

From

Director Secondary Education,  
Haryana, Panchkula

To

All District Education Officers in the State  
All District Elementary Education Officers in the State

Memo No. 1/101-2016-eGov. Cell  
Dated, Panchkula, the 11.07.2022

**Subject: - Regarding verification of Service Profile and Personal Profile on MIS Portal.**

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Reference this office memo No.8/2-2020-CO-I(2) dated 12.05.2022 on the subject cited above.

In this regard, general guidelines for correction in Service Profile and Personal Profiles are attached herewith for ready reference / help of employees.

You are, requested to act accordingly and also circulate these guidelines to all the Heads of Institutions and employees working under your control with the directions to ensure that both profiles are verified by all the employees within stipulated time period.



Deputy Director IT  
for Director Secondary Education,  
Haryana, Panchkula



## **General Guidelines for correction in Service Profile and Personal Profiles**

### **Verification of Service Profile and Personal Profile for its accuracy:**

- All Teachers are required to verify their Service Profile as well as Personal Profile to ensure accuracy of data using "Profile Correction Request> Update and Verify Profile" Menu on MIS portal, which will redirect them on new link allowing them check and verify their profiles. In case they find any variation between the data on MIS and data on redirected link, they may call at helpdesk by dialing 01725049801.
- In case any teacher need change in his Service Profile for any updation or correction, they may represent to concerned DEO or DEEO of the district they are posted in. Concerned DEO or DEEO will check the documents submitted by the Teacher and shall dispose off the request either by making changes or rejecting the same by giving justification for the same.
- It is mandatory to check and verify his/her service as well as personal profile by every teacher.
- Teachers who have forgotten their password may reset it using the inbuilt utility on MIS portal or by contacting concerned DEO/DEEO/BEO and get their password reset.

### **Updation/ Correction in Service Profile:**

- Any correction in Service Profile will be accomplished by DEO and DEEO concerned from their login. If any DEO or DEEO finds any "Right" missing in his Login, he/she may please share his employee ID with DDIT seeking specific right.
- Orders of Promotion, Reversion, Foreign Deputation, Repatriation, Voluntary Retirement, Resignation, Termination, dismissal, revocation from termination/dismissal, Within cadre deputation, Stay order updation, vacate stay order etc. shall be updated by concerned DEO and DEEO after verifying the concerned documents/orders for their genuineness.
- Relieving and Joining, shall be updated by concerned School/Office. Similarly demise/death of any employee shall also be updated by concerned school from School Login. However, DEO and DEEOs can also update demise/death of any employee.

**Updation/correction in Personal Profile:**

- Request for updation of "Result Performance (Board Result) and ANO for NCC can be raised directly from MIS portal using "My applications >Result Performance" Menu and "My Applications >Associate NCC Officer" respectively.
- For verifying the service profile & personal profile and for updation/correction in other parameters of personal profile, teachers may use "Profile Correction Request> Update and Verify Profile" Menu.

**For any support please call helpdesk at 01725049801 during office hours on all working days**

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**MOST URGENT**

**From**

**Director General Secondary Education,  
Haryana , Panchkula.**

**To**

**All the District Education Officers,  
All the District Elementary Education Officers,  
All the Block Education Officers, Principals/Head of the  
Institutions/DDOs in the State of Haryana.**

**Memo No. KW 8/2-2020 Co-I(2)  
Dated Panchkula, the 12.05.2022**


**Sub: Regarding updation of relieving/joining of employees on MIS portal.**

Refer on the subject cited above.

It is to inform you that the online general transfers will be carried out shortly through MIS under Teachers Transfer Policy-2016 amended in 2017.

Therefore, all the concerned DEOs/DEEOs/Principals/Head of the Institutions/DDOs are hereby directed to strictly ensure the completion of MIS profile of all teachers by 20.05.2022 along with their present place of posting and W/DGSE hold a video conference in this regard shortly.

The concerned Principals/Head of the Institutions/DDOs will be responsible for any laxity in the matter and disciplinary action will be initiated against the concerned officials.

  
**Superintendent Co-ordination-I 12/5/22**  
**For Director General Secondary Education**  
**Haryana, Panchkula**

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