

No. A2/113189/2020/TC

Transport Commissionerate, Kerala,  
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Dated, 13.02.2020

**CIRCULAR No. 01/2020**

- Sub:- MVs Dept- Estt- General Transfer 2020 - 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 2020, as per the existing norms, are invited through SPARK. The time for filing the transfer applications online shall be from 19.02.2020, 02:00 P M. Transfer applications shall have to be filed before 29.02.2020. Filed applications shall be forwarded through online from concerned office to District Offices from 24.02.2020 to 05.03.2020. Further editing is not permitted for application forwarded to Head Office. District offices shall forward the applications from 01.03.2020 to 06.03.2020. The District Offices will be Regional Transport Offices in all districts except Thiruvananthapuram, Ernakulam, Thrissur and Kozhikode where the Deputy Transport Commissioner's Office will be the district office. Physical applications will not be entertained under 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 Application once submitted cannot be withdrawn. Applications submitted in General Transfer will be valid throughout the year 2020.

MVIs and AMVIs newly appointed in Safe Kerala Project at Regional Transport Offices (Enforcement) who have not completed the tenure of two years/three years and those officials who are transferred to Regional Transport Offices (Enforcement) as per the Government direction shall not be able to submit online application for General Transfer. However they can submit application manually. Their application will be considered on the basis of vacancies available.

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 remain unfilled and to make necessary verification with reference to the service records before forwarding the application to Transport Commissionerate so as to reach within the stipulated time limit.

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**

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

Shula P

Senior Administrative Officer (JTC)

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13/2/20