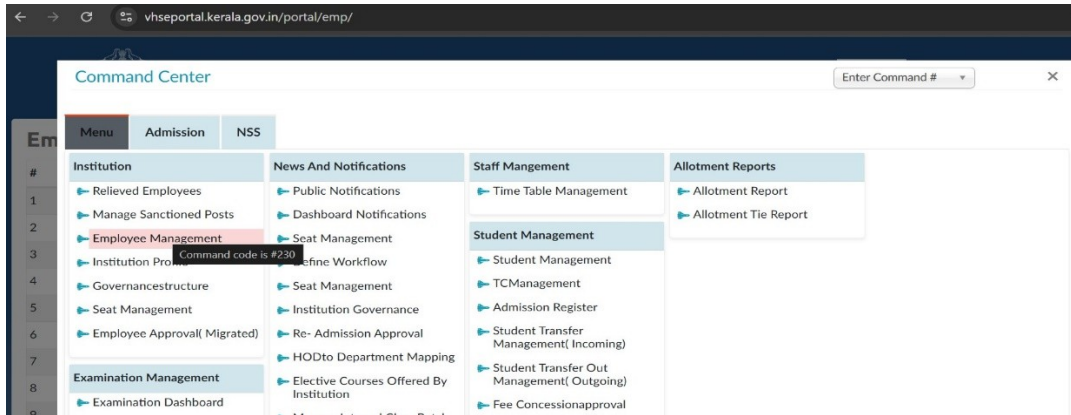


## Off boarding and generating the relieving order through the vhse portal guideline

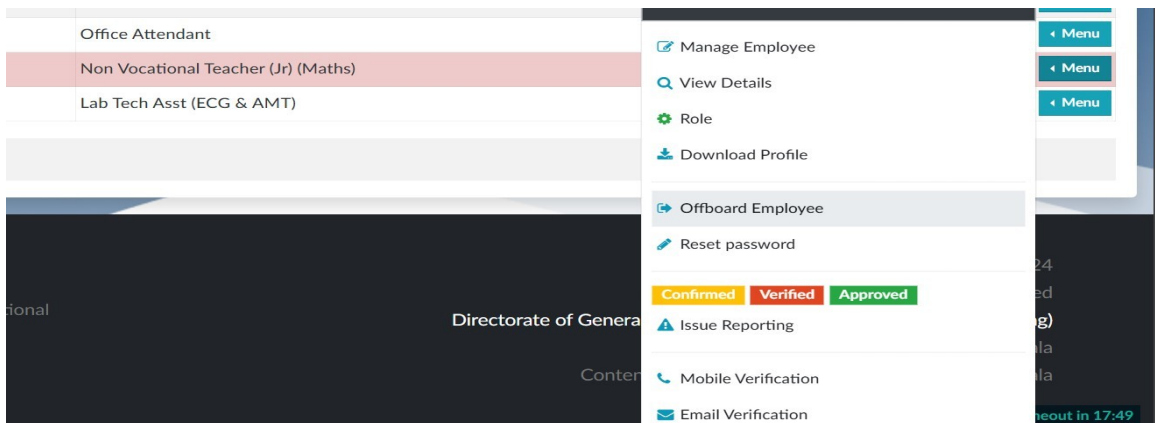
Note: Only Principal/Approver can generate the order. Off boarded principal cannot generate the order of others. Any technical issue faces during the order generation may use manual copy. Also for the Principal in charge may use the manual RTC.

Steps:

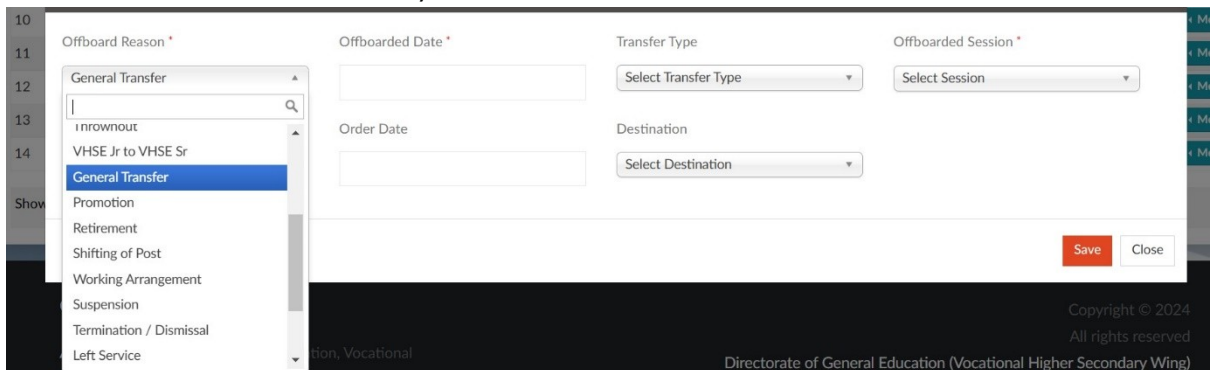
1. Login as Approver and select the employee management



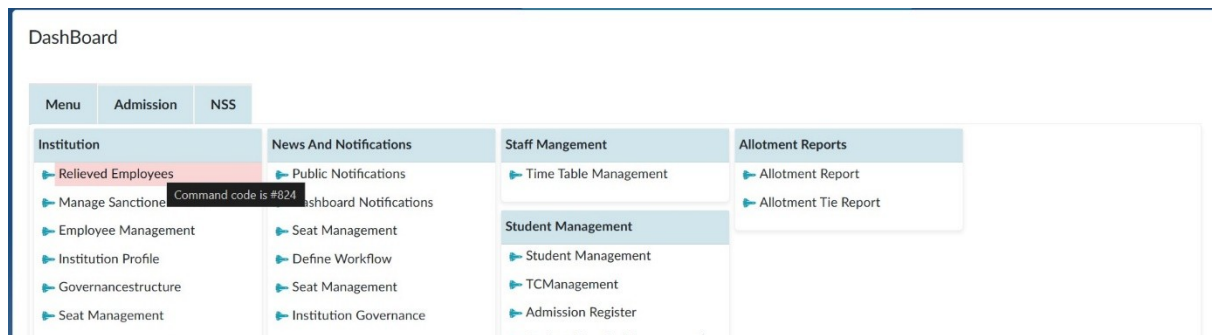
2. Select the transferred employee and off board



3. Enter the off board details correctly



4. Save details and select the relived employees list from main menu



5. Download Relieving order

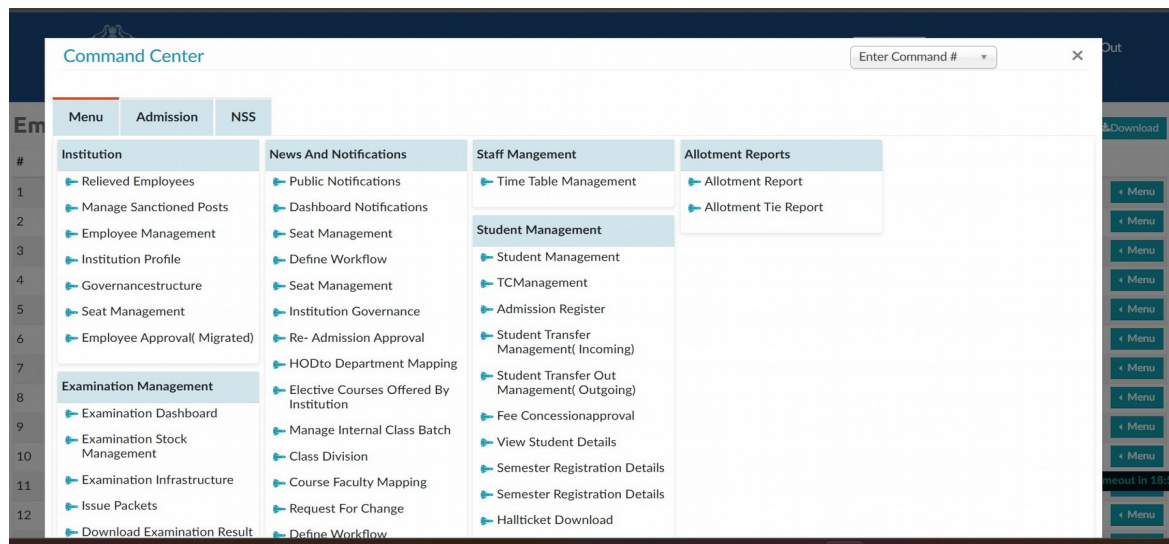
10	SHEEJA.G.G	Vocational Instructor (MRRTV)	S-2699	393022	9645131264[at]hse[dot]kerala[dot]gov[dot]in	9645131264	TRN-General Transfer	25-08-2022		<a href="#">Menu</a>
11	Jayamol.M	Non Vocational Teacher (Jr) (Maths)	S-3041	433724	9544431728[at]hse[dot]kerala[dot]gov[dot]in	9544431728	TRN-General	23-08-2022		<a href="#">Menu</a>
12	MADHU MR	Non Vocational Teacher (Sr) (English)	S-3106	415094	9544813046[at]hse[dot]kerala[dot]gov[dot]in	9544813046				<a href="#">Menu</a>

Showing page 1/1 of 12 results

[View Details](#) [Relieving Order](#)

*Note: Those employees retained (retained and 3 year not completed and not got transfer cases) are no need to update in the portal.*

6. Joining to the post



**Menu>> Manage sanctioned post >> Select Post>> menu>>Joining>>Select Employee>> update details>>Verify >>Approve**

*Please ensure that the employee had been off boarded from parent school*

**Note: Do not create new post without the permission from Directorate.**

### Manage Sanctioned Posts

QSearch Download +New

#	Designation	Department	Discipline	Nature of Post	Total No. of Posts	Vacant Posts	Count of Designated Employees (Approved)	Count of Employees (Approval Pending)	Act
1	Non Vocational Teacher (Jr) (Maths)	EDUCATION (VHSE)	(Jr) Maths	Permanent	1	0	1	NIL	+ Men
2	Upper Division Clerk	NOT APPLICABLE	NOT APPLICABLE	Permanent	1	0	1		+ Men
3	Non Vocational Teacher (Sr) (English)	EDUCATION (VHSE)	(Sr) English	Permanent	1	1	NIL		+ Men
4	Non Vocational Teacher (Jr) (Biology)	EDUCATION (VHSE)	(Jr) Biology	Permanent	1	0	1		+ Men

**Non Vocational Teacher (Sr) (English)**

- Employee List
- Delete Post
- Create Employee
- Joining
- Re-Assign
- Attach
- Approved

### Re-assign/Join employee of Sanctioned Post in GOVT. VHSS NJEKKAD. VADASSERIKONAM. P. O of designation Non Vocational Teacher (Sr) (English)

Offboard \*      Joining date \*      Joining session \*

Select Offboard Employee             Select Joining Session

Select Offboard Employee  
SHAJU V G

Submit Close

2	Upper Division Clerk	NOT APPLICABLE	NOT APPLICABLE	Permanent	1	0	1	NIL	+ Men
3	Non Vocational Teacher (Sr) (English)	EDUCATION (VHSE)	(Sr) English	Permanent	1	1	NIL	NIL	+ Men
4	Non Vocational Teacher (Jr) (Biology)	EDUCATION (VHSE)	(Jr) Biology	Permanent	1	0	1	NIL	+ Men

### Re-assign/Join employee of Sanctioned Post in GOVT. VHSS NJEKKAD. VADASSERIKONAM. P. O of designation Non Vocational Teacher (Sr) (English)

Offboard \*      Joining date \*      Joining session \*

SHAJU V G             Select Joining Session

Select Offboard Employee  
SHAJU V G

employee code	32704	Employee name	SHAJU V G
Institution	OFFBOARD	Designation	Vocational Instructor (MRRTV)
Email address	vgshaju9[at]gmail[dot]com	Mobile number	9447528474
Department	EDUCATION (VHSE)	Discipline	MRRTV

Submit Close

Vocational (VHSE)      Idle timeout