



KERALA UNIVERSITY OF HEALTH SCIENCES

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CIRCULAR

Sub: KUHS – Examination - new guidelines regarding appointment of Internal Vigilance Officer
- issued -

Ref : 1) UO No.25/2022/Exam General dtd 08-02-2022

2) UO No.26/2022/Exam General dtd 08-02-2022

Duties and responsibilities and remuneration of Internal Vigilance Officer were defined vide paper (1) and (2) respectively. Several enquiries have been received in various sections of Examination branch followed by the implementation of decision for the appointment of Internal Vigilance Officers (IVO) for various examinations. In these circumstances new guidelines regarding appointment of Internal Vigilance Officer is enumerated below:-

1. IVO report need to be prepared separately for **each day/session of the particular examination.**
2. The IVO reports for all days of a particular examination need to be forwarded to the Controller of Examinations together, on the last date of the examination only.
3. The change of IVO is permitted only under extraordinary situations. Such change, if any is required need to be intimated by the Principal/HOI via email to the examination section and prior permission from the Controller of examinations is to be obtained for the same.
4. If a change of IVO is effected, the IVO report to be send along with the appointment order for the same.
5. Remuneration to be paid shall be dependent on the number of daily reports submitted.
6. The remuneration bills of the IVO shall be submitted with the copy of appointment order directly to the Finance Officer, KUHS as in the case of Chief Superintendent (CS) **remuneration.**
7. Only Senior faculty members are to be appointed as IVO, preferably on a rotation basis.
8. Both IVO and CS, report independently to the Controller of Examinations, they are neither



superior nor subordinate to each other.

Sd/-

Controller of Examinations

To

All Principals

All the Sections in Examination Branch

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