

Important Notice

General Transfer Drive-2022 for Guest/ Contractual Teachers

No. 1/83-2022-e.Gov

Dated: 05.09.2022

This is for information of all Guest/Contractual teachers that they can raise any personal profile correction request in their profile directly on one school portal by visiting <https://mis.oneschoolsuite.com/> and using their user name and password as used on MIS portal. They also need to upload documentary proof in support of their claim of correction request and submit online. The said correction request will automatically be raised to the next higher authority of their present school if updated on MIS portal. In case of "Surplus" declared Guest teachers the request will be sent to the authority of the school from where the said guest teacher was declared as "Surplus" during General Transfer Drive-2019. Hence, all Heads of Institutions, BEOs, Dy. DEOs, DEEOs and DEOs will compulsorily dispose of any such request received in their login ID, irrespective of the fact that the said teacher is working in their school or not. However, they will verify the documents uploaded by the teacher and satisfy themselves about the facts submitted by the guest teacher. In case, the documents are found correct, the same shall be approved, but if documents are not found correct the same shall be rejected with the comments "not found correct".

After disposal of the profile correction request the guest teachers must verify their personal and service profile so that they can participate in the "Guest Adjustment Drive".

User manual for the said purpose is attached herewith.

-Sd/-

Director-cum-Special Secretary to Govt. Haryana
School Education Department,
Haryana, Panchkula

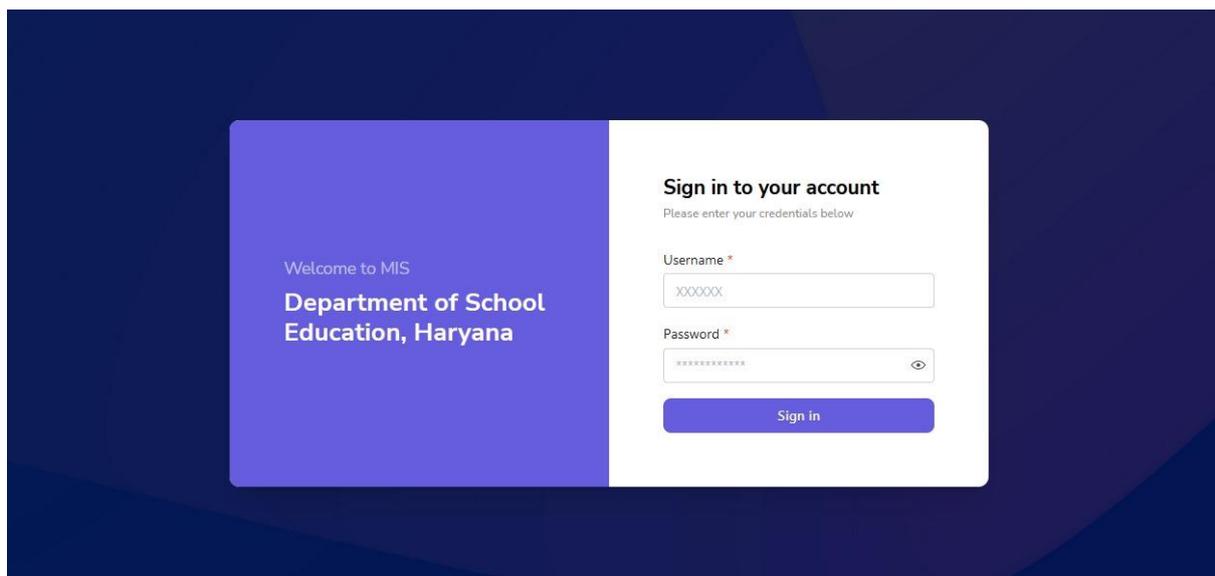
User Manual – Personal Profile correction/ Profile Verification for Guest/Ad- Hoc/Contractual Teachers/Employees

The steps mentioned in this user manual are only for Guest/Ad-Hoc/Contractual Teachers/Employees. The existing Guest/Ad-Hoc/Contractual Teachers/Employees need to login through the following link for any updation, addition or modification in their Personal Profile (Basic profile, Health, Family details, Spouse, Awards, Contact) and Verifying Personal and Service Profile:

Step 1: Visit following URL:

<https://mis.oneschoolsuite.com/>

The credentials (Username and Password) are same as their credentials for existing MIS Haryana portal.



Below is the stepwise process for verification:

1. User can select Profile Button available on the left side of the screen to see the Personal and Service Profile Details.

MIS - Employee

Welcome back, SHALINI KAPUR

Dashboard

Profile

Notification

Profile

Employee Profile

SHALINI KAPUR
Employee Code: 048810

Date of Birth: May 1st 1970
Retirement Date: May 1st 2028
Superannuation Date: Apr 30th 2028

Personal Details | Address | Contact Details | Identity | Health | Education | Family | Spouse | Awards

Basic Information

Title: Mrs.

Full Name: SHALINI KAPUR

Name in local language: शालिनी कपूर

Date of Birth: _____ Gender: _____

For any correction click on "Profile Correction Request" from left navigation

Next >

2. If user selects Personal Profile, he/she will be able to view the following screen with Personal Profile details including Personal Details, Address Details, Contact Details, Identity Details, Health Details, Education Details, Family Details, Spouse Details and Award Details.

MIS - Employee

Welcome back, SHALINI KAPUR

< back

Personal Profile

Profile Change Request

Service Profile

Service Change Request

Notification

Profile

Employee Profile

SHALINI KAPUR
Employee Code: 048810

Date of Birth: May 1st 1970
Retirement Date: May 1st 2028
Superannuation Date: Apr 30th 2028

Personal Details | Address | Contact Details | Identity | Health | Education | Family | Spouse | Awards

Basic Information

Title: Mrs.

Full Name: SHALINI KAPUR

Name in local language: शालिनी कपूर

Date of Birth: May 1st 1970 Gender: Female

Address Number: _____

For any correction click on "Profile Correction Request" from left navigation

Next >

3. On clicking Next button i.e. present on the bottom right corner of the screen user will be able to see the Address details. If all details are correct, user can select Next button again to move to the next section.

The screenshot shows the 'Address' section of an employee profile for MANOJ KUMAR (Employee Code: 5019113). The form is titled 'Correspondence Address' and includes the following fields:

Country	India	State	Haryana
District	Kaithal	Sub-district / Tehsil	Kaithal
City / Village / Town	Kaithal (M CI)		
Address Line 1	Near huda water tank		
Address Line 2			

An 'Info Panel' on the right states: 'Address details of the Employee. This section includes different type of addresses'. At the bottom, there are 'Previous' and 'Next' buttons. A note at the bottom left says: '* For any correction click on "Profile Correction Request" from left navigation'.

To navigate on the screen from current screen tab to next screen tab or current screen tab to previous screen tab user needs to click on Next or Previous button.

The screenshot shows the 'Contact Details' section of an employee profile for MANOJ KUMAR (Employee Code: 5019113). The form is titled 'Profile' and includes the following fields:

Landline Number	-		
Primary Mobile Number	+919813429929		
Alternate Mobile Number	+919996629910		
Primary Email ID	mknainkumar@gmail.com		
Alternate Email ID	mknainkumar79@gmail.com		

An 'Info Panel' on the right states: 'Employee contact details.'. At the bottom, there are 'Previous' and 'Next' buttons. A note at the bottom left says: '* For any correction click on "Profile Correction Request" from left navigation'.

4. User needs to cross verify all the filled details on the portal and if all details are correct, user needs to select Next Button present at the bottom of each section.

Personal Details Address Contact Details Identity Health Education Family Spouse Awards

Basic Information

Title
Mrs.

Full Name
SHALINI KAPUR

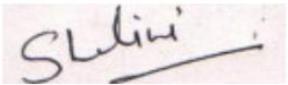
Name in local language
शालिनी कपूर

Date of Birth
May 1st 1970

Gender
Female

Aadhaar Number
786039535613

Have you ever changed your name?
No

For any correction click on "Profile Correction Request" from left navigation

Next >

5. Similarly Contact and Identity details need to be verified by the user.

Profile [Print Profile](#)

Employee Profile

 **SHALINI KAPUR**
Employee Code: 048810

Date of Birth
May 1st 1970

Retirement Date
May 1st 2028

Superannuation Date
Apr 30th 2028

Personal Details Address **Contact Details** Identity Health Education Family Spouse Awards

Contact Details

Landline Number
5064600

Primary Mobile Number
+918054572572

Alternate Mobile Number
+919888168000

Primary Email ID
alokkapur9@gmail.com

Alternate Email ID
shelykapur@gmail.com

Info Panel
Employee contact details.

* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

Home icon



SHALINI KAPUR
Employee Code: 048810

Date of Birth: May 1st 1970
Retirement Date: May 1st 2028
Superannuation Date: Apr 30th 2028

Personal Details | Address | Contact Details | **Identity** | Health | Education | Family | Spouse | Awards

Employee Identity

Document Type	Country Name	Date of Expiry	Date of Issue	Document Number	Passport issuing authority	Place of Issue
PAN Number		-	-	ABOPK7147H		
GPF Number		-	-	HR/EDU 119170		
PASSPORT Number		Nov 16th 2025	Nov 17th 2015	N4848697	Regional Passport Officer, Chandigarh	Chandigarh
DRIVING LICENSE Number		Apr 30th 2020	Jun 12th 1991	HR0319910012973	Haryana	

* For any correction click on "Profile Correction Request" from left navigation

[< Previous](#)
[Next >](#)

6. Now, the next section i.e. Health needs to be properly verified by the user as it is directly associated with Merit Points. User needs to verify any Disability, Chronic Disease and Vital Measurements.

MIS - Employee

Welcome back,
PYARI DEVI

< back

- [Personal Profile](#)
- [Profile Correction Request](#)
- [Service Profile](#)
- [Service Change Request](#)

Notification

Home icon

Health Details

Chronic Diseases

Do you have any chronic diseases?

No

Vital Measurements

Identification Marks

Psoriasis on face

Blood Group	Height (in cms.)
B +ve	5.4
Weight (in Kgs.)	Date of measurement
60	28 Apr, 2022

* For any correction click on "Profile Correction Request" from left navigation

[< Previous](#)
[Next >](#)

7. If all details are correct, user needs to move to the next section to verify Education details.

MIS - Employee

Welcome back, **SHELLY DUTTA**

SHELLY DUTTA
Employee Code: 5015465

Date of Birth: Feb 21st 1990
Retirement Date: Feb 2nd 2046
Superannuation Date: Feb 28th 2046

Personal Details | Address | Contact Details | Identity | Health | **Education** | Family | Spouse | Awards

Certifications

Country	State	Certifying Body	Certifying Body Type	Certificate Name	Specialization	Name of Institution	Date of Passing	Marks Obtained	Maximum Marks	Percentage
India	Haryana	CENTRAL BOARD OF SECONDARY EDUCATION	-	10	-	04213 D A V Centenary Public School Fatehabad	May 24th 2003	430	500	86.00

* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

8. Next section contains Family details; user needs to verify the following details of all immediate family members.

SHELLY DUTTA
Employee Code: 5015465

Date of Birth: Feb 21st 1990
Retirement Date: Feb 2nd 2046
Superannuation Date: Feb 28th 2046

Personal Details | Address | Contact Details | Identity | Health | Education | **Family** | Spouse | Awards

Family Members

Name	Relation with Employee	Dependent on Employee	Is Adopted
PAVISHA	Daughter	Yes	No
Marital Status: NEVERMARRIED	Aadhaar Number: 531248835531	Mobile Number: NA	Date of Birth: Dec 21st 2016

No Chronic Disease Found

No Disability Found

* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

9. Spouse details need to be verified along with Spouse's Occupation and Health details i.e. Disability or Disease (if any).

MIS - Employee

Welcome back,
SHELLY DUTTA

< back

[Personal Profile](#)

[Profile Correction Request](#)

[Service Profile](#)

[Service Change Request](#)

Notification

Profile
Employee Profile

SHELLY DUTTA

Employee Code: 5015465

Date of Birth Feb 2nd 1988

Retirement Date Feb 2nd 2046

Superannuation Date Feb 28th 2046

Personal Details Address Contact Details Identity Health Education Family **Spouse** Awards

Spouse Name	Relation	Aadhaar Number	Mobile Number	Date of Birth	Occupation
VIPIIN SHARMA	Husband	256088209156	9812775432	Feb 28th 1987	Self Employed

Chronic Diseases

No Chronic Diseases Found

* For any correction click on "Profile Correction Request" from left navigation

[< Previous](#) [Next >](#)

10. Last section is Award Section, user needs to verify if his/her award details are correct.

Profile

Employee Profile

[Print Profile](#)

SHALINI KAPUR

Employee Code: 048810

Date of Birth May 1st 1970

Retirement Date May 1st 2028

Superannuation Date Apr 30th 2028

Personal Details Address Contact Details Identity Health Education Family Spouse **Awards**

Awards and Recognition

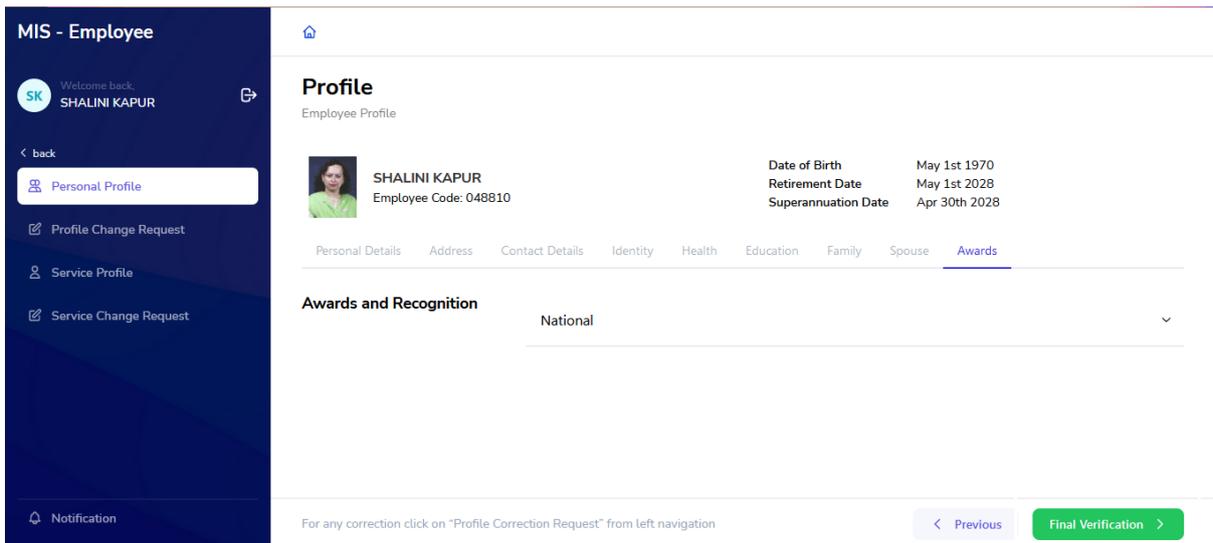
Award name- National

Order Number	Award Type	Award Date, Year	Award for Academic Year
20/3-2011-Co(1)	National Teacher Award	05 Sep, 2012	No

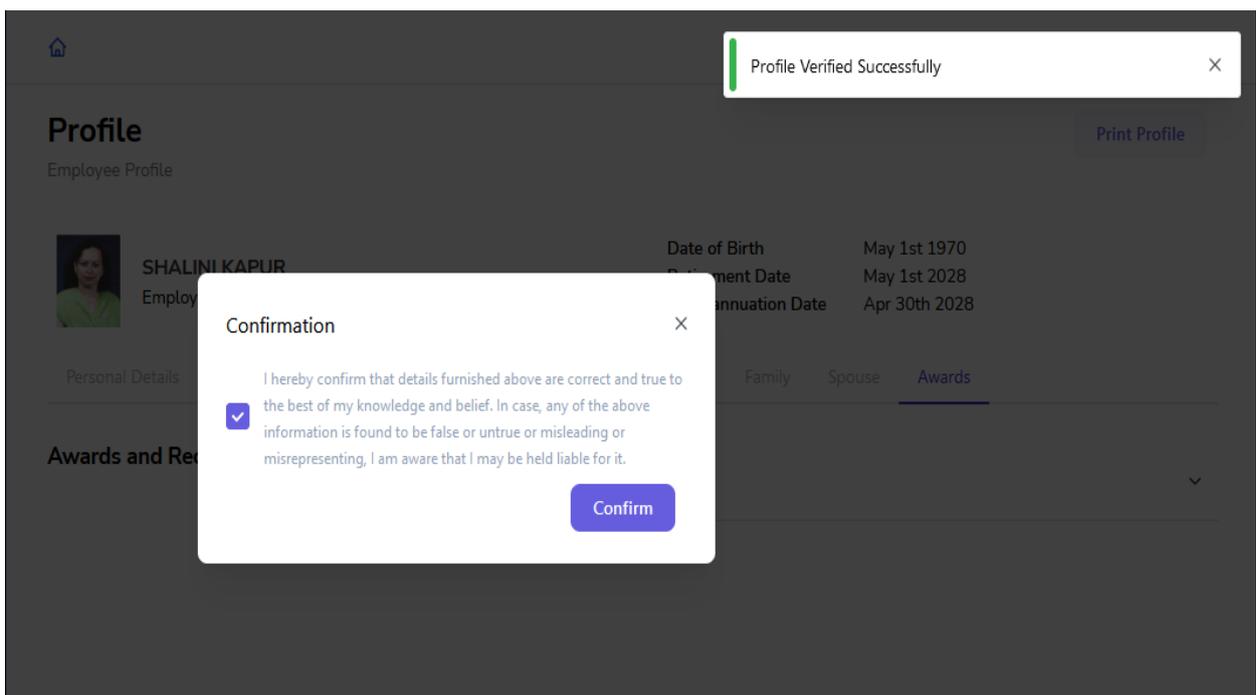
* For any correction click on "Profile Correction Request" from left navigation

[< Previous](#)

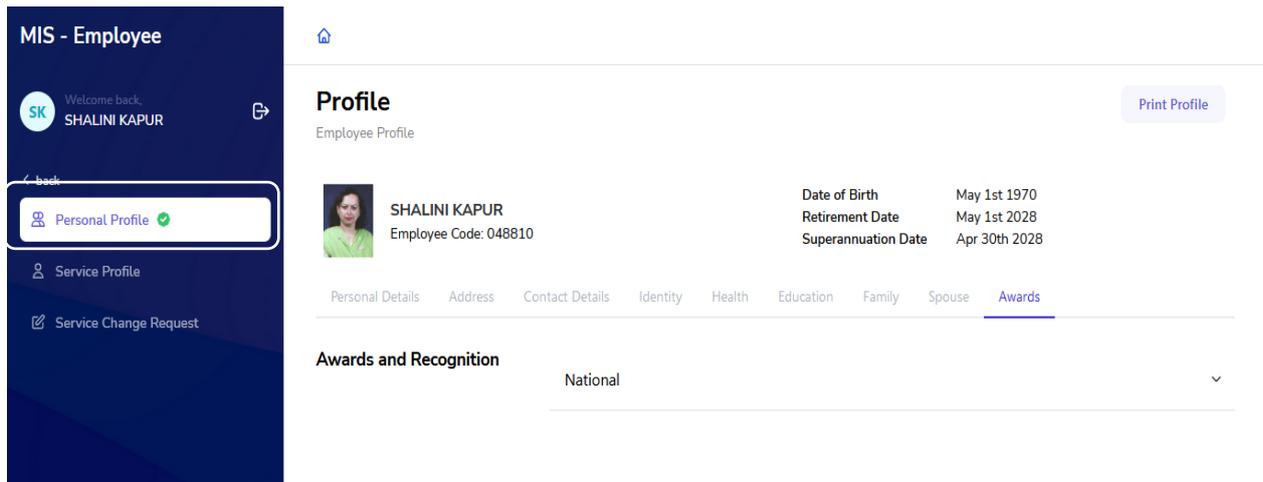
11. After verifying all details, user will select on Final Verification Button.



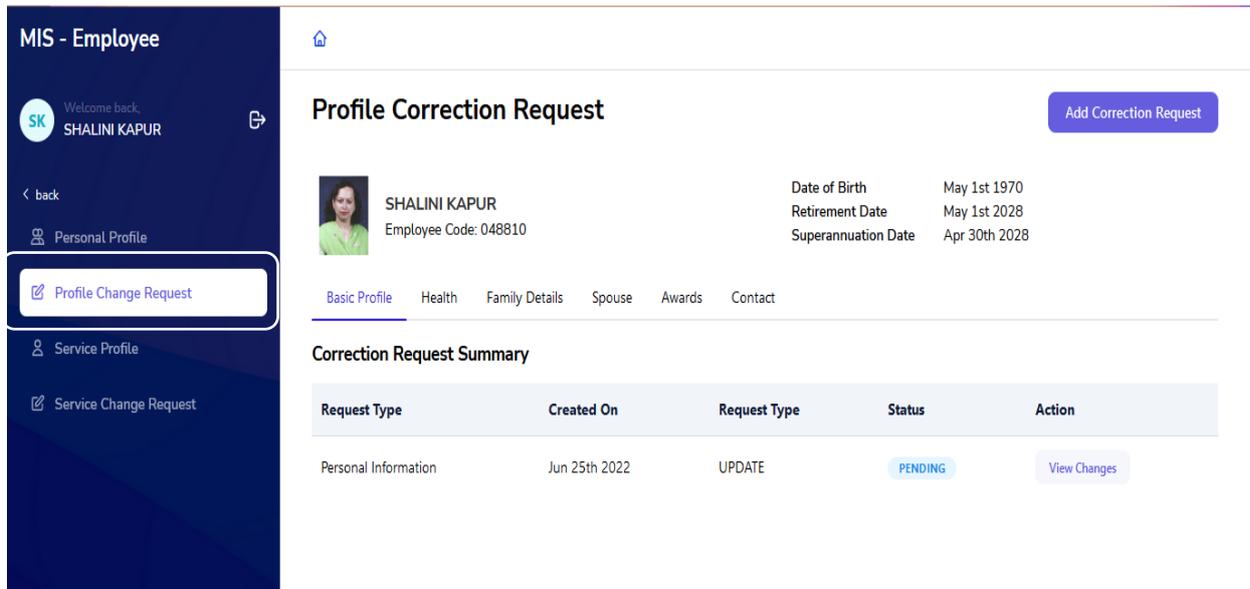
12. On selecting Final verification button a pop-up will appear for confirmation, by selecting the check box user needs to select the Confirm button and the details will be verified. Any correction after this will not be allowed.



13. Once the profile details are saved, user can see a green tick beside the personal profile button on left side of the screen and can download or print the profile details by selecting the Print button present on top right corner of the screen.



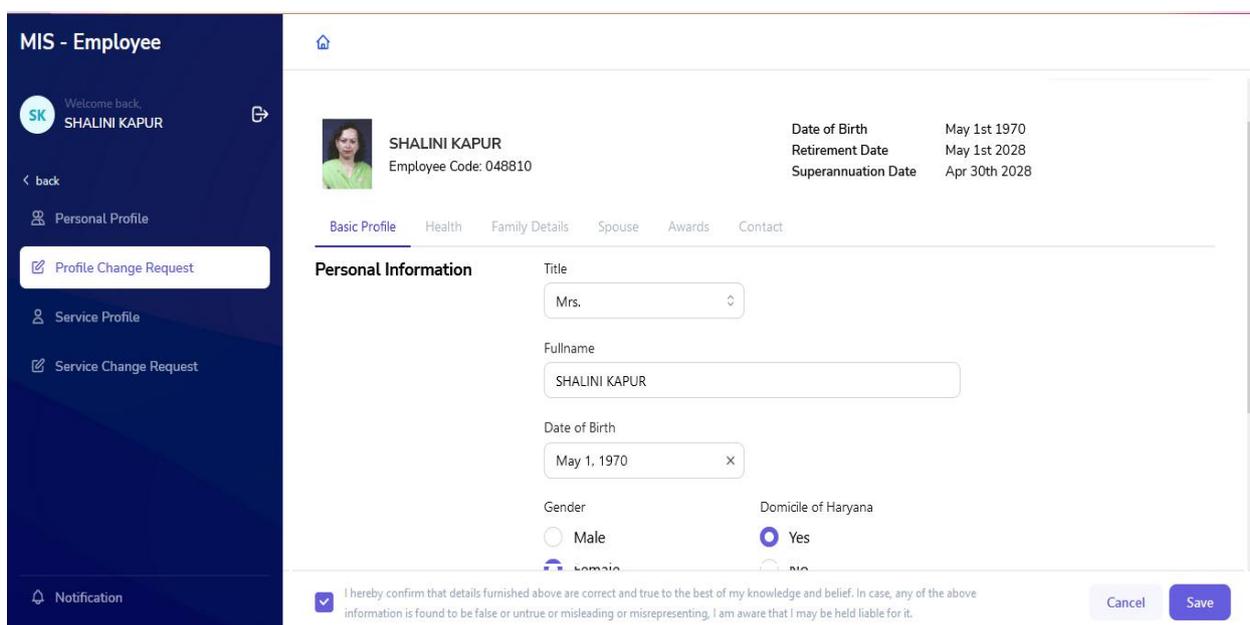
14. If any detail is incorrect, user needs to click on Profile Change Request Button present on the left side of the screen.



15. For any correction select Add Correction Request present on Top right corner of the screen.



16. Further, on selecting Add Correction Request, user will be able to edit the fields of the selected section. (Basic profile, Health, Family details, Spouse, Awards, Contact). After editing user need to verify the check box present on the bottom of the page and click on the save button for creating the change request.



17. Correction request for all the changes will be displayed on the screen along with their Status (Pending, Approved or rejected) in the form of a summary report. User can check the status of the request to get an update on their request by clicking on view changes button in Action column.

Profile Correction Request

Add Correction Request



SATBIR SINGH
Employee Code: 001921

Date of Birth: Dec 15th 1971
Retirement Date: Dec 15th 2029
Superannuation Date: Dec 31st 2029

[Basic Profile](#) [Health](#) [Family Details](#) [Spouse](#) [Awards](#) [Contact](#)

Correction Request Summary

Request Type	Created On	Request Type	Status	Action
Personal Information	Jun 24th 2022	UPDATE	PENDING	View Changes
Personal Information	Jun 24th 2022	UPDATE	PENDING	View Changes

Change Requests:



Salutation	Mr.
Full Name	SATBIR SINGH
Date of Birth	15 Dec, 1971
Aadhaar Id	433499371293
Domicile State	Haryana
Marital Status	<input checked="" type="radio"/> 1 <input type="radio"/> 0
Religion	Hindu
Category	BC-B

18. If the user selected Add correction request button by mistake or in between editing user feels that change is not required user can go back to the previous screen by selecting the Cancel Request Process button present on the top right corner of the screen.

Profile Correction Request

Cancel Request Process



SHALINI KAPUR
Employee Code: 048810

Date of Birth May 1st 1970
Retirement Date May 1st 2028
Superannuation Date Apr 30th 2028

[Basic Profile](#) [Health](#) [Family Details](#) [Spouse](#) [Awards](#) [Contact](#)

Personal Information

Title
Mrs.

Fullname
SHALINI KAPUR

Date of Birth
May 1, 1970

Gender
Domicile of Haryana

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel

Save

19. While requesting for change in Health, if there is a new disability user needs to add the following required details:

- Disability Name
- Percentage of Impairment

Further, a valid certificate issued by District Civil Surgeon needs to be uploaded

MIS - Employee

Welcome back, SATBIR SINGH

< back

Personal Profile

Profile Correction Request

Service Profile

Notification

Disability Chronic Disease Vital Measurement

Add Disability

Disability Name: Select

Percentage of Impairment: Enter percentage

Type of Disability: Select

Do you have the disability certificate?
 Yes No

Date of Issuance: Select

Date of Validity: Select

Certificate file: Select File... Select

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel Save

20. If there is a new chronic disease, user needs to upload a valid certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh.

The screenshot shows the 'MIS - Employee' interface. On the left is a dark blue sidebar with the user's name 'SATBIR SINGH' and navigation options like 'Personal Profile', 'Profile Correction Request', and 'Service Profile'. The main content area has three tabs: 'Disability', 'Chronic Disease' (selected), and 'Vital Measurement'. The 'Add Chronic Disease' form contains the following fields:

- Disease Name:** A dropdown menu with 'Select' as the current value.
- Date of Occurrence:** A date selection field with 'Select' as the current value.
- Description:** A text input field with the placeholder 'Enter Description'.
- Is it a critical illness?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Do you have the disease certificate?:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- Date of Issuance:** A date selection field with 'Select' as the current value.
- Date of Validity:** A date selection field with 'Select' as the current value.
- Certificate file:** A file upload field with 'Select File...' and a 'Select' button.

At the bottom of the form, there is a confirmation checkbox with the text: 'I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.' To the right of this text are 'Cancel' and 'Save' buttons.

21. If there is any change in family member details or spouse details, user needs to update the same and click on save for creating the correction request.

The screenshot shows the 'Update Family Member Details' form within the 'Family Details' tab. The form contains the following fields:

- Fullname:** A text input field containing 'AYUSH'.
- Relation with Employee:** A dropdown menu with 'Son' as the current value.
- Dependent on Employee?:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- Date of Birth:** A date selection field containing 'September 14, 2006'.
- Marital Status:** A dropdown menu with 'NEVERMARRIED' as the current value.

At the bottom of the form, there is a confirmation checkbox with the text: 'I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.' To the right of this text are 'Cancel' and 'Save' buttons.

Profile Correction Request

[Cancel Request Process](#)



SATBIR SINGH
Employee Code: 001921

Date of Birth: Dec 15th 1971
Retirement Date: Dec 15th 2029
Superannuation Date: Dec 31st 2029

Basic Profile Health Family Details **Spouse** Awards Contact

Spouse Details

Title	-	Edit Basic Info
Spouse Name	KUSUM LATA	
Relation	Wife	Aadhaar Number
		314609340712
Date of Birth	Mar 2nd 1981	Occupation
		Haryana State Government Employee

22. Similarly, any changes in Awards and contact details can be requested by editing the fields in the respective sections.

23. Further Service profile is also required to be verified by the user. User needs to select Service Profile button present on the left side of the screen. All details regarding the service will be displayed on the screen including current and previous appointments.

MIS - Employee

Welcome back, **SATBIR SINGH**

< back

- Personal Profile
- Profile Change Request
- Service Profile**
- Service Change Request

My Service Profile
Employee Service Profile

SATBIR SINGH
Employee Code: 001921

Date of Birth: Dec 15th 1971
Retirement Date: Dec 15th 2029
Superannuation Date: Dec 31st 2029

Current Appointment Details

Aug 4th 2021

Cadre: **Class II- Educationist** Job Post: **Principal** Allocated District: **NA**

Appointment Order Number: **4/4-2021-HRG-I(1)** Appointment Type: **Substantive** Recruitment Mode: **By Promotion**

School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving
Government Senior Secondary School Ambala City (Baldev Nagar)	4/4-2021-HRG-I(1)	Oct 11th	Oct 13th	NA	NA

[View](#)

MIS - Employee

Welcome back
SATBIR SINGH

< back

Personal Profile

Profile Change Request

Service Profile

Service Change Request

Notification

Government Senior Secondary School Ambala City (Baldev Nagar) Ambala 4/4-2021-HRG-I(1) (Current) Oct 11th 2021 Oct 13th 2021 NA NA [View](#)

Previous Appointment Details

Apr 18th 1996 Cadre: **Class II- Educationist** Job Post: **PGT/Lecturer (Political Science)** Allocated District: **NA**

Appointment Order Number: **6/2-96 ESST(IV)DATED 4.4.1996** Appointment Type: **Officiating** Recruitment Mode: **Direct**

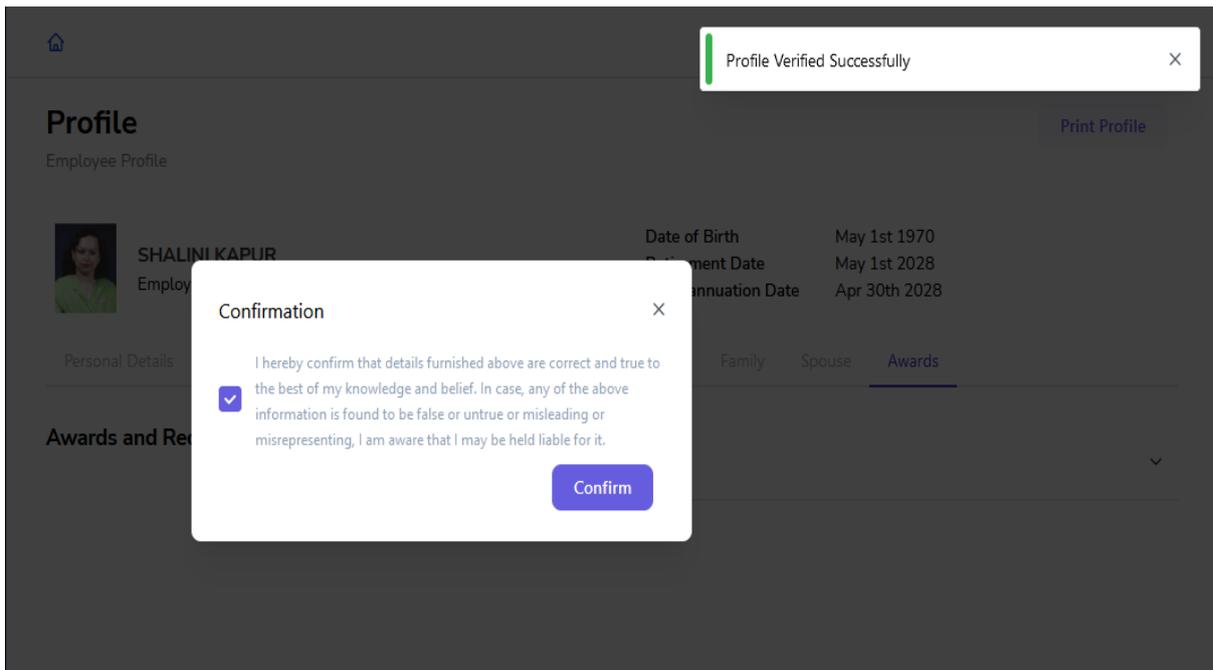
School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving
Government Senior Secondary School Ambala City (Baldev Nagar)	2/140-2016-PGT-II(1)	Aug 6th 2016	Aug 8th 2016	Oct 12th 2021	Promoted View

24. If all the details are correct, user needs to select the final verification button present on the bottom of the screen to complete service profile verification.

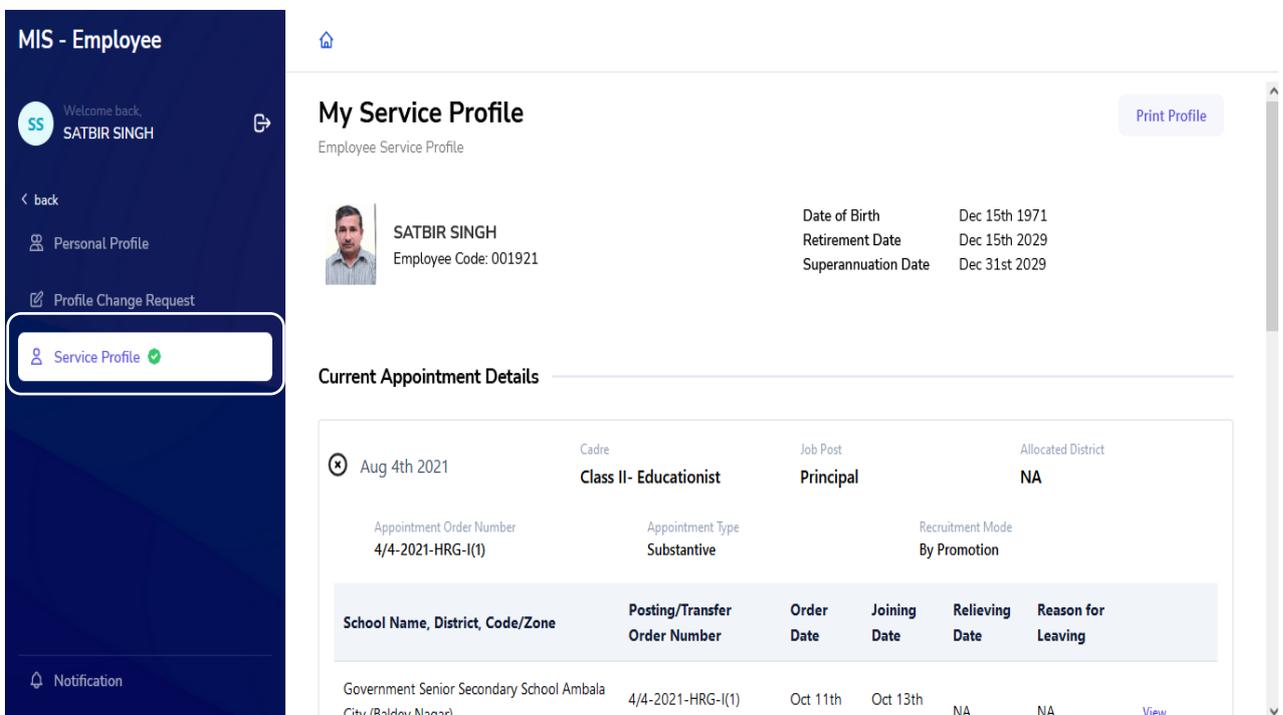
6/2-96 ESST(IV)DATED 4.4.1996	Officiating	Direct
School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date Joining Date Relieving Date Reason for Leaving
Government Senior Secondary School Ambala City (Baldev Nagar) Ambala	2/140-2016-PGT-II(1)	Aug 6th 2016 Aug 8th 2016 Oct 12th 2021 Promoted View
Government Senior Secondary School Ballana Ambala	13/225-96E(IV)4 as per the decision of supreme court special leave to apeal (civil) no 22782 /96	May 28th 1997 May 29th 1997 Aug 8th 2016 Transferred View
Government Senior Secondary School Aurangabad Palwal	6/2-96ESST(iv) dated 04.04.1996	Apr 18th 1996 Apr 18th 1996 Nov 4th 1996 Terminated View

Final Verification >

25. On selecting final Verification button a pop-up will appear for confirmation, by selecting the check box user needs to select the Confirm button and the details will be verified and any correction after this will not be allowed.



26. Once the service profile details are saved, user can see a green tick beside the service profile button on left side of the screen and can download or print the service profile details by selecting the Print button present on top right corner of the screen.



27. If there is any change in the service profile which is not updated (For example: Promotion, Transfer, etc.), user needs to get the correction done from the concerned authority. Employee needs to do service profile verification as data will be synced within every 2 days.