

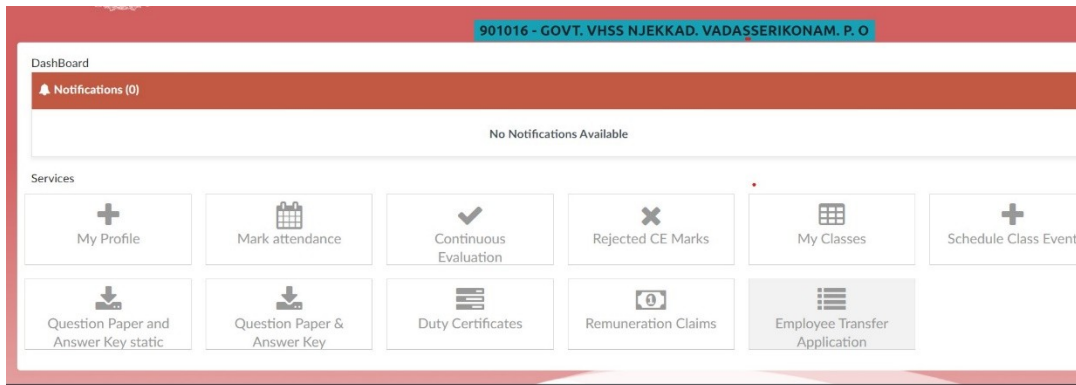
## Higher Secondary (Vocational) General Transfer online application guidelines

Portal address: [www.vhseportal.kerala.gov.in](http://www.vhseportal.kerala.gov.in)

### 1. Employee login

The employee login using the user id (Mob.no) and Password

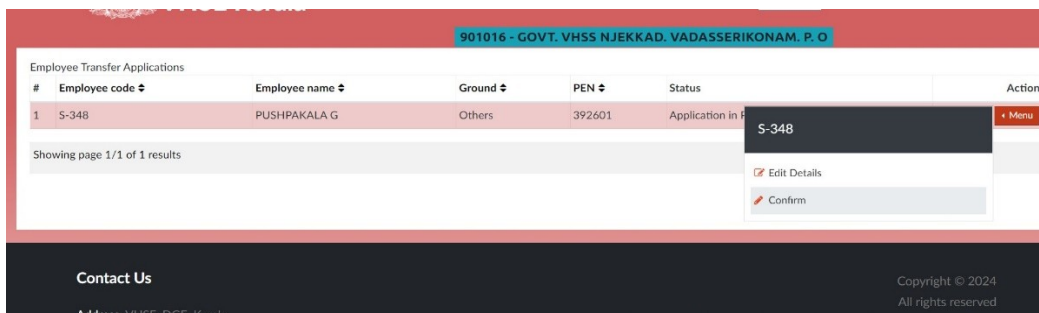
Employee login (Role employee) >>> Dash board >> Transfer Application



### 2. Submission of Application

Enter the details, options and save changes.

Save changes>> confirm details



### 3. Confirmation

Ground on which transfer is applied for	Others
Serial number in PSC Advice	
PSC Advice date	17/09/1992
Serial number in the appointment order	0
Appointment order date	17/09/1992

Options Selected Employee code S-348

Position	Institution code - Institution name
1	907015 - GVHSS Thripunithura

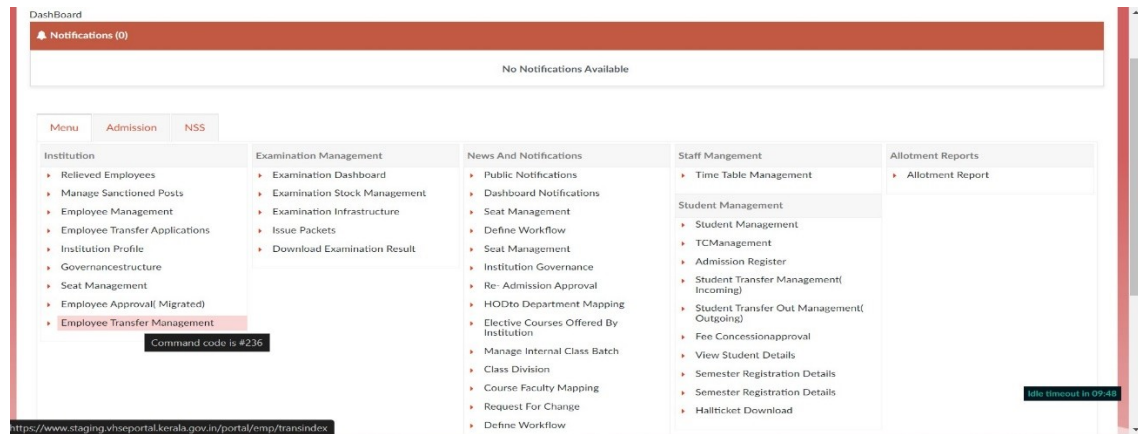
**Declaration**

I do hereby declare that the details furnished above are true and that I will be personally responsible if they are found to be incorrect.

#### 4. Principal level verification and forwarding

On successful confirmation of the application by the employee, it will be available to the Dash board of Principal ( Role : Approver )

Approver login >> **Employee transfer Applications**



#### 5. Approval and forwarding Application

Principal may verify details and forward or reject the application(Rejected applications can be edit and resubmit with in the time limit by the employee)



#### 6. Download Application

On successful approval, the application may be downloaded and a signed print out is kept in the office. No further editing will be possible.

