

Instructions to Institutions / Office

I. For verifying / updating Employee Details:

Employee Details can be edited, only after forwarding Vacancy Position,.

Data entry staff:

- Login as ' ____ clk_' by the clerk.
- Go to Menu item <Employee Details>
- Go to submenu <View / Verify>
- The name of employees with the status will be displayed
- Press the button "View" against each employee and modify the employee details and press "Update" after verification. In the case of Gazetted Officers, a link "Details as per AG's Record" is provided to view the details as per AG's record.
- Use "Submit for verification" button for submitting the details to 'spdt'.
- Logout.

Verification Officer:

- Login as ' ____spdt_' by the Verifying Officer.
- Go to Menu item <Employee Details>
- Go to submenu <View / Verify>
- The name of employees with the status will be displayed
- Press the button "View" against each employee. If the details are correct, press "verified", or "Modification suggested" if modification required.
- Verified entries will go to "ppl" and Modification suggested entries will go to "clk" (then "clk" has to repeat step 1)

- Logout.

Approving Officer (Head):

- Login as ' ____ppl_ ' by the Head of the Office.
- Go to Menu item <Employee Details>
- Go to submenu <View / Verify>
- The name of employees with the status will be displayed
- Press the button "View" against each employee. If the details are correct, press "verified", or "Modification suggested" if modification required.
- 'Modification suggested' entries will go to "clk" (then "clk" has to repeat step 1)
- After completing verification of all employees, use "Forwarded to DTE – Yes / No" option and <Submit"> button to forward the vacancy details to DTE.

II. For reporting Vacancy Position and transfer details

Step 1:

Approving existing last month's vacancy positions / Correcting Vacancy position.

Data entry staff:

- Login as ' ____ clk_ ' by the clerk.
- Go to Menu item <Vacancy>
- Go to submenu <Entry/Submit Vacancy>
- If there is any correction in **vacancy position before transfers of last month** (sanctioned post, No. of posts permanently filled and vacancy), correct it using "Edit" option against the post.

- Details of vacancy can be modified using “Add Details” against the post.
- Uncompleted entries will cause error (indicated by red back ground) and can not be forwarded to “spdt” for verification. If there is error indication – verify (i) no. of filled staff = no of staff in the list against that post. And (ii) the Vacancy details are provided to that post.
- After completing, press “Request for verification” for forwarding it to “spdt”.
- Logout.

Verification Officer:

- Login as ‘ ____spdt_ ’ by the Verifying Officer.
- Go to Menu item <Vacancy>
- Go to submenu <Vacancy Verification>
- For each post, if the details provided are correct, put a √ in the box against “Verified” otherwise √ against “Modification suggested” against the post.
Press “update” button for setting the status.
- Press “Submit to Principal/Head” to submit it to the Head.
- Verified entries will go to “ppl” and Modification suggested entries will go to “clk” (then “clk” has to repeat step 1)
- Logout.

Approving Officer (Head):

- Login as ‘ ____ppl_ ’ by the Head of the Office.
- Go to Menu item <Vacancy>
- Go to submenu <Vacancy Verification>
- For each post, if the details provided are correct, put a √ in the box against “Verified” otherwise √ against “Modification suggested” against each post.

- Press “Approved” to approve the entries verified.
- Modification suggested entries will go to “clk” (then “clk” has to repeat step 1)
- Logout.

Step 2:

Transfer Process - Relieving:

Only for the posts which are ‘Approved’ by ppl, the transfer process can be made.

(Current Vacancy position is available in “Post & Employee List”, if the vacancy position for all posts are approved. Note the names of the employees who are to be relieved from the list). First Transfer Process recommended is “Relieving” which enables to create vacancy for employees to join.

Data entry staff:

- Login as ‘ ____ clk_ ’ by the clerk.
- Go to Menu item <Vacancy>
- Go to submenu <Relieving>
- For each employee to be relieved - select the post and employee to be relieved, provide the relieving details and the press “Process” button.
- Select submenu <View/Submit(Transfer)>. The list of post and employees relieved will be available for verification. Press “Verify” button against each post and verify the details provided by “verify” link. Press “Verified” button if details are correct. Otherwise press “Delete” to re-enter the details using previous three steps.
- Press “Submit for verification” to pass the entries for verification by “spdt”
- Logout.

Verification Officer:

- Login as ' ____spdt_' by the Verifying Officer.
- Go to Menu item <Vacancy>
- Go to submenu <Transfer Verification>
- The list of posts and employees relieved will be available for verification. Press "Verify" button against each post and verify the details provided by "check" link. Press "Verified" button if the details are correct to pass to "ppl" for approval. Otherwise press "Modification Suggested" to delete and re-enter the details by "clk".
- Logout.

Approving Officer (Head):

- Login as ' ____ppl_' by the Head of the Office.
- Go to Menu item <Vacancy>
- Go to submenu <Transfer Verification>
- The list of posts and employees relieved will be available for verification. Press "Verify" button against each post and verify the details provided by "check" link. Press "Verified" button if the details are correct and approved. Otherwise press "Modification Suggested" to delete and re-enter the details by "clk". (Once "Approved" the entries can not be corrected)
- Logout.

Step 3:

Transfer Process - Joining:

Current Vacancy position after completing reliving process is available in "Post & Employee List" if all transfer entries are approved. Verify - the vacancies are

available for the employees to join. For doing adjustments in vacancies repeat Step 1 (may be necessary for the posts coming under ratio promotions). Ensure the employees to join (except for new join) have been relieved from relieving office using <Employee Details> / <Search for employee> submenu.

Data entry staff:

- Login as ' ____ clk_ ' by the clerk.
- Go to Menu item <Vacancy>
- Joining of employees transferred from other offices can be joined using <Joining(Existing)> submenu and new joins can be done using <New Join> submenu. Go to respective menus according to the requirement.
- For each employee to be joined using <Joining(Existing)> - select the employee to be joined, select post (& choice), give the join details and the press "Process" button.
- For each employee to be joined using <New Join> - give details of employee, select the post (and choice) to be joined and the press "Submit" button.
- Select submenu <View/Submit(Transfer)>. The list of post and employees joined will be available for verification. Press "Verify" button against each post in the case of Join(existing). Verify the details provided by "verify" / "Check" link. Press "Verified" button if details are correct. Otherwise press "Delete" to re-enter the details using previous two steps.
- Press "Submit for verification" to pass the entries for verification by "spdt"
- Logout.

Approving Officer (Head):

- Login as ' ____ppl_ ' by the Head of the Office.

- Go to Menu item <Vacancy>
- Go to submenu <Vacancy>/<Transfer Verification>
- The list of posts and employees relieved will be available for verification. Press “Verify” button against each post in the case of join(existing). Verify the details provided by “check” link. Press “Verified” button if the details are correct and approved. Otherwise press “Modification Suggested” to delete and re-enter the details by “clk”. (Approved entries can not be corrected)
- Logout.

As during Relieving, Joining (Existing) and New Join, Vacancy positions (No of permanently filled and No of vacancy) is updated automatically; no need to edit the Vacancy Details.

Step 4:

Current Vacancy position after completing transfer process is available in “Post & Employee List” if all transfer entries and vacancy entries are approved. Verify it with current status. If it is correct, using <Vacancy> / <Vacancy Verification> submenu, “Forwarded to DTE – Yes / No” option and <Submit> button; forward the vacancy details to DTE.

Forwarding is possible only if for all posts, the employees enrolled in that post tally with no. of permanent filled post and no transactions (Vacancy positions and transfer process) is not pending with *clk*, *spdt* or *ppl*.

**Instructions to Institutions / Offices for reporting on-line -
Vacancy Position and Works Status.**

- *Head of Office can create new Login Names for Clerks and Superintendents for Sub-offices, if separate Clerks and Superintendents exist for sub-offices.*
- *If Sub-office(s) exist, select the name of sub-office (institution) along with designation.*
- *For distinguishing the posts in each office, the Office Code will be displayed in bracket.*
- *There is provision for creating multiple Superintendents and Clerks and linking each clerk with respective Superintendent. In the case of two or more clerks for Establishment section, separate clerks for Establishment and Works, separate Superintendents for Establishment and Works, separate clerks / Superintendents for Sub-offices, this provision can be made use of. For each clerk, the Superintendent in charge should be specified correctly.*
- *In the case of more than one Clerk is dealing the establishment matters; the Designations which a clerk selects for entering the vacancy details for the first time will be under his control for data entry / modification of Vacancy / Employment Details / Transfer Request and no other clerk can deal these designations. So each Establishment Clerk has to carefully select the designations for entering the details of vacancy of the posts which deals with.*

The Status of Works can be reported from the Main Office only.

Prerequisite for Using the software – Configuring the On-line software for reporting Vacancy Position, Employee Details, Transfer Requests and Works Status.

Step 1: Head of Institution / Office has to login to the website : www.dtekerala.gov.in/mis using the login name “<Institution / Office Code>_ppi” . *Principal can login using the same 'Login Name' and 'Password' used in Vacancy reporting during December, 2009 through www.dtekerala.gov.in/vac.*

Step 2: Creating Login for Superintendent(s)

Using Menu: [Controls / User Creation](#), the Head has to create Login names for the Superintendent dealing with Establishment(s) / Purchase of Main Office by entering his/her name against “Name of User” and selecting “SUPERINTENDENT” against “Type of User”. Login Names will be “<Institution / Office Code>_spdt1”, “<Institution / Office Code>_spdt2”, “<Institution / Office Code>_spdt3” ... Then the Head of Office has to assign roles to these Login Names ([Vacancy Status](#), [Employee Status](#), and [Transfer Status](#) roles to Establishment Superintendent(s) and [Work Status](#) role to Purchase Superintendent). By default there will be “<Institution / Office Code>_spdt1”, the Head has to assign roles to this login.

There are institutions / offices where is no Superintendent (Administration), the verifying officials (like Head Clerk) has to be assigned the login name “<Institution / Office Code>_spdt1”.

There are institutions where is only one clerk in the office, in that case Head of Office has to keep login of Superintendent (Verifying Officer) and Head (Approving Officer)

Step 3: Creating Logins for Clerk

Using [Controls / User Creation](#) in the Menu, the Head of Office has to create Login names for the Clerks dealing with Establishment(s) of Main Office entering his/her name against “Name of User” and “CLERK” against “Type of User”. Login Names will be “<Institution / Office Code>_clk1” , “<Institution / Office Code>_clk2”, “<Institution / Office Code>_clk3” ... Then the Head of Office has to assign roles ([Vacancy Status](#), [Employee Status](#), and [Transfer Status](#) roles to Establishment clerks and [Work Status](#) roles to Purchase clerks) to these Login Names and also select the

Superintendent under which he/she works. By default there will be “<Institution / Office Code>_clk1”, the Head has to assign roles to this login and the Superintendent under which he/she works.

Reporting Status of Work:

(i) Entering the Details by Clerk: - The Clerk has to login and enter the status of works using Menu: [Status of Works / Entry](#). Data entry screen will be displayed. For each work, enter the requested details and press “Save” button. Using Menu: [Status of Works / View](#), the list of works entered can be viewed, the status will be “[Created by the Clerk](#)”. The Clerk can edit the details with “Edit” button. For sending the details to the Superintendent, the Clerk has to press “[Submit for Verification](#)” button, the status will be changed to “[Submitted by Clerk](#)”. Once it is pressed, the data cannot be modified until the Superintendent or the Head suggests modification.

(ii) Verify the details by Superintendent (Verifying Officer): - The Superintendent has to login and verify the details provided by the Clerk using Menu: [Status of Works / View works](#). Once the Clerk submitted the data to Superintendent, it will be displayed on the entry details displayed with status “[Submitted for Verification by Clerk](#)”. The details can be viewed by pressing “View” button. At the bottom of the page there are two buttons with labels “[Verified](#)” and “[Modification suggested](#)”. If the details are correct press “[Verified](#)” button, then status will changed to “[Verified by Superintendent](#)” and the Head can verify and approve it. Otherwise if “[Modification suggested](#)” button is pressed the status will be changed to “[Modification suggested by Superintendent](#)” and again the Clerk has to modify and resubmit it (Step (i)).

(iii) Approving the Details by the Head :- The Head has to login and verify the details provided by the Superintendent using Menu: [Works / View works](#). Once the Superintendent presses “Verified” button, the details will be displayed with status “[Verified by the Superintendent](#)”. The details can be viewed by pressing “View” button. At the bottom of the page there are two buttons with labels “[Approved](#)” and “Modification suggested”. If the details are correct; press “Approved” button, then status will changed to “[Approved by the Head](#)”. Otherwise if “Modification suggested” button is pressed the status

will be changed to “[Modification suggested by the Head](#)” and again the Clerk has to modify and resubmit it (Step (i) and Step (ii)). The verified entries can be forwarded to the DTE by enabling “[Yes](#)” and pressing “[Submit](#)” button. Before submitting the details to DTE, the Head should ensure that the data provided is complete and correct.

Changing the Password :

Using Menu: [Controls / Change Password](#); Clerk, Superintendent and Head can change their own password.