

No. A2/83302/2018/TC

Transport Commissionerate, Kerala,
2nd Floor, Trans Towers, Vazhuthacaud,
Thiruvananthapuram-14,
[☎ 0471-2333337/2333317 FAX 0471-2333314]
[e-mail - tcoffice@keralamvd.gov.in]

Dated, 07-06-2019

CIRCULAR No. 01/2019

- Sub:- MVs Dept- Estt- General Transfer 2019 - Online submission of transfer applications through SPARK software - reg
- Ref: 1. G.O. (P) No. 03/201/P&ARD dated 25/02/2017
2. G.O (Ms) No.79/2017/TRANS dated 10/10/2017
3. Government letter No. C3/511/2018-TRANS dated 21.12.2018

Applications from the Staff of the Motor Vehicles Department for General Transfer during the year 2019, as per the existing norms, are invited through SPARK. The time for filing the transfer applications online shall be from 10.06.2019, 02:00 P M. Transfer applications shall have to be filed before 15.06.2019. Further editing is not permitted. Applications shall be forwarded through online from office to District Offices from 11.06.2019 to 17.06.2019. District offices shall forward the applications from 13.06.2019 to 19.06.2019. The District Offices will be Regional Transport Offices in all districts except Thiruvananthapuram, Ernakulam, Thrissur and Kozhikkode where the Deputy Transport Commissioner's Office will be the district office. Physical applications will not be entertained at any circumstances.

The applications should be filed with utmost care. Incomplete applications and those submitted in any form other than the prescribed one and those not forwarded through proper channel will be rejected summarily. Application once submitted shall not be withdrawn.

The Head of Offices are directed to ensure that, the applications filed by the employees are completely filled up and no columns in the proforma remained unfilled and to make necessary verification with reference to the service records before countersigning the applications and forward the same through online to Transport Commissionerate so as to reach within the stipulated time limit mentioned above.

Applications already received for transfer prior to the issue of this Circular will not be considered and further transfers will be in pursuance of this circular and applications submitted in General Transfer will be valid throughout the year

2019. Hard copy of the applications shall be taken and submitted in the office. There is no need to forward hard copies to the Head Office. Detailed instructions regarding General Transfer will be published separately.

The Heads of Offices are also instructed to bring the contents of this circular to the notice of all staff members by internal circulation and display on office notice board prominently.

Sd/-
TRANSPORT COMMISSIONER (I/C)

To

1. All Deputy Transport Commissioners/Regional Transport Officers and Joint Regional Transport Officers of Sub Regional Transport Offices.
2. The Director of Public Relations (with CL)

Copy to: CA to TC, CA to Senior AO, JTC and Secretary STA, JTC(E)
Sr.DTC (Taxation), Sr.FO, Accounts Officer, All Superintendents of Transport Commissionerate, SF and Spare.

Approved for Issue

Senior Superintendent