Service and Payroll Administrative Repository for Kerala (SPARK)

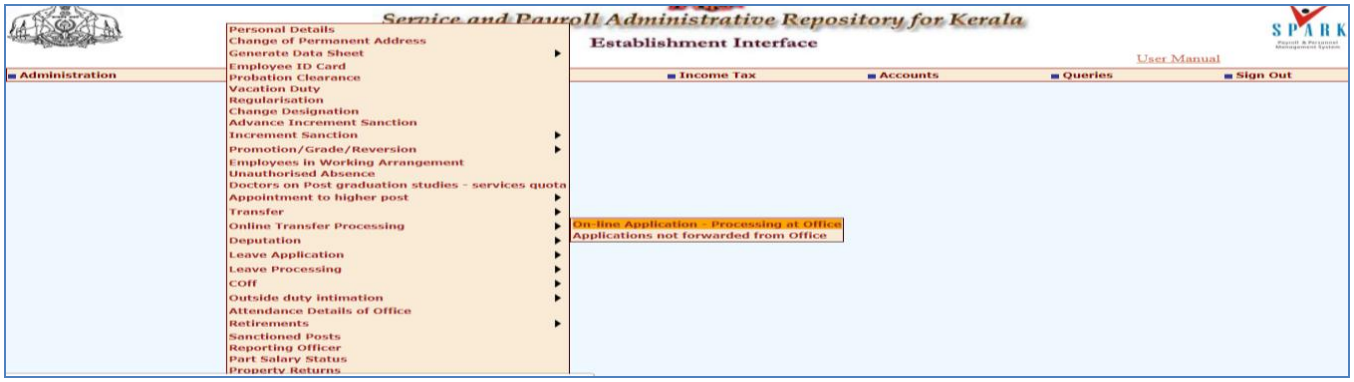
ONLINE GENERAL TRANSFER

User Manual for Officials Responsible for General Transfer Processing

Part: A

PROCESSING OF ONLINE APPLICATION RECEIVED:

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**.



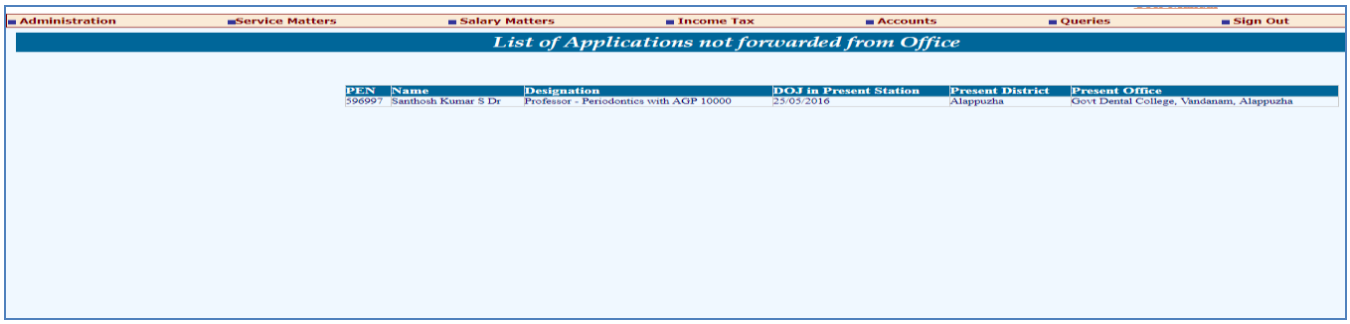
While selecting each cadre, the received applications will be listed there. On selecting each application the content of it will be opened for viewing as shown below.

Verification steps: After submitting online application, the applicant is supposed to generate a printout of the application, sign it, attach the copy of supporting documents (if he/she has claimed any protection/priority) and submit to head of Office. 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'.**
- Verify the **'Home station'**. If any change required then DDO user can update the same.
- Verify the preferential categories as protection claimed as per the hard copy of application.

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.

Part: B

FOR APPLICANTS

SUBMISSION OF ONLINE APPLICATION FOR GENERAL TRANSFER

Steps for submitting online applications for general transfer are described below

1. **ACCESS SPARK WEBSITE:** SPARK website can be accessed through the URL, ***http://spark.gov.in/webspark/***

Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.

In the Address bar type the address ***www.spark.gov.in/webspark*** as given below.

FIG 1

2. **ACCESS ONLINE APPLICATION:**

Click the menu **'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'**.

The online application will be displayed as below.

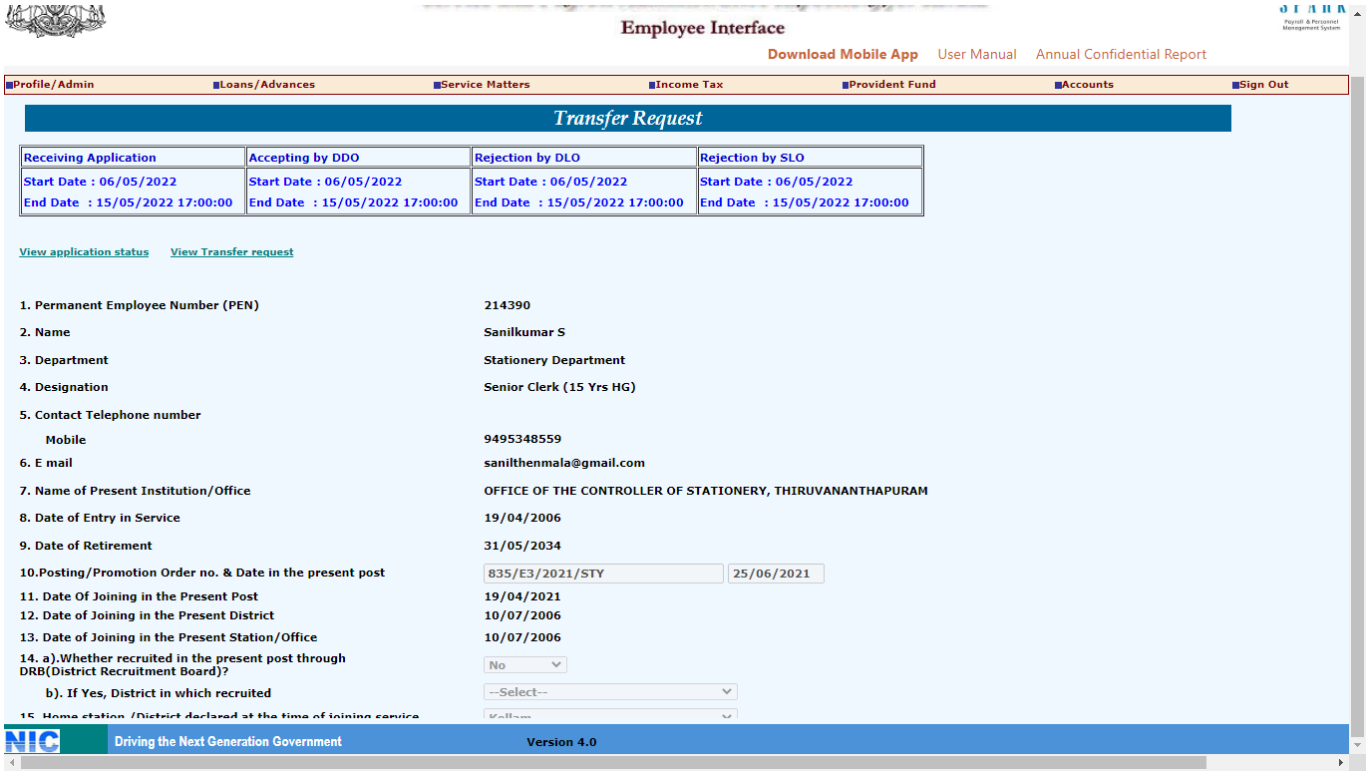


FIG 2

3. VERIFICATION OF DETAILS:

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).

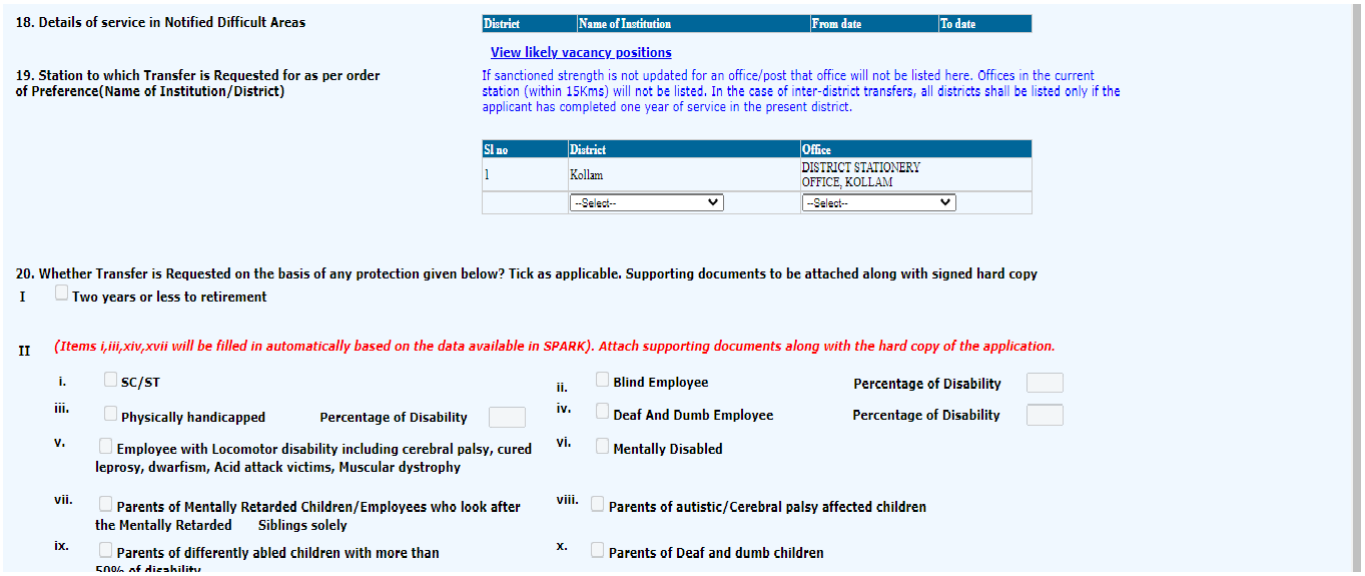


FIG 3

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.

FIG 4

4. SAVE DRAFT APPLICATION:

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.

5. SUBMITTING APPLICATION:

a. 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.

b. Use the **'Submit application '**button for submitting the application after entering OTP.

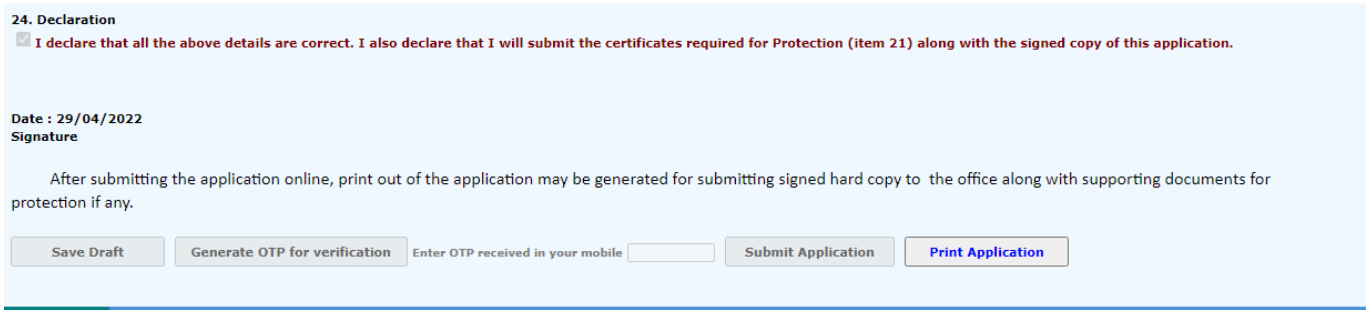
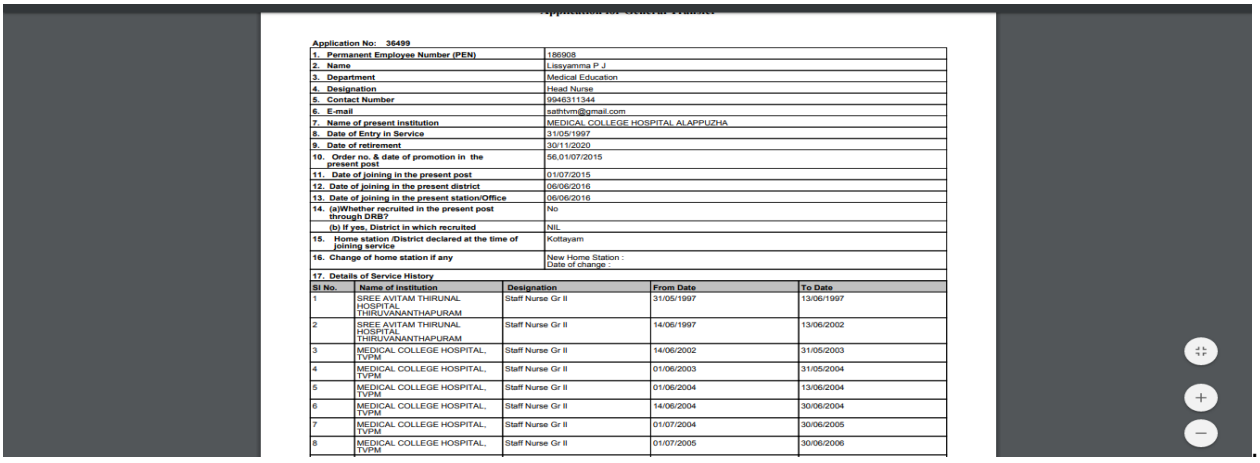


FIG 5

Once you submit the application, SPARK will provide you an application number. Applicant should ensure that, they have got the application number.

6. PRINT APPLICATION:

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.



Application No: 36499

1. Permanent Employee Number (PEN)	186908
2. Name	Lissyamma P J
3. Department	Medical Education
4. Designation	Head Nurse
5. Contact Number	9946311344
6. E-mail	sathtvm@gmail.com
7. Name of present institution	MEDICAL COLLEGE HOSPITAL ALAPPUZHA
8. Date of Entry in Service	31/05/1997
9. Date of retirement	30/11/2020
10. Order no. & date of promotion in the present post	56,01/07/2015
11. Date of joining in the present post	01/07/2015
12. Date of joining in the present district	06/06/2016
13. Date of joining in the present station/Office	06/06/2016
14. (a)Whether recruited in the present post through DRB?	No
(b) If yes, District in which recruited	NIL
15. Home station /District declared at the time of joining service	Kottayam
16. Change of home station if any	New Home Station : Date of change :

17. Details of Service History

Sl No.	Name of institution	Designation	From Date	To Date
1	SREE AVITAM THIRUNAL HOSPITAL THIRUVANANTHAPURAM	Staff Nurse Gr II	31/05/1997	13/06/1997
2	SREE AVITAM THIRUNAL HOSPITAL THIRUVANANTHAPURAM	Staff Nurse Gr II	14/06/1997	13/06/2002
3	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2002	31/05/2003
4	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2003	31/05/2004
5	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/06/2004	13/06/2004
6	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	14/06/2004	30/06/2004
7	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2004	30/06/2005
8	MEDICAL COLLEGE HOSPITAL, TVPM	Staff Nurse Gr II	01/07/2005	30/06/2006

Fig 6

WARNING: No editing will be permissible after submitting the application!!!

7. Viewing Application /status /Printing

After submitting the online request, any time if we access the menu **'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'**, following page will be displayed. Two link buttons **'View application status' , 'View Trasnfer request'** and an action button **'Print Submitted Application'** are visible for respective functionalities as in fig 7 below.

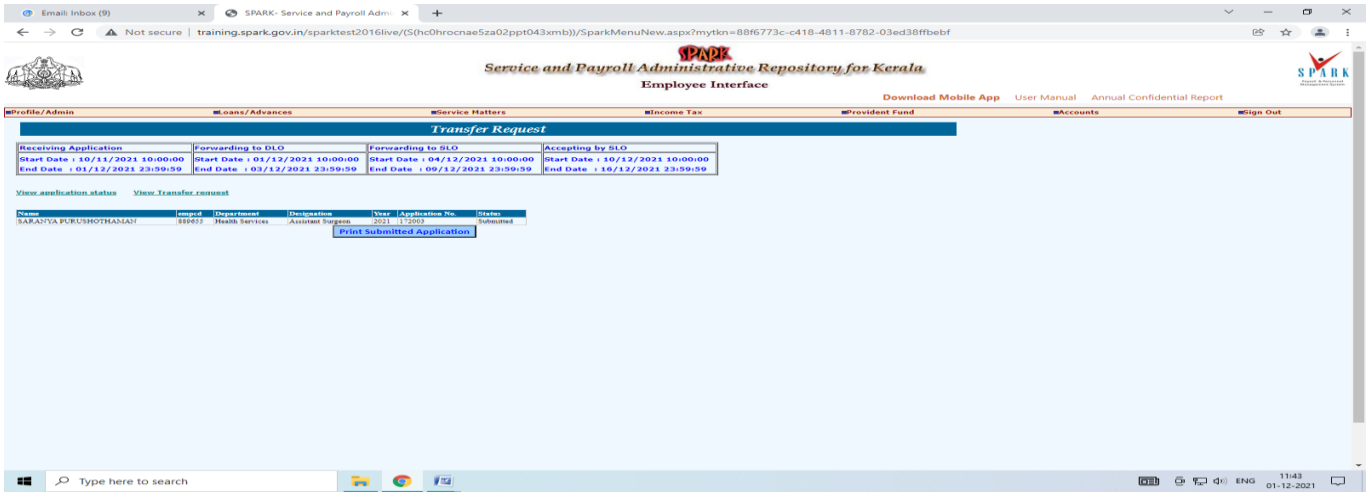


FIG 7

========== THE END ==========