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

| 0 10 1 | | | | | |
|------------------------------|-----------------------------|---|------------------------|-------------------|---|
| Command Center | | | | Enter Command # * | > |
| | | | | | |
| Menu Admission NSS | | | | | |
| Institution | News And Notifications | Staff Mangement | Allotment Reports | | |
| - Relieved Employees | - Public Notifications | 📂 Time Table Management | - Allotment Report | | |
| Manage Sanctioned Posts | - Dashboard Notifications | | - Allotment Tie Report | | |
| - Employee Management | - Seat Management | Student Management | | | |
| - Institution Pro | #230 efine Workflow | ⊱ Student Management | | | |
| - Governancestructure | 🗲 Seat Management | 🛌 TCManagement | | | |
| ► Seat Management | - Institution Governance | - Admission Register | | | |
| Employee Approval(Migrated) | - Re- Admission Approval | 📂 Student Transfer | | | |
| | - HODto Department Mapping | Management(Incoming) | | | |
| Examination Management | Elective Courses Offered By | Student Transfer Out Management(Outgoing) | | | |
| Examination Dashboard | Institution | Fee Concessionapproval | | | |

2. Select the transferred employee and off board

| | Office Attendant | Manage Employee | ✓ Menu |
|--------|-------------------------------------|--|--------------------------|
| | Non Vocational Teacher (Jr) (Maths) | Q View Details | ✓ Menu |
| | Lab Tech Asst (ECG & AMT) | Role Download Profile | ∢ Menu |
| | | Offboard Employee | |
| | | Reset password | 24 |
| tional | Directorate of Genera | Confirmed Verified Approved Issue Reporting Image: Confirmed Confi | ed I g) Ila |
| | Conter | S Mobile Verification | la |
| | | Email Verification | neout in 17:49 |

3. Enter the off board details correctly

| 10 11 | Offboard Reason * | | Offboarded Date * | Transfer Type | Offboarded Session * | 4 |
|----------|-------------------------|------|-------------------|------------------------|-------------------------------|------------|
| 12 | General Transfer | * | | Select Transfer Type * | Select Session | • |
| 13 | 1 | Q | | | | |
| 15 | Inrownout | - | Order Date | Destination | | |
| 14 | VHSE Jr to VHSE Sr | | | Select Destination | | 4 |
| | General Transfer | | | Select Destination | | |
| Show | Promotion | | | | | |
| | Retirement | | | | | |
| | Shifting of Post | | | | | Save Close |
| | Working Arrangement | - H- | | | | |
| | Suspension | | | | | |
| | Termination / Dismissal | | | | | |
| | Left Service | • ti | on, Vocational | Directorate of Gener | ral Education (Vocational Hig | |

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

| Menu Admission NSS Institution News And Notifications Staff Mangement Relieved Employees Public Notifications Time Table Management Manage Sanctione Command code is #824 shboard Notifications | |
|---|------------------------|
| Relieved Employees Public Notifications Time Table Management | |
| Commend and a #024 | Allotment Reports |
| Manage Sanctione | 📂 Allotment Report |
| | 📂 Allotment Tie Report |
| Employee Management Student Management Student Management | |
| Institution Profile | |
| ► Governancestructure ► Seat Management ► TCManagement | |
| ► Seat Management ► Institution Governance ► Admission Register | |

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 Menu |
|----------------|-------------------------------------|--------|--------|--|------------|-------------------------|------------|--------|
| 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 Menu |
| 12 MADHU ME | Non Vocational Teacher (Sr) | S-3106 | 415094 | 9544813046[at]hse[dot]kerala[dot]gov[dot]in | | Jayamol.M | | 4 Menu |
| 12 10,010 10 | (English) | 5 0100 | 125071 | 22.110.200 IofarlusefactiverandfactBotfactiu | | View Details | | < Menu |
| Showing page 1 | /1 of 12 results | | | | | 📥 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 schoolNote: Do not create new post without the permission from Directorate.

| # | Designation 🖨 | Department 🖨 | Discipline 🖨 | Nature of Post \$ | Total No. of Posts \$ | Vacant Posts 🖨 | Count of Designated Employees (Approved | Count of Employees (Approval Pending) | Ad |
|---|--|---------------------|-------------------|-------------------|-----------------------|----------------|---|---|-----------------------|
| 1 | Non Vocational Teacher (Jr) (Maths) | EDUCATION (VHSE) | (Jr) Maths | Permanent | 1 | 0 | 1 | NIL | M |
| 2 | Upper Division Clerk | NOT APPLICABLE | NOT APPLICABLE | Permanent | 1 | 0 | 1 | Non Vocational Teacher (Sr) (English) | ∢ Me |
| 3 | Non Vocational Teacher (Sr) (English) | EDUCATION (VHSE) | (Sr) English | Permanent | 1 | 1 | NIL | Employee List Delete Post Create Employee Joining | K M |
| 4 | Non Vocational Teacher (Jr) | EDUCATION (VHSE) | (Jr) Biology | Permanent | 1 | 0 | | | • M |

| | | | | ned Post in G r (Sr) (English | | S NJEKKAD. \ | VADASSERIKONAM. P. O of | × |
|--|----------------------|--------------|-----------|----------------------------------|---|--------------|-------------------------|-------------|
| Offboard * | | | | Joining date * | | | Joining session * | +New |
| | board Employee | | <u>م</u> | | | | Select Joining Session | rng) \$ Ac |
| Select Off SHAJU V | fboard Employee G | : | | | | | S | ubmit Close |
| Upper Division Clerk | NOT APPLICABLE | NOT | Permanent | 1 | 0 | 1 | NIL | (Me |
| Non Vocational Teacher (Sr) (English) | EDUCATION (VHSE) | (Sr) English | Permanent | 1 | 1 | NIL | NIL | • Me |
| Non | | (Jr) Biology | Permanent | 1 | 0 | 1 | NIL | - Me |

| mbbba | ard * | | Joining date * | | Joining session * | |
|---------|---------------------|---------------------------|----------------|---------------|-------------------------------|---|
| SHAJ | UVG | | | | Select Joining Session | * |
| | | Q | | | | |
| Selec | t Offboard Employee | | | | | |
| | UVG | 5-2704 | | Employee name | SHAJU V G | |
| Institu | ution | OFFBOARD | | Designation | Vocational Instructor (MRRTV) | |
| Email | address | vgshaju9[at]gmail[dot]con | n | Mobile number | 9447528474 | |
| Depai | rtment | EDUCATION (VHSE) | | Discipline | MRRTV | |