



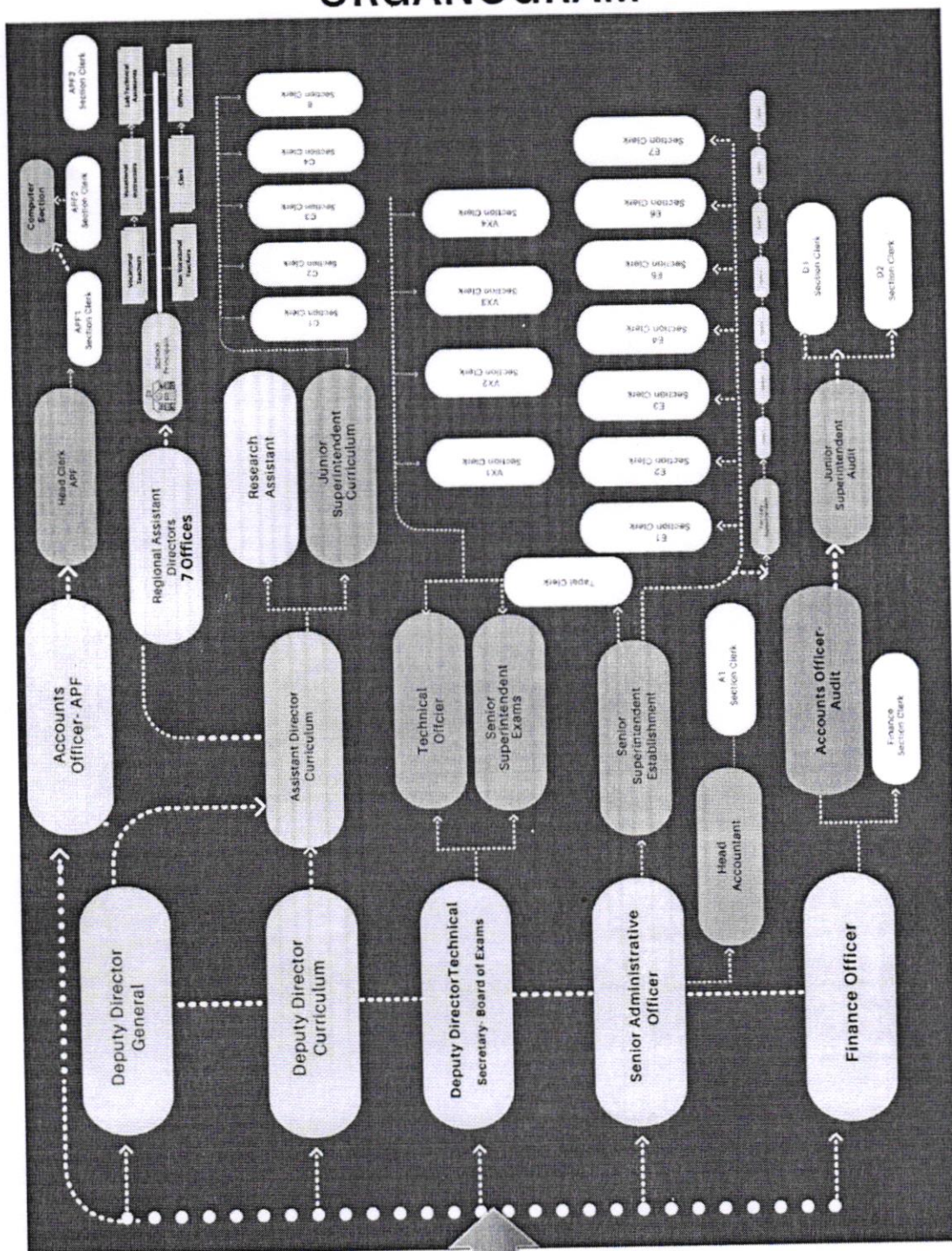
Organizational Chart

DVHSE

**Director of General
Education**

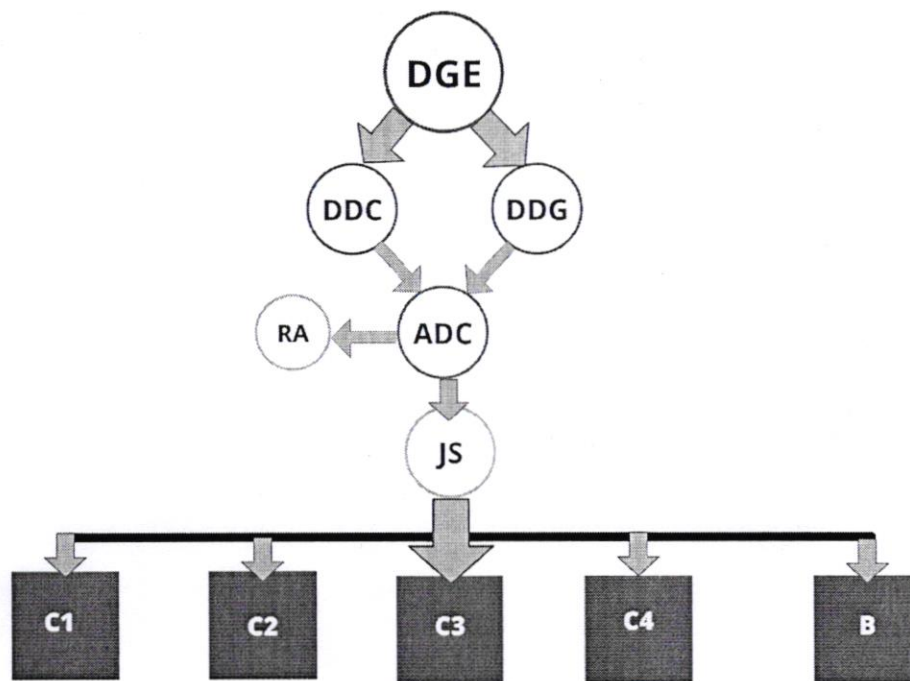


DIRECTORATE OF GENERAL
EDUCATION- VHSE



Job Roles and File Flow chart of Various Sections

(A)Curriculum Section



Deputy Director -Curriculum (DDC)
Deputy Director-General (DDG)-1
Assistant Director- Curriculum (ADC)-1
Research Officer-1
Junior Superintendant-1
Section Clerk- 5

- Controlling Officer
- Controlling Officer
- Unit Officer

Immeluk
DD 1/c

Curriculum Sections deals with the following business

Deputy Director -Curriculum

(Controlling Officer)

Deputy Director -General

(Controlling Officer)

Assistant Director - Curriculum

Supervisory Officer

Research Assistant

Statistics and Academic Researchers for various purposes

Apprenticeship Management

Career Guidance and Placement Officer

Junior Superintendant Curriculum

(Unit Officer)

Assistant RTI Officer

Supervise the following activities

Apprenticeship Management

Career Guidance and Counselling

Admission and related matters (VHS CAP)

Curriculum & Course

School Inspections and Enquiry

The budget proposal and Follow up

Annual Plan

Purchase- AS/PS

Procedures in the Construction of School Building

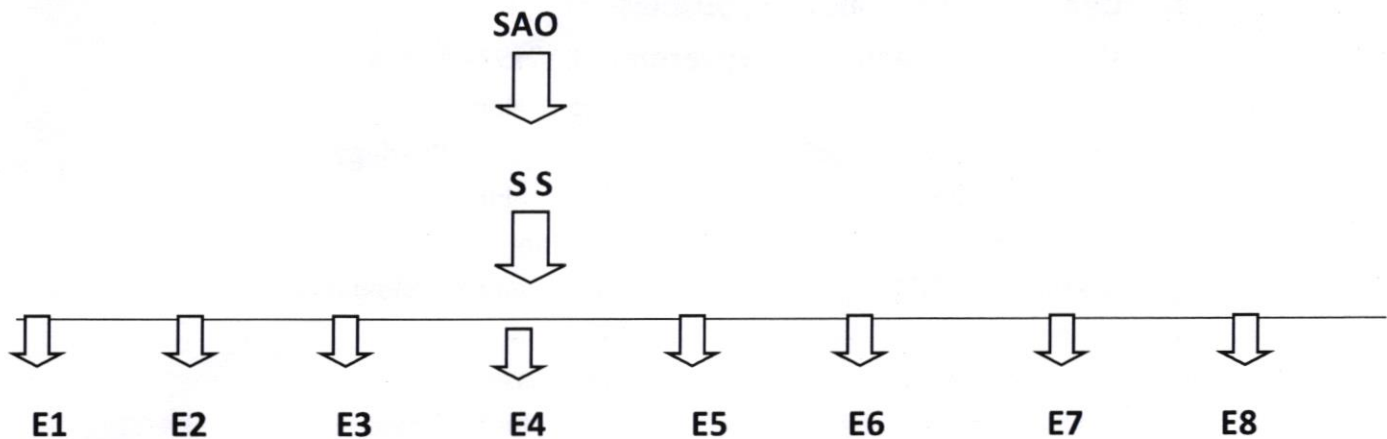
C1 Section Clerk	C2 Section Clerk
Training (Staff) Academic Cluster Equivalency Certificate Boarding and Diet Charges Open School CE Monitoring Terminal Examinations Grace Marks Day Celebrations Tour Management- Assistant Directors RTI	Development of Vocational Curriculum Design and Development of Course Selection of Courses Preparation of Course Materials Annual Plan Policy Matters Acts & Rules NSQF Implementation Liaisoning with Sector Skill Councils On-the-Job Training Vocational Curricular Activities

C3 Section Clerk	C4 Section Clerk
Admission Admission Cancellation Preparation of Prospectus School Transfer Management of Batches and Courses Career Guidance and Counselling Apprenticeship Extra-Curricular Activities Economic review Annual Administrative Reports Malayalam- Language Academic Related Complaints Redressal RTI	Construction of Buildings Grants and Scholarships Special Fee Receipts Textbook Distribution Youth Festival Vocational Expo RTI

B Section Clerk

Purchase procedure for both schools and Offices
AS/PS
Stationary Materials
E Office
RTI

ESTABLISHMENT SECTION



Senior Administrative Officer – 1
(Controlling Officer)

Senior Superintendent – 1
(Unit Officer)

Section Clerk – 8

Establishment Section Deals with the following business

Senior Administrative Officer – 1
(Controlling Officer)

Drawing and Disbursing Officer

Approval of Establishment – Related Procedures

Senior Superintendent – 1
(Unit Officer)

Verification of the following

Reporting Vacancy
Appointment of staff
Regularisation
Probation
Promotion/ TBHG
Leave
Service matters

Deputation
Transfer and Postings
Deputation
Pension
Sanctioning of Allowances
RTI
Court Cases
Complaint Redressal

1. E 1 Section

Deals with the following business of

Vocational Teachers in Government VHS Schools

Reporting Vacancy	Deputation
Appointment of all staff	Transfer and Postings
Regularisation	Deputation
Probation	Pension
Promotion/ TBHG	Sanctioning of Allowances
Leave	RTI
Service matters	Court Cases
LA Question	Complaint Redressal
CMO Portal	

2. E 2 Section

Deals with the following business of

Non- Gazetted Officers (Clerk,Sr.Clerk, Head Clerk and Junior Supdt) in the Department

Reporting Vacancy	Deputation
Appointment of staff	Transfer and Postings
Regularisation	Deputation
Probation	Pension
Promotion/ TBHG	Sanctioning of Allowances
Leave	RTI
Service matters	Court Cases
LA Question	Complaint Redressal
CMO Portal	

3. E3 Section

Deals with the following business of All teaching and non teaching Staff in Aided Schools in Kollam , Kuttippuram and Vadakara Regions.

Appointment Approval of staff	Deputation
Pension	RTI
Sanctioning of Allowances	Court Cases
Leave	Complaint Redressal
Service matters	CMO Portal
LA Question	

4. E4 section

Deals with the following business of

Non-Vocational Teachers – Junior in Government VHS Schools

Reporting Vacancy	Deputation
Appointment of staff	Transfer and Postings

Regularisation
Probation
Promotion/ TBHG
Leave
Service matters
LA Question
CMO Portal

Deputation
Pension
Sanctioning of Allowances
RTI
Court Cases
Complaint Redressal

5. E5 Section

Deals with the following business of All Teaching and Non Teaching Staff in Aided Schools in Chenganur, Ernakulam, Thrissur and Payyanur Regions.

Appointment Approval of staff
Pension
Sanctioning of Allowances
Leave
Service matters
LA Question

Deputation
RTI
Court Cases
Complaint Redressal
CMO Portal

6. E6 Section

Deals with the following business of Vocational Instructors and Lab Technical Assistants in Government VHS Schools

Reporting Vacancy
Appointment of all staff
Regularisation
Probation
Promotion/ TBHG
Leave
Service matters
LA Question
CMO Portal

Deputation
Transfer and Postings
Deputation
Pension
Sanctioning of Allowances
RTI
Court Cases
Complaint Redressal

7. E 7 Section

Deals with the following business of Non-Vocational Teachers in Government VHS Schools and Gazetted Staff in this Department

Reporting Vacancy
Appointment of staff
Regularisation
Probation
Promotion/ TBHG

Deputation
Transfer and Postings
Deputation
Pension
Sanctioning of Allowances

Leave
Service matters
L A Question
CMO Portal

RTI
Court Cases
Complaint Redressal

8. E 8 Section

Deals with the following business of

**Non- Gazetted Officers (Last Grade Servants, Driver and Typists) in the
Department**

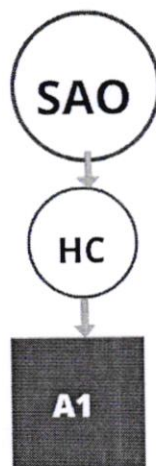
Reporting Vacancy
Appointment of staff
Regularisation
Probation
Promotion/ TBHG
Leave
Service matters
SC, ST Special Recruitment
Consolidation of RTI
LA Question

Deputation
Transfer and Postings
Deputation
Pension
Sanctioning of Allowances
RTI
Court Cases
Complaint Redressal
Preparation of Monthly Progress Report
CMO Portal



SENIOR ADMINISTRATIVE OFFICER

Accounts Section



Senior Administrative Officer- SAO- 1
Head Clerk-1
Section Clerk- 1

Senior Administrative Officer
(Controlling Officer)

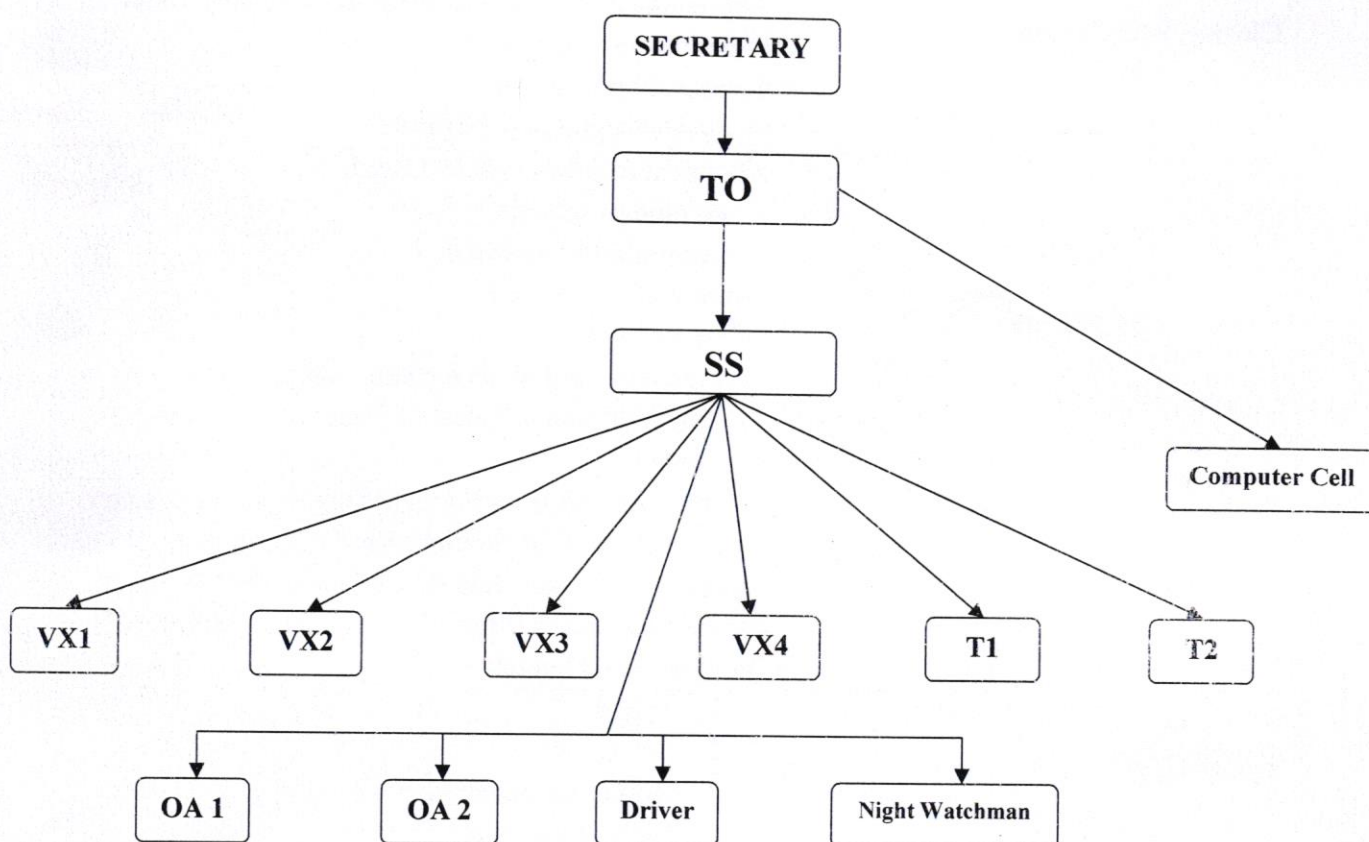
Head Clerk
(Unit Officer)

A1 Section Clerk

Accounts Section Deals with the following

- Pay Bill
- Wages
- Tour TA
- Contingent Bills
- PF Withdrawals
- TDS
- Issue of Salary Certificates
- Pensionary Benefits
- Medical reimbursement

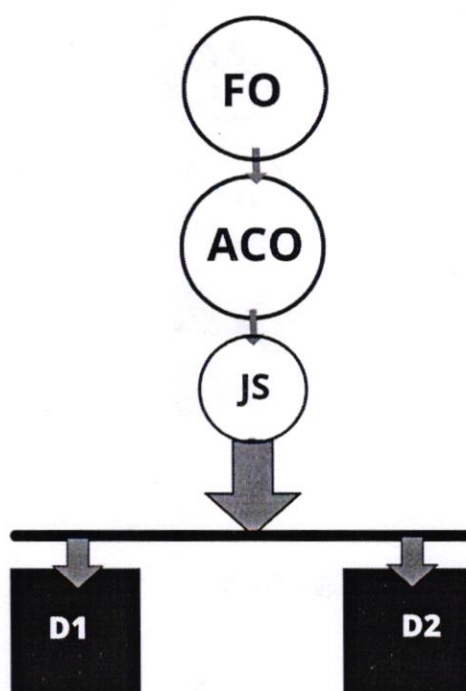
VHS (EXAMINATION WING)



Examination Secretary/ Deputy Director (Technical)	Controlling Officer
Technical Officer (TO)	Preparation, Printing & Distribution of Question Papers, Scheme Finalisation, Custodian of Vehicles and Computers
Senior Superintendent (SS)	Unit Officer
Clerk - VX1 Section	Conduct of Examination (Notification, Registration, C.V. Camps, Board Meeting, Publishing Results and Conduct of Skill Assessments)
Clerk - VX2 Section	Prepare and Distribute Mark lists and Certificates Revaluation of Answer Scripts Publish Revaluation Result Duplicate Mark list/Certificate and Issuance of Combined Mark lists

Clerk – VX3 Section	Conduct of Question Paper Preparation Workshop/Scheme Finalisation Appointment of Chief Superintendent/Deputy Chief Superintendent for Exam Condonation of students Duplicate Migration Certificate
Clerk – VX4 Section	Allotment of funds to C.V. Camps Exam fund of schools Remuneration of Teachers Printing of C.V. Cover Office Purchases Allotment of fund to Sector Skill Councils and Allotment of fund to Question Paper printing and distribution
Computer Cell	i Exam – Examination Portal Management, Data Entry, Analysis, Result Preparation, VhsTab- Camp portal management, Exam Data Base Management Software and Printing works (Mark list, Certificate, Migration)- Duplicate and Correction
Other Staff	1. Typist – 2 2. Driver – 1 3. Office Attendant – 2 4. Night Watchman – 1

Audit Section



Finance Officer-(FO)-1

Accounts Officer- Audit-(ACO)-1

Junior Superintendent (JS) -1

Finance Officer

(Controlling Officer)

Accounts Officer- Audit

(Unit Officer)

Audit Section Deals with the following

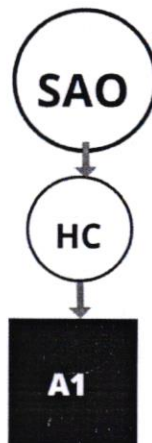
Conduct Audit, Inspections

Verification of Service matters, income and Expenditure in all Offices

Maintaining AG Audit Inspection Reports

Sec - D₁ & D₂ sf

Accounts Section



Senior Administrative Officer- SAO- 1

Head Clerk-1

Section Clerk- 1

Senior Administrative Officer

(Controlling Officer)

Head Clerk

(Unit Officer)

A1 Section Clerk

Audit Section Deals with the following

Pay Bill

Wages

Tour TA

Contingent Bills

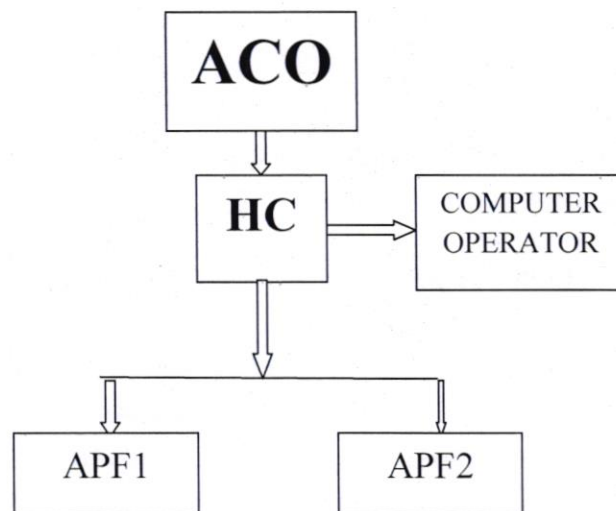
PF Withdrawals

TDS

Issue of Salary Certificates

Pensionary Benefits

AIDED PROVIDENT FUND SECTION



Accounts officer (APF)-1
(controlling Officer)

Head Clerk -1
(Unit Officer)

Section clerk-2(APF1&APF2)
Computer Operator-1
Office attendant -1

Accounts officer (APF)
(controlling Officer)

- Aided PF fund Management
- Communications With AG
- Approval of The following
 - Temporary Advances
 - Non Refundable Advances
 - PF Admissions
 - PF Closures

- Nominations
- Annual Credit Statements of Subscribers

Head Clerk

(Unit Officer)

Verification of the following

- Temporary Advances
- Non Refundable Advances
- PF Admissions
- PF Closures
- Nominations
- Annual Credit Statements of Subscribers
- Budget Estimate

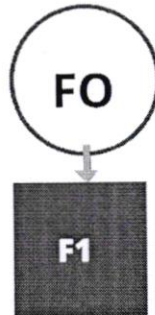
Section Clerk-APF1	Section Clerk-APF2
Scrutiny of following (Kollam and Chengannoor Region) <ul style="list-style-type: none"> • Temporary Advances • Non Refundable Advances • PF Admissions • PF Closures • Nominations • Annual Credit Statements of Subscribers • RTI • LA Question 	Scrutiny of following (Ernakulam,Thrissur,Kuttippuram,Vadakara and Payyannoor Region) <ul style="list-style-type: none"> • Temporary Advances • Non Refundable Advances • PF Admissions • PF Closures • Nominations • Annual Credit Statements of Subscribers • RTI • LA Question

Computer Operator

- State Nodal officer (GAINPF Software VHSE Wing)
- Management of Information System
- Software management
- Prepare Annual Credit Statements
- Maintaining Credit cards
- Assistance in online procedure
- Software-related complaint redressal


 Accounts Officer (PF)

Finance Section



Finance Officer-1
(Controlling Officer)

Section Clerk- 1
(Unit Officer)

Deals with the following business of

Budget Preparation

Allotment of Funds to All Offices

Subject Committee Notes

Annual Plan Progress Report

Finance Inspections

പൊതുവിദ്യാഭ്യാസ വകുപ്പ് (വി.എച്ച്.എസ്.ഇ വിഭാഗം) ഡയറക്ടറുടെ നടപടിക്രമങ്ങൾ

പൊതുവിദ്യാഭ്യാസം-അറിയുവാനുള്ള അവകാശചട്ടം 2005- പൊതുജനങ്ങൾക്ക് പൊതുവിദ്യാഭ്യാസ വകുപ്പ് (വി.എച്ച്.എസ്.ഇവിഭാഗം) ഓഫീസിൽനിന്നും വിവരങ്ങൾ നൽകുന്നതിന് അസിസ്റ്റന്റ് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും, ഇൻഫർമേഷൻ ഓഫീസർമാരേയും നാമനിർദ്ദേശം ചെയ്യുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ജീവനക്കാര്യം (ഇ2) വിഭാഗം

ഇ2/8206/2022/vhse (1)

തിരുവനന്തപുരം, തീയതി, 6.6.2023

പരാമർശം :- ജി.ഒ (എം.എസ്) നമ്പർ 384/2005/പൊ.ഭ.വ തീയതി 28.10.2005.

ഉത്തരവ്

മേൽ സൂചന പ്രകാരം, വകുപ്പ് മേധാവികൾ പൊതുജനങ്ങളുടെ അറിവിലേയ്ക്കായി സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും, അസിസ്റ്റന്റ് സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും അപ്പീൽ അധികാരികളേയും നിശ്ചയിച്ച് പ്രസിദ്ധീകരിക്കണമെന്ന് നിർദ്ദേശിച്ചിരുന്നു. അതനുസരിച്ച് പൊതുവിദ്യാഭ്യാസ വകുപ്പ് (വി.എച്ച്.എസ്.ഇ) വിഭാഗത്തിലെ സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും, അസിസ്റ്റന്റ് സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും അപ്പീൽ അധികാരികളേയും നിശ്ചയിച്ചുകൊണ്ടുള്ള നടപടിക്രമം താഴെ പറയും പ്രകാരം പുന:ക്രമീകരിച്ച് ഉത്തരവാകുന്നു.

ക്രമ നം.	വിഭാഗം	അസിസ്റ്റന്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർ ASPIO	സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർ SPIO	അപ്പീൽ അധികാരി A A
1	ജീവനക്കാര്യം (എസ്റ്റാബ്ലിഷ്മെന്റ്)& അക്കൗണ്ട്സ് വിഭാഗം	ഹെഡ് അക്കൗണ്ടന്റ്	സീനിയർ സൂപ്രണ്ട്	സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
2	പരീക്ഷാവിഭാഗം	ഹെഡ് അക്കൗണ്ടന്റ്	സീനിയർ സൂപ്രണ്ട്	പരീക്ഷാസെക്രട്ടറി
3	ഓഡിറ്റ് വിഭാഗം & ഫിനാൻസ് വിഭാഗം	ഹെഡ് അക്കൗണ്ടന്റ് "	ജൂനിയർ സൂപ്രണ്ട് "	അക്കൗണ്ട്സ് ഓഫീസർ (ഓഡിറ്റ്)
4	കരിക്കലം വിഭാഗം	ഹെഡ് അക്കൗണ്ടന്റ്	ജൂനിയർ സൂപ്രണ്ട്	ഡെപ്യൂട്ടി ഡയറക്ടർ (കരിക്കലം)
5	എയ്ഡഡ് പി.എഫ്	ഹെഡ് അക്കൗണ്ടന്റ്	ഹെഡ് ക്ലർക്ക്	അക്കൗണ്ട്സ് ഓഫീസർ (എ.പി.എഫ്)

ഒപ്പ്/-

ഷാനവാസ് എസ്, ഐ.എ.എസ്
പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

ഉത്തരവിൻ പ്രകാരം

സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ