



GOVERNMENT OF KERALA

Abstract

Finance Department - Online provision in SPARK for Submission of CTC/RTC of all Gazetted Officers with regard to their Promotion and Transfer – Introduced - Orders Issued.

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FINANCE (ITSF) DEPARTMENT

G.O.(P)No.94/2022/Fin

Dated, 24/08/2022, Thiruvananthapuram.

- =====
- Read:-
1. G.O(Ms)No.360/2019/Fin dated 26/09/2019.
 2. G.O(Rt)No.4425/2021/Fin dated 13/06/2021.
 3. G.O(Ms)No.4/2022/Fin dated 07/01/2022.
 4. G.O(Rt)No.1045/2022/Fin dated 15/02/2022.

ORDER

As per the Government Order read second above, a Committee was constituted to work out the implementation plan for online submission of CTC/RTC to the Accountant General office in the case of Gazetted Officers, consequent on leave, transfer, promotion and reversion.

As per the Government Order read first above, online leave module in SPARK for leave application and CTC generation was implemented on pilot basis in Finance and Treasury Departments with effect from 01/10/2019. As per the minutes of IFMS meeting held on 22/11/2021, it was decided to extend the online leave and RTC/CTC generation module in SPARK for Gazetted Officers in more departments and the same was extended for leave application processing and RTC/CTC generation to Lotteries and State GST Departments with effect from 15/01/2022, as per the Government Order read third paper above.

In continuation of these steps and as part of strengthening the e-Governance platform in a pioneering manner, Government are now pleased to introduce an online provision in SPARK for submission of CTC/RTC to Accountant General in the case of Gazetted Officers, consequent on their promotion (**other than initial direct recruitment to gazetted cadre**) and transfer with effect from **01/09/2022** as parallel run for 3 months (i.e The existing system of sharing the details pertains to promotion and transfer would be continued in addition to the online sharing of data during the parallel run period. The Accountant General Office would issue payslips only on receipt of the online data and offline documents during the 3 months)

The details of the work flow to be followed for using the module in SPARK by various officers/users/employees are appended to this order. The detailed tutorial in this connection will be available in the website www.info.spark.gov.in.

All Heads of Department and Drawing & Disbursing Officers are hereby informed of the new provision in SPARK and directed to follow the same promptly for the promotion/transfer orders (other than initial direct recruitment to gazetted cadre) issued on or after 01/09/2022 to ensure timely updation of payslip details in SPARK by the Accountant General office.

(By order of the Governor)
RAJESH KUMAR SINGH I A S
ADDITIONAL CHIEF SECRETARY(FINANCE)

To:

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram
The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram
The Chief Project Manager, SPARK, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram
All Heads of Department (via Administrative Departments)
All Administrative Departments in Secretariat (via e office notice board)
The Director, I&PRD, Thiruvananthapuram
Stock File/Office Copy (E-1662064)

Forwarded / By order


Section Officer

Annexure to GO(P) 94/2022/Fin dated, 24/08/2022

PROMOTION /REVERSION/TRANSFER--- CTC/RTC WORK FLOW IN SPARK IN THE CASE OF GAZETTED OFFICERS.

Authorities involved in the workflow

- Head of the Department (HOD) – *(The application format for HoD access in SPARK is appended to this order.)*
- DDO (Accounts) User, Establishment User in SPARK with DE previlages.
- Individual User : Employee with 'I' access who is a Gazetted Officer
- Reporting Officer of the employee concerned---*(This setting in SPARK can be done using HoD access, if not done yet.)*
- Drawing and Disbursing Officer (DDO)
- Accountant General office

The roles and functions of the aforementioned officers/authorities/employees are outlined below.

Promotion(Regular where CTC generation is required)/Reversion (Gazetted)

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.
2. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.
3. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run, the AG Office would issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

Promotion(Other than regular promotion like Higher Grade, CAP etc where CTC generation is not required)

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

AG Office users

During the period of parallel run AG Office will issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

Transfer event along with promotions other than regular promotions

In case of promotions other than regular promotion such as Higher Grade, CAP, etc where CTC generation are not required, if a transfer is also accompanied along with the said orders, Transfer event needs to be processed separately in SPARK system.

Transfer / Promotion with Transfer

DDO/Establishment User in SPARK

When a transfer/transfer with promotion or reversion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of transfer/promotion, order date, order number etc need to be updated and a copy of such order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department:

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.
2. Attaching a copy of the CTC/RTC and electronically forwarded to AG office with copy of such orders, relieving order, posting order etc.
3. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.
4. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run AG Office would issue electronic pay slips only receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK.

Proforma for giving access for Head of the Department in SPARK
Ref: G.O (P)94/22/Fin Dated, 24/08/2022.

Name of the Department & Office	
Department Code*	
Designation of the Head of the Department	
PEN of the Head of the Department	
Name of the Head of the Department	
If additional charge of another department (Y/N)	
If Yes, Department Name, Office and Department Code*	

Signature, Name and Designation of HoD

Place :

Date :

(Office seal)

*Department Code as in Treasury

To

Chief Project Manager (SPARK), Finance Department, Thiruvananthapuram

(info@spark.gov.in)

“PROMOTION ORDER (GAZETTED) WORKFLOW”

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Entire Work flow:

- 1) Enter Promotion Order Details (By establishment user/DDO interface.
- 2) Approve promotion order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.
- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.

6) CTC Generation and forwarding it to AG.

7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER/DDO

The establishment user in the Office of Head of the Department could submit the relevant details Promotion order and can be forwarded to HOD for approval.

Menu: Service matters->Promotion /Grade/Reversion->Promotion order (Gazetted)->Enter promotion order details
Ref fig: 01.

Insertion of Promotion Order



FIG 01

All the available columns are to be entered i.e. promotion order type, order no's, date, From office/dept., designation, PEN, CATEGORY, To dept., To office, New Designation, Effective date, Promotion order (document in PDF format to be uploaded) **Ref fig: 02.**

Following are the Nature of promotion is available in selection list.

- CAP
- Higher to Lower
- Notional
- Proforma
- Ratio based
- Provisional
- Regular
- Retrospective
- Up gradation of Post

HEAD OF THE DEPARTMENT

The applications forwarded for approval will be displayed in the concern approving authority (HOD) login. HOD could check and verify the order and forward it to AG. Thus the Order will be available to AG but the employee's details may not to be available.

Menu: Service matters->promotion order (Gazetted)->Approve promotion Order **Ref fig: 04.**

Page no: 03

FIG 02

If all the entered details are validated, the concern Promotion order will be successfully forwarded to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" **Ref fig: 03.**

FIG: 03

Page no: 03

FIG: 04

The application will be listed in the mentioned module, authority can select the concern application, view order details and can approve the same (if found correct). Once the "APPROVE BUTTON" is clicked "PROMOTION ORDER APPROVED SUCCESSFULLY" message will be displayed

FIG: 05

Approved promotion order will be forward to AG when the approval has been done by HOD.

Page no: 04

INDIVIDUAL EMPLOYEE

An employee included in the promotion Order can request for CTC to Reporting Officer by entering the details. He/She can submit his/her own request for RELIEVING to concern DDO (for approval)

Menu: Service matters->Submit Relieving request. **Ref fig: 06**



FIG: 06

Approved promotion order will be listed in Employee interface and able to select the concern application from the top of the page (which has been approved by the HEAD OF THE DEPARTMENT) **Ref fig: 07.**

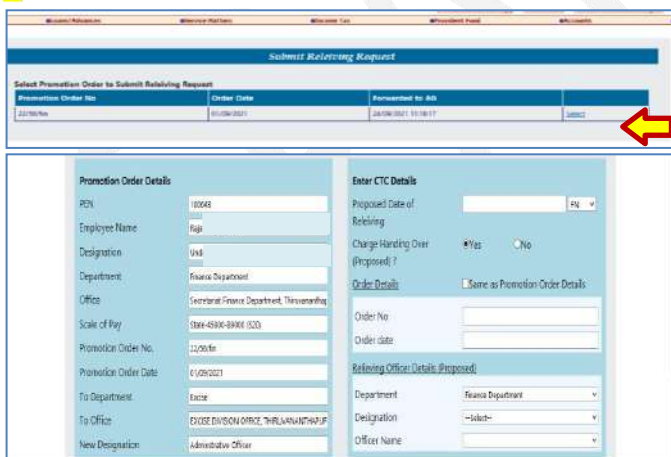


FIG: 07

Employee can enter the CTC DETAILS in which need to fill the details of the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) etc. and can

Forward the Application for APPROVAL **Ref fig: 08.**

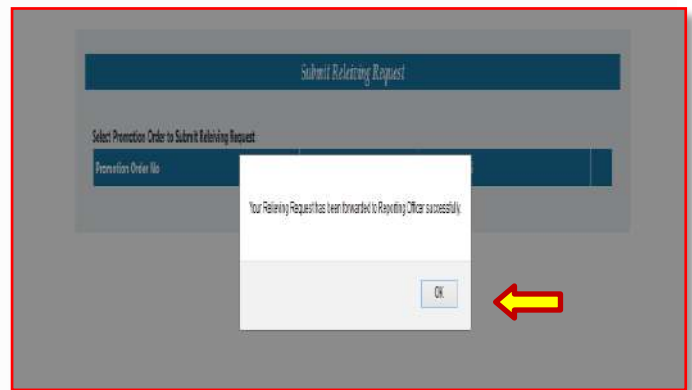


FIG: 08

REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed. A Reporting officer could approve/reject/edit the request forwarded by the individual employee.

Menu: Service matters ->Promotion->Approve Relieving request.



FIG: 09

Reporting officer need to verify the same, approve and forward the same to DDO **Ref fig: 09**

FIG: 10

DDO LOGIN

The forwarded application which has been approved by the reporting officer will be listed in the DDO login. DDO can only edit the journey time and approve with DSC. Thus the request will forward to AG.

MENU: Service matters>> Promotion>> Forward Relieving request to AG.

The pending applications will be listed DDO can click on select option verify the same **Ref fig: 11**.

FIG: 11

DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available. **Ref fig: 12**.

FIG 12

Token password prompt message will be displayed **Ref fig: 13**

FIG: 13

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document. **Ref fig: 14**

FIG 14

Ag could generate an XML document of CTC with reference to the already received data from HOD.

CTC Generation

CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. **Ref fig: 15&16**

FIG 15

FIG 16

PDF Generation

The PDF Document will be generated and can be saved for reference. **Ref fig: 16**

CHARGE TRANSFER CERTIFICATE (CTC)
For Online Promotion intimation to the Accountant General Through SPARK

1. PEN	:	
2. Name	:	
3. Designation	:	
4. Department	:	
5. Office	:	
6. Scale Of Pay	:	
7. Promotion Order No.	:	
8. Promotion Order Date	:	
9. Proposed Date of Relieving	:	
10. To Department	:	
11. To Office	:	
12. New Designation	:	
13. New Scale Of Pay	:	
14. Charge Handing Over (Proposed) ?	:	
15. Order Details	:	
a. CTC Order No	:	gg
b. CTC Order Date	:	01/09/2021
16. Relieving Officer Details (Proposed)	:	
a. Relieving Officer Department	:	Finance Department
b. Relieving Officer Designation	:	Deputy Secretary

FIG 17

Key points to remember:

- As soon as a Promotion order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.
- Reporting officer verifies it and accepts to relieve the employee from current office or duties.
- Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.

JOIN ON PROMOTION (Gazetted)

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDO must digitally sign the request and forward it to AG.

In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters-
 >Promotion/grade/Reversion->Joining
 CTC->Submit joining request. Ref fig:19



FIG 18

Employee processed their promotion relieving thorough the above mentioned workflow will be available in the menu.

Service Matters->Promotion/Grade/reversion->join on promotion (Gazetted).

Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. Ref Fig19.

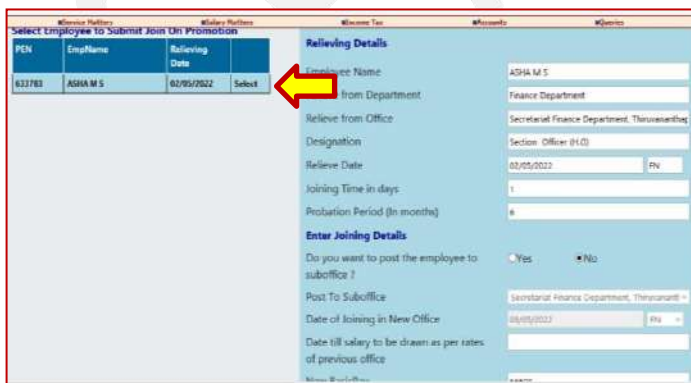


FIG 19

After completing the details which need to be filled DDo could forward the joining

CTC by clicking 'Forward CTC AG' button. Ref fig: 20

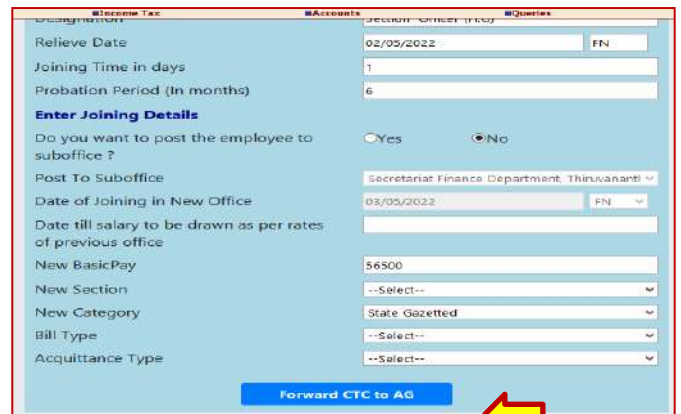


FIG 20

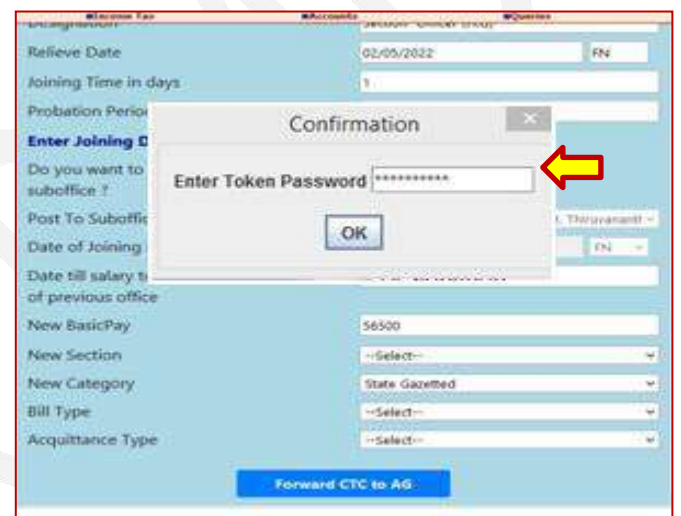


FIG: 21

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can done. Ref Fig:21&Fig:22.

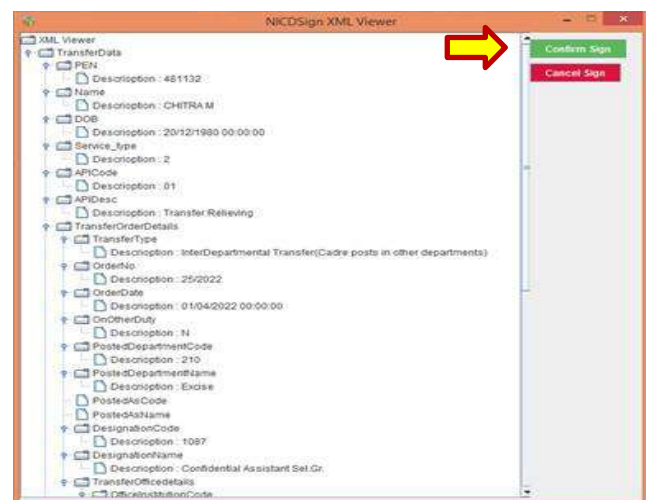


FIG: 22

Corresponding CTC will be forwarded based on this event and able to generate corresponding joining CTC for further reference.

Joining CTC is mandatory for the Promotion types such as 'Regular', 'Provisional'.

Basic pay and designation change is to be reflected in Spark based the mentioned workflow.

JOIN ON TRANSFER CERTIFICATE
For Online Join on Transfer intimation to the Accountant General Through SPARK

Relieving Details

1. PEN : 101235
 2. Name : Nizar H
 3. Designation : Special Secretary(46640-59840)
 4. Department : General Administration Department
 5. Office : General Administration Accounts Department, Secretariat
 6. Relieve Date : 31/12/2021 FN
 7. Joining Time (in days) : 2
 8. Transfer Order No. : Test/22032022
 9. Transfer Order Date : 23/12/2021

Joining Details

10. Do you want to post the employee to suboffice ? : NO
 Post To Office : Kerala State Innovation Council
 11. Date of Joining in New Office : 03/01/2022 FN
 11. Probation period (in months) : 24

Place : Thiruvananthapuram
Date : 22/03/2022

Digitally signed by Ganesh Pinaraj
Date: 2022.03.22 00:42:18 +05:30

FIG: 23

Ag will issue pay slip and updated it electronically by using the corresponding workflow.

Time Bound Higher Grade Promotion

According to AG the TBHG Promotions orders are usually issued to the Teaching staffs are not to forward to Head of the Dept like DCE/Dy.DCE/RDD etc.

In spark all other promotion except TBHG can approve by HOD. But in the case of TBHG the DDO could upload the orders and able to forward it to AG. Promotion

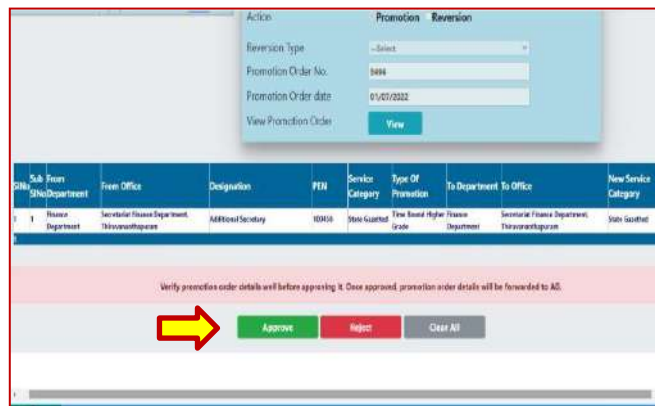
Order can be entered through the Establishment login/DDO login.

Menu: service matters->Promotion /Grade/Reversion->Promotion order (gazetted)->Enter Promotion order details for TBHG/ratio based.



FIG:24

When the Promotion order approved by the DDO the employee could submit relieving request to the reporting officer for verification as mentioned in the normal workflow.



According to AG there is no need to forward the CTC. Instead of this they will issue payslip based on the orders approved and forwarded by DDO.

Key points to remember for TBHG:

- DDO could approve the promotion order and will receive in AG.
- Employee must submit relieving request
- Reporting officer should verify
- Confirm the joining By DDO.
- Ag will issue relevant slip based on the promotion order.

---End---

“TRANSFER ORDER (GAZETTED) WORKFLOW”

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.
-

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Work flow:

- 1) Enter Transfer Order Details (By establishment user/DDO interface.
- 2) Approve Transfer order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.

Page no: 01

- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.
- 6) CTC Generation and forwarding it to AG.
- 7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER

Menu: Service matters->Transfer ->Transfer>>Transfer order (Gazetted)->Enter Transfer order details. **Ref fig: 01**

Insertion of Transfer Order

Concern establishment User can enter the Transfer order details (for Gazetted employee) and able to forward the application to the login provided for Head of the Department.

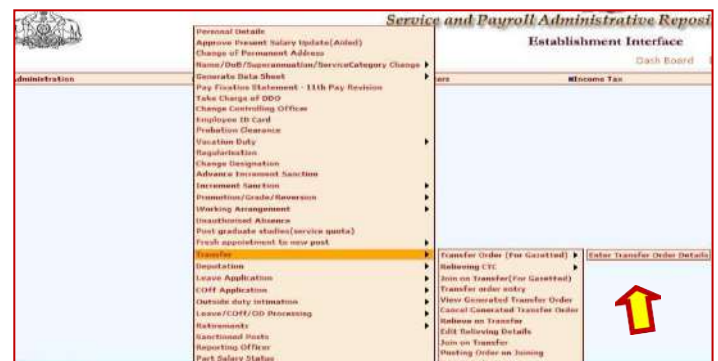


FIG 01

Page no: 02

All the applicable columns are to be entered i.e. From Department, from office, Designation, Type of transfer, to department, New Designation, Remarks etc. **Ref fig: 03**

Following are the Nature of Transfer in the given in the drop down list.

Transfer

Interdepartmental transfer (cadre post in other Department)

Inter Departmental transfer (Deputation)

If all the entered details are validated, the concern Transfer order can be successfully forward to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" **Ref fig: 03.**

HEAD OF THE DEPARTMENT

Transfer Order forwarded for approval will be displayed in the concern approving authority (HOD) login.

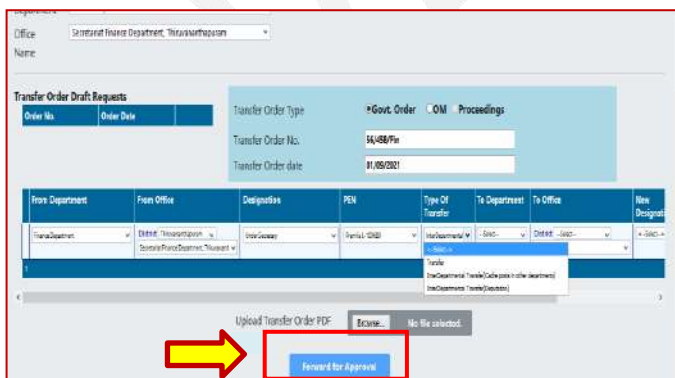


FIG 03

Menu: Service matters->Transfer (Gazetted) ->Approve Transfer Order **Ref fig: 04**

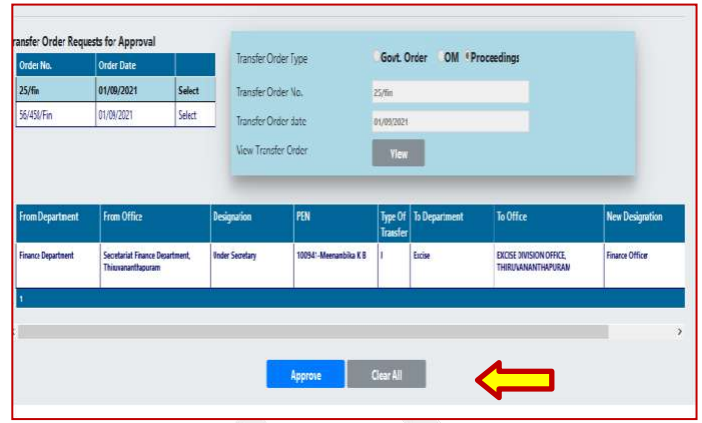


Fig 04

Approving authority can select concern order details and able to approve the same (if found correct) .Once the "APPROVE BUTTON" is clicked "TRANSFER ORDER APPROVED SUCCESSFULLY" message will be displayed and a copy of that transfer order will be forward simultaneously to AG. **Ref fig: 05**

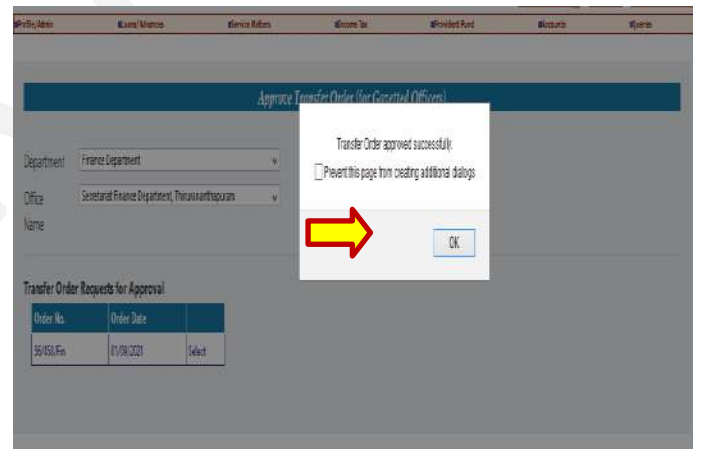


Fig 05

INDIVIDUAL USER

After the approval of transfer order each employee included in the order should forward their relieving requests to their own reporting officer in charge and make it as approved.

In concern employee login details related to the transfer will be displayed. An employee can submit the request for RELIEVING to Reporting officer via concern DDO (for approval).

Menu: Service matters->Transfer->>Submit Relieving request. **Ref fig: 06.**

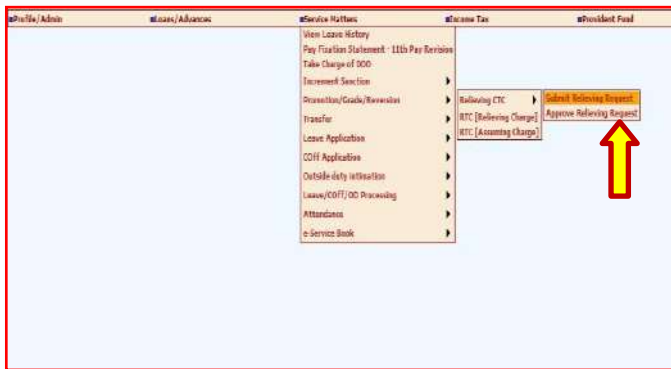


Fig 06

The employee can view the approved application and can enter the CTC DETAILS which include the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) and can forward the Application for APPROVAL **Ref fig: 07**

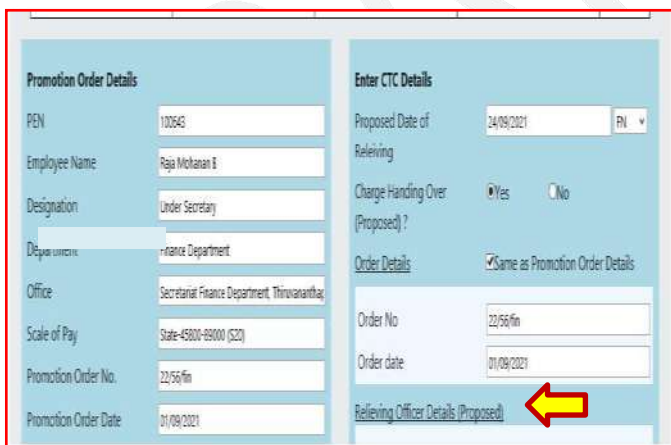


Fig 06

REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed.

Menu: Service matters> Transfer>> Forward Relieving request to AG. **Ref fig: 08**

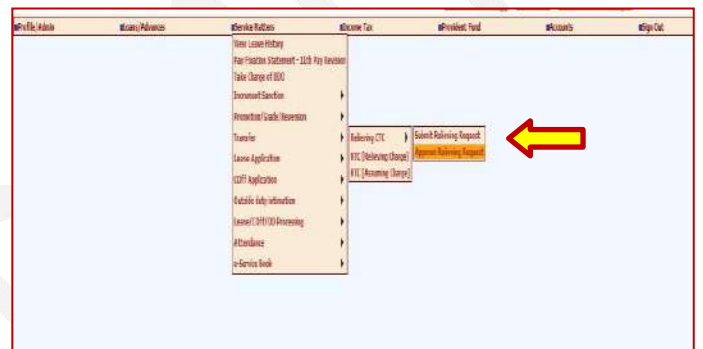


Fig 07

Reporting officer need to verify the same, approve and forward the same to DDO **Ref fig: 09**

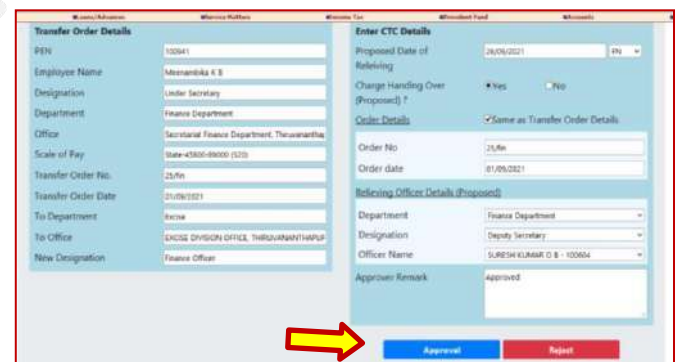


Fig 08

DDO User

The forwarded application which has been approved by the reporting officer will be listed in the DDO login.

Menu: Service matters->Transfer->Relieving CTC->Relieving request to AG.

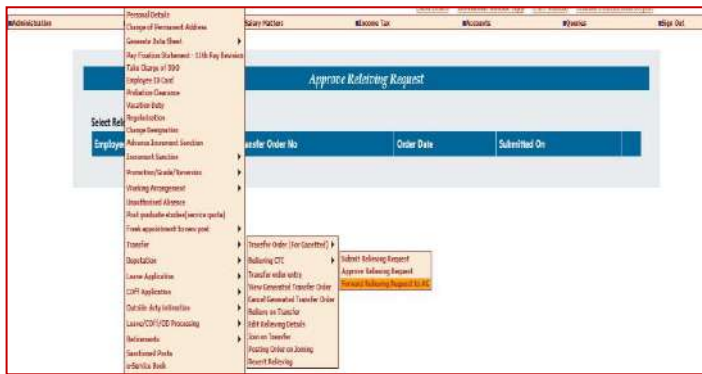


Fig 09

The pending applications will be listed DDO can click on select option verify the same **Ref fig: 08**



Fig 08

DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available.

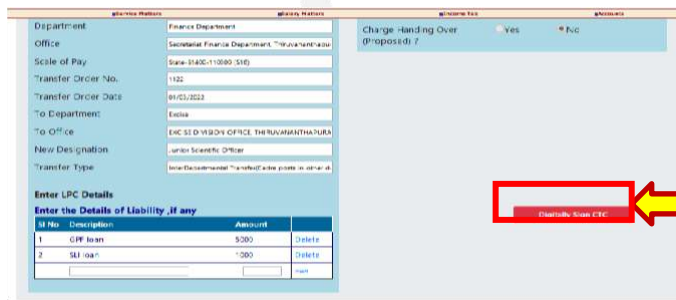


Fig 09

A token password prompt message will be displayed **Ref fig:**

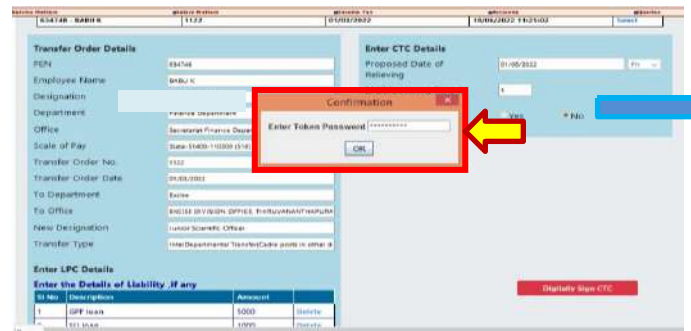


Fig 10

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document.

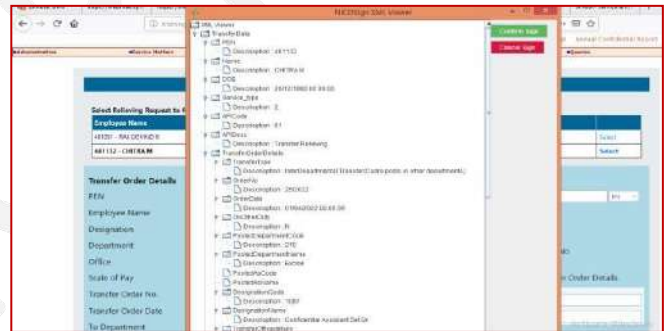


Fig 10

DSC approval for CTC Generation

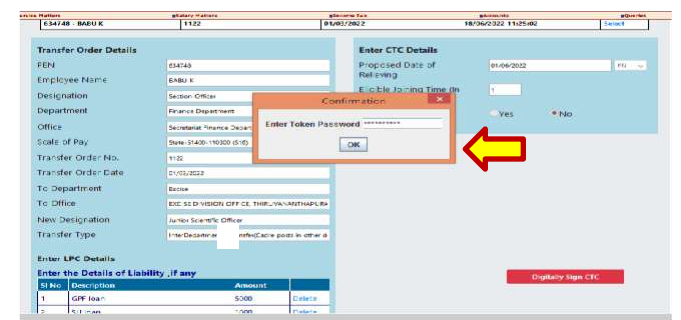


Fig 11

CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. **Ref fig: 11&12.**

JOIN ON Transfer (Gazetted) & Joining CTC/RTC

Submit Relieving request by individual

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDo must digitally sign the request and forward it to AG.

In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters->Transfer->Joining CTC->Submit joining request.

Employee processed their Transfer through the above mentioned workflow will available in the menu service matters->Transfer->Join on Transfer.

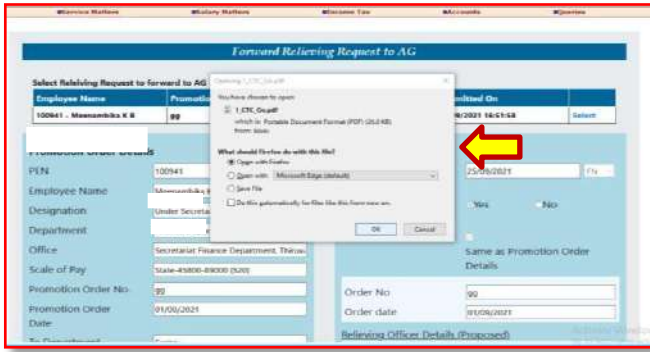


Fig 11

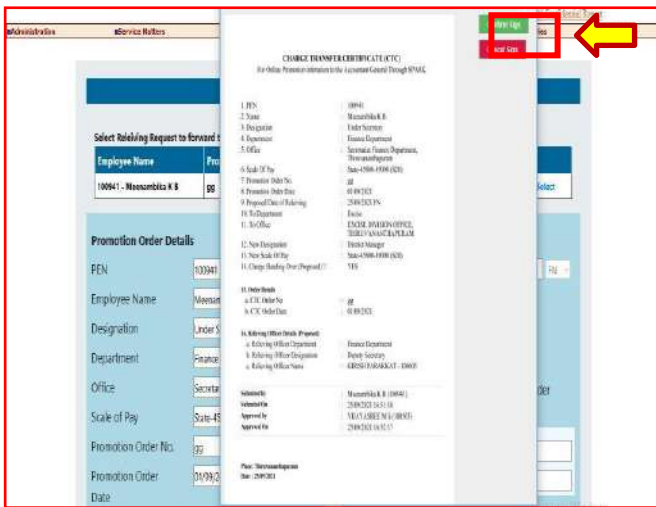


Fig 11

Generating CTC as PDF

The PDF Document will be generated and can be saved for reference. . **Ref fig: 12**

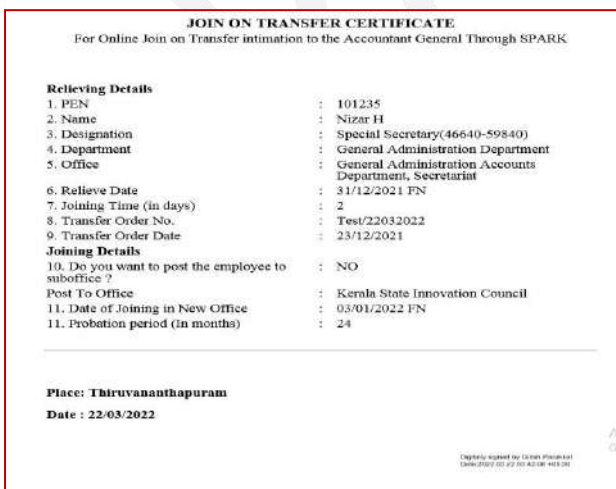


Fig 12

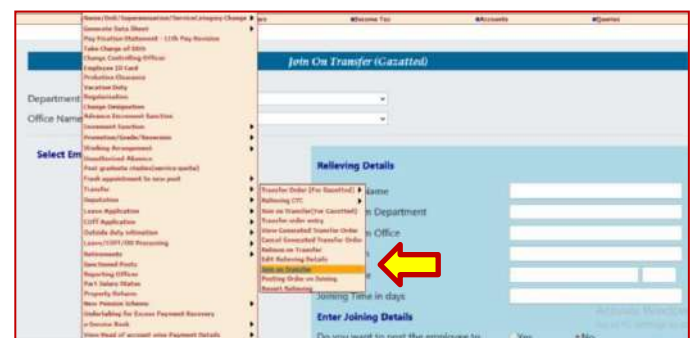


Fig 13

Transfer/Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. **Ref Fig14 & Fig15.**

Fig 14

If the CTC details are ready then DDo can forward it by clicking 'Forward CTC AG' button. Ref Fig:17

Fig 15

Fig 16

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can be done. Ref Fig: 16&Fig: 17

Fig 17

Corresponding CTC/RTC will be forwarded based on this event.

Fig 18

AG issuing pay slip and updated it electronically (basic pay and designation change to be reflected in Spark based on the Ag slip).If AG slip not issued – salary processing will be enabled as per LPC for 3 or 6 months (based on orders) if slip not issued even after 3 or 6 months the processing should be stopped automatically.

Key points to remember:

- *As soon as a Transfer order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.*
- *Reporting officer verifies it and accepts to relieve the employee from current office or duties.*
- *Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.*

*******End*******