, if any error message such as '**service history incorrect ' or data not locked** appears, then DDO can forward the application only after making relevant corrections in employee details.

6. The district level office (DLO)

- The online general transfer applications forwarded by DDO/head of Office will be available for viewing in the District Level officer's(DLO) log in.
- The applications forwarded by head of Office to **District Level Officers(DLO)** can be verified through **Service matters-> Online transfer processing ->>> Online application processing** at District Level.

- Cadre based application can be chosen from the list available through Transfer processing at District Level (DLO)

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- Make sure that the received applications are on time and as per the instruction received from the Department.
- List of applications not forwarded from the offices is also available to check. This is given to monitor the processing at sub-ordinate offices. The DLO can view the application not forwarded by DDOs under his/her office through **Service Matters>> online transfer processing >> Applications not forwarded from Office**. DLO can generate the report of Applications not forwarded from Office by clicking Generate Report option
- The applications rejected by DLO can be viewed through the options **Service Matters>> online transfer processing >> Applications rejected from DLO**. The report can be generated by clicking **Generate Report** option