

## Procedures to be followed by a Medical Officer on fresh appointment through Kerala PSC.

1. As soon as the appointment order is received, buy the following items from a book stall selling forms & Government publications.

- a) Gazette Entitlement (GE) register – 1 no.
- b) [Report of Transfer of charge](#) (RTC) forms - minimum 7 nos.
- c) [Medical Certificate form](#) – 1 no.
- d) [Conduct certificate forms](#) – 2 nos
- e) [Application for admission to General Provident Fund](#) & [Nomination form](#) – 1 no. each
- f) [Police Verification form](#) – 3 nos.
- g) [Performa for service verification by Kerala PSC](#) – 1 no.\*  
[\* as per G.O. (P) No. 23/2013/P&ARD dated 16.08.2013]

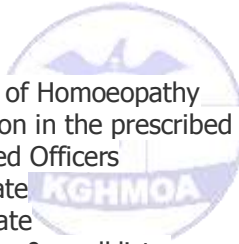
Forms "b to g" can be downloaded from [http://www.kghmoa.org/?page\\_id=62](http://www.kghmoa.org/?page_id=62)

2. Get Medical certificate from a Medical Officer not below the rank of Civil surgeon in the format prescribed as per Rule 13 of Part 1 of Kerala Service Rules (KSR). The thumb impression of the person with his photograph should be attested by the Civil Surgeon.

3. Get conduct certificates from two Gazetted Officers.

4. Approach the concerned DMO office with the following documents within 15 days of receiving the appointment order.

- a) Advice from Kerala PSC
- b) Appointment order from Directorate of Homoeopathy
- c) Medical certificate from a Civil surgeon in the prescribed format
- d) Conduct certificate from two Gazetted Officers
- e) SSLC / Class X or equivalent certificate
- f) PDC / Class XII or equivalent certificate
- g) BHMS degree or equivalent certificate & marklists.
- h) Council of Homoeopathic Medicine – Part A (Permanent Registration) certificate
- i) Any other additional qualifications / experience certificates (optional)
- j) Passport size photo – 8 nos.



It is better to call the DMO & charge MO to ensure his / her availability on the date you wish to join.

5. Submit the duly filled forms for regularisation (police verification).

7. Sign on the identification certificate from Kerala PSC.

8. Once you receive the joining permission from DMO, proceed to your office.

9. Sign RTCs (minimum 8 copies) in the KFC Form -7 (as prescribed in the Article 81 [a] of Chapter IV of Kerala Financial Code – Volume 1) with the charge MO.

10. Enter your designation & scale of pay with **red ink**, name with **blue / black ink** and sign in the attendance register in FN / AN column(s) as the case may be.

11. Make entry with red ink in every current register as follows : "**Took charge in the FN / AN of .....** (date) as per order no. .... dated ....." Put your dated signature with **green ink** below.

12. Send joining report with copy of RTC to

- a) AG
- b) DH
- c) DMO concerned
- d) Treasury Officer concerned
- e) Secretary of LSGI concerned (optional but better, but only joining report without RTC).
- f) Keep one personal copy each for you & the relieved charge MO.
- g) Keep one as Office copy.

13. Apply for specimen signature card in your treasury. Please note the card number allotted to you, fill it, put three full signatures (without name & date), get it attested by any SDO & submit it.

14. Open a Treasury Savings Bank (TSB) account in your treasury. You will get a pass book & cheque book. You may collect some loose sheets of TSB pay-in-slips (S. B. Form No. 4), usually **pink** in colour, also from the treasury. It is required later to be attached along with your SDO Pay bill for crediting your salary to your TSB account.

15. Fill the relevant details in the SPARK FORM NO.15 (as prescribed in Rule 13A of Part -1 of KSR) & e-mail it to the Department Management User (DMU) of Service Payroll Administrative Reforms Kerala (SPARK). Once you get your Permanent Employee Number (PEN) & password, login to the website [www.spark.gov.in](http://www.spark.gov.in) and update your details.



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Note : Kindly go through the Government Orders, circulars or manuals concerned for clarifications.