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.
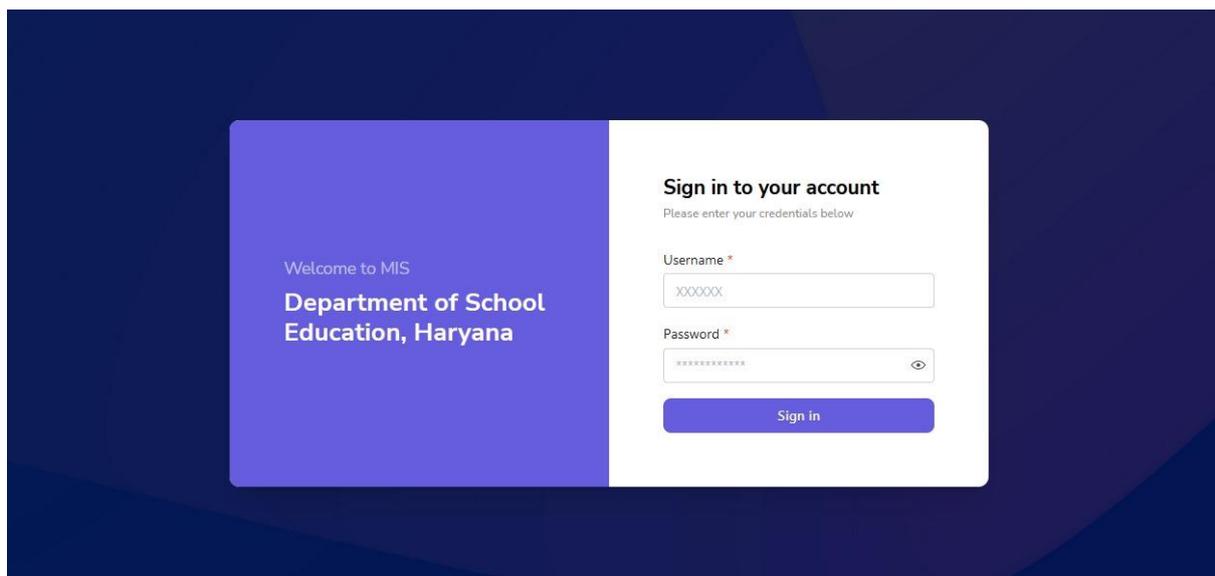
Below is the stepwise process for verification:

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

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.

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.

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.

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
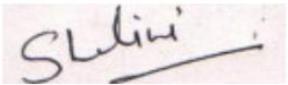
Mrs.

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 >

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

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

Contact Details

Landline Number

5064600

ⓘ
Info Panel

Employee contact details.

Primary Mobile Number

+918054572572

Alternate Mobile Number

+919888168000

Primary Email ID

alokkapur9@gmail.com

Alternate Email ID

shelykapur@gmail.com

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

< Previous   Next >

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

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.

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

MIS - Employee

Welcome back,
SD SHELLY DUTTA

< back

- 👤 Personal Profile
- ✎ Profile Correction Request
- 👤 Service Profile
- ✎ Service Change Request

🏠

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

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	-

🔔 Notification

* 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 2nd 1988
Retirement Date   Feb 2nd 2046
Superannuation Date   Feb 28th 2046

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

Family Members

⊗ Name
PAVISHA

Relation with Employee
Daughter

Dependent on Employee
Yes

Is Adopted
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).

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

11. After verifying all details, user will select on Final Verification Button.
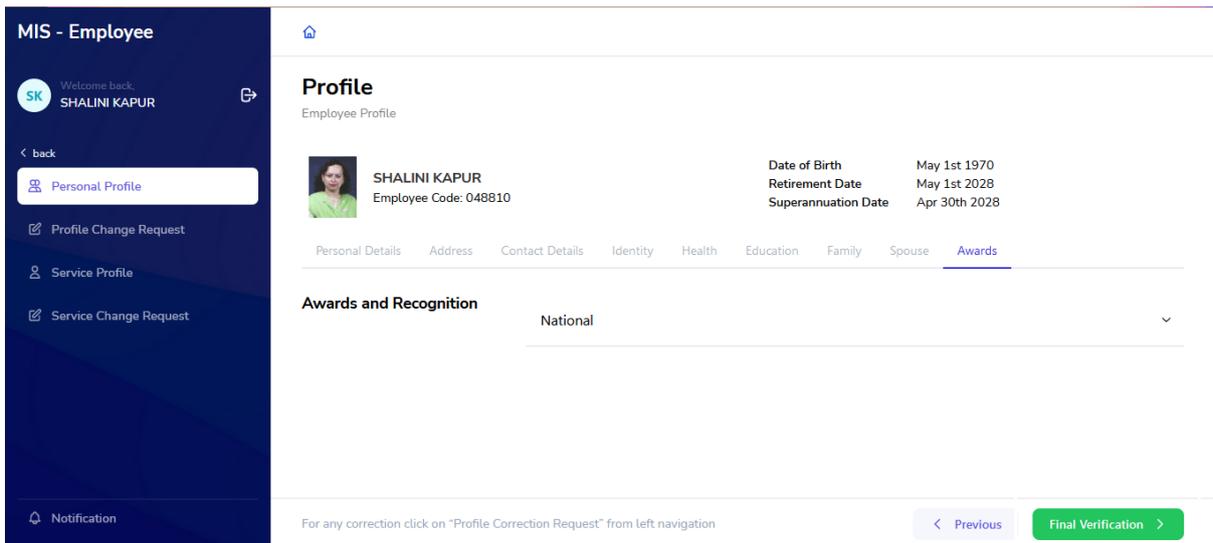
12. On selecting Final verification button a pop-up will appear for confirmation, by selecting the check box user needs to select the Confirm button and the details will be verified. Any correction after this will not be allowed.
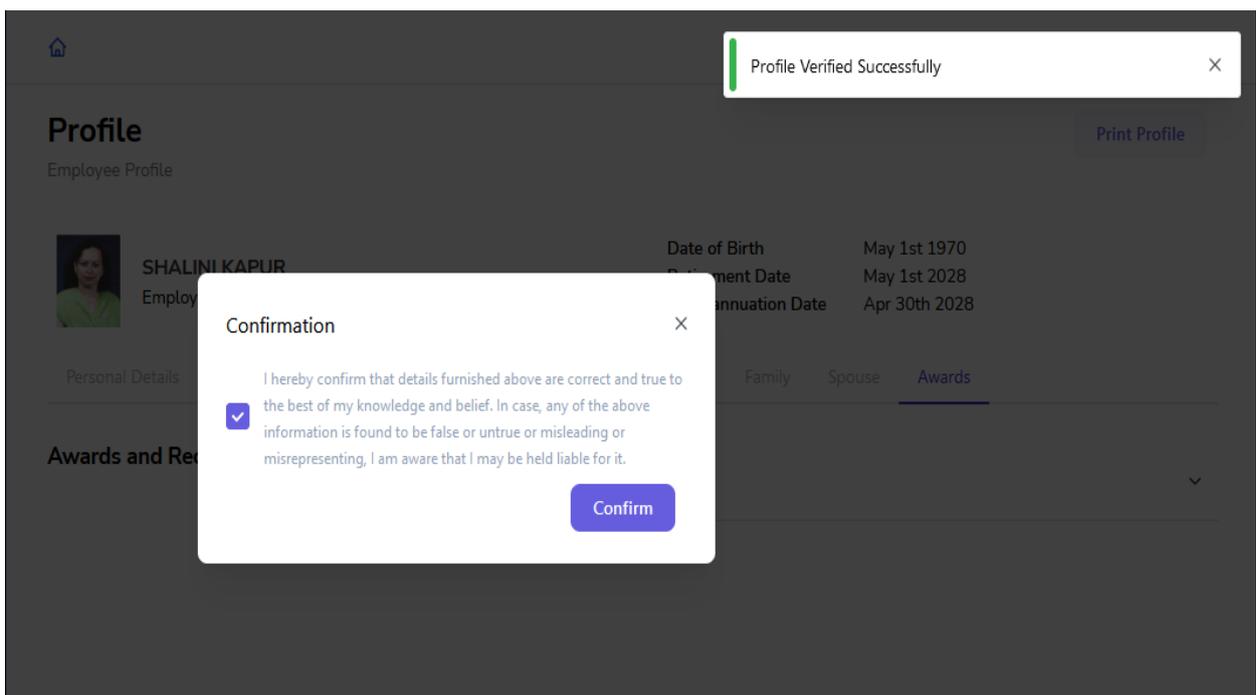
13. Once the profile details are saved, user can see a green tick beside the personal profile button on left side of the screen and can download or print the profile details by selecting the Print button present on top right corner of the screen.
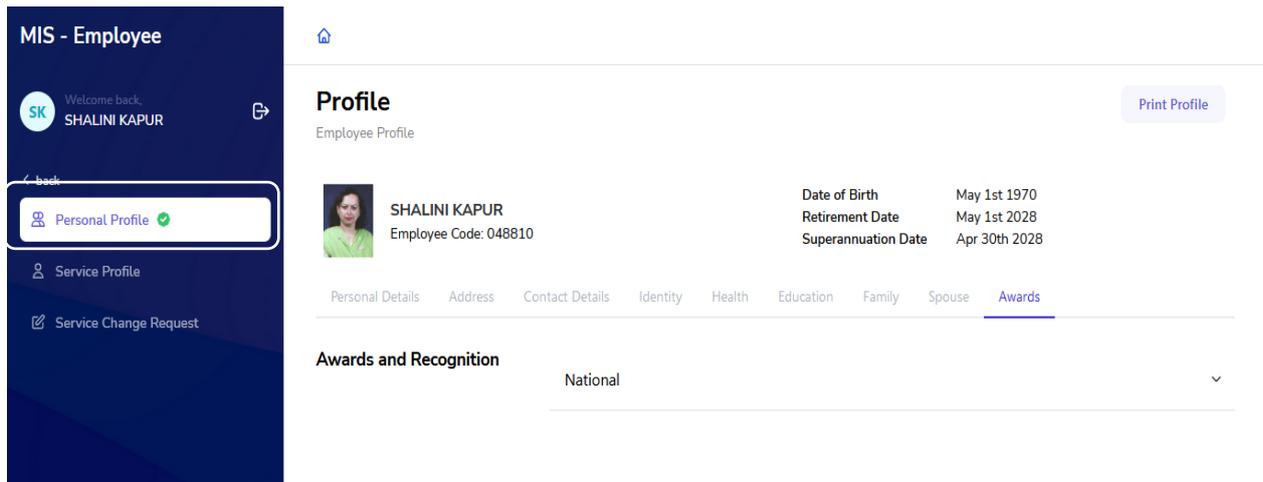
14. If any detail is incorrect, user needs to click on Profile Change Request Button present on the left side of the screen.
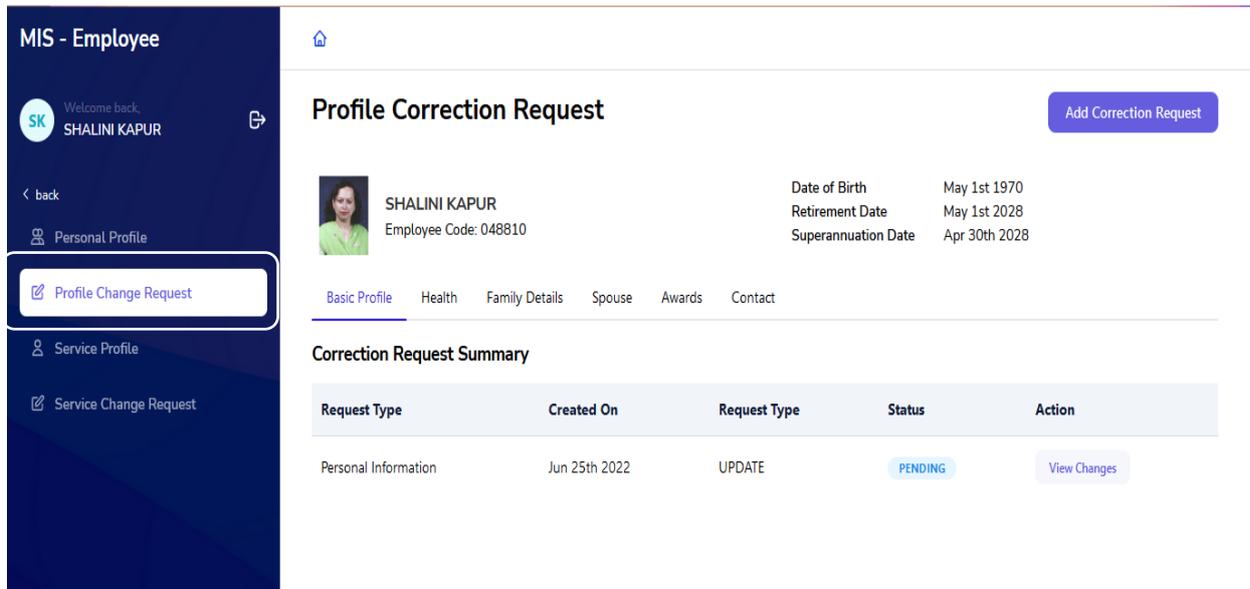
15. For any correction select Add Correction Request present on Top right corner of the screen.

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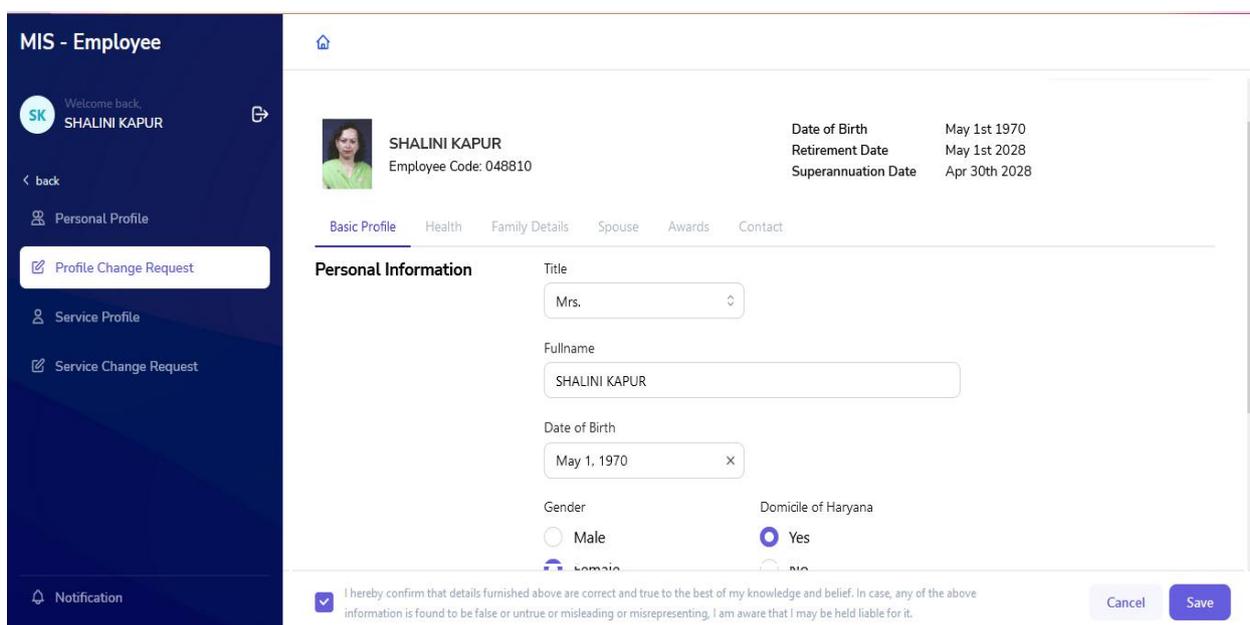
17. Correction request for all the changes will be displayed on the screen along with their Status (Pending, Approved or rejected) in the form of a summary report. User can check the status of the request to get an update on their request by clicking on view changes button in Action column.

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	1
	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

SS Welcome back,
    SATBIR SINGH

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👥 Personal Profile

✎ Profile Correction Request

👤 Service Profile ✓

🔔 Notification

Disability   Chronic Disease   Vital Measurement

Add Disability

Disability Name   Percentage of Impairment
Select   Enter percentage

Type of Disability
Select

Do you have the disability certificate?
● Yes   ○ No

Date of Issuance   Date of Validity
Select   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.

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.

Profile Correction Request

SATBIR SINGH
Employee Code: 001921

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

Cancel Request Process

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

Spouse Details

Edit Basic Info

Title
-

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

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

Notification

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	Job Post	Allocated District
Class II- Educationist	Principal	NA

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

SS Welcome back,
SATBIR SINGH

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- 👤 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	Job Post	Allocated District
Class II- Educationist	PGT/Lecturer (Political Science)	NA

Appointment Order Number	Appointment Type	Recruitment Mode
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)	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.
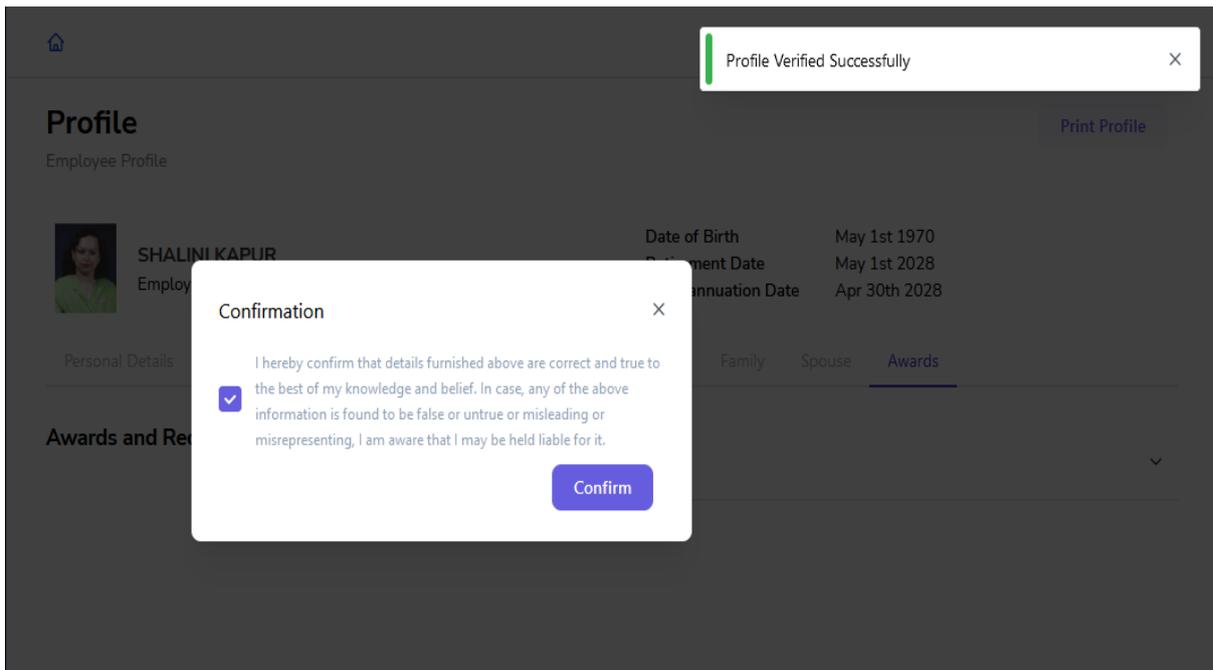
26. Once the service profile details are saved, user can see a green tick beside the service profile button on left side of the screen and can download or print the service profile details by selecting the Print button present on top right corner of the screen.
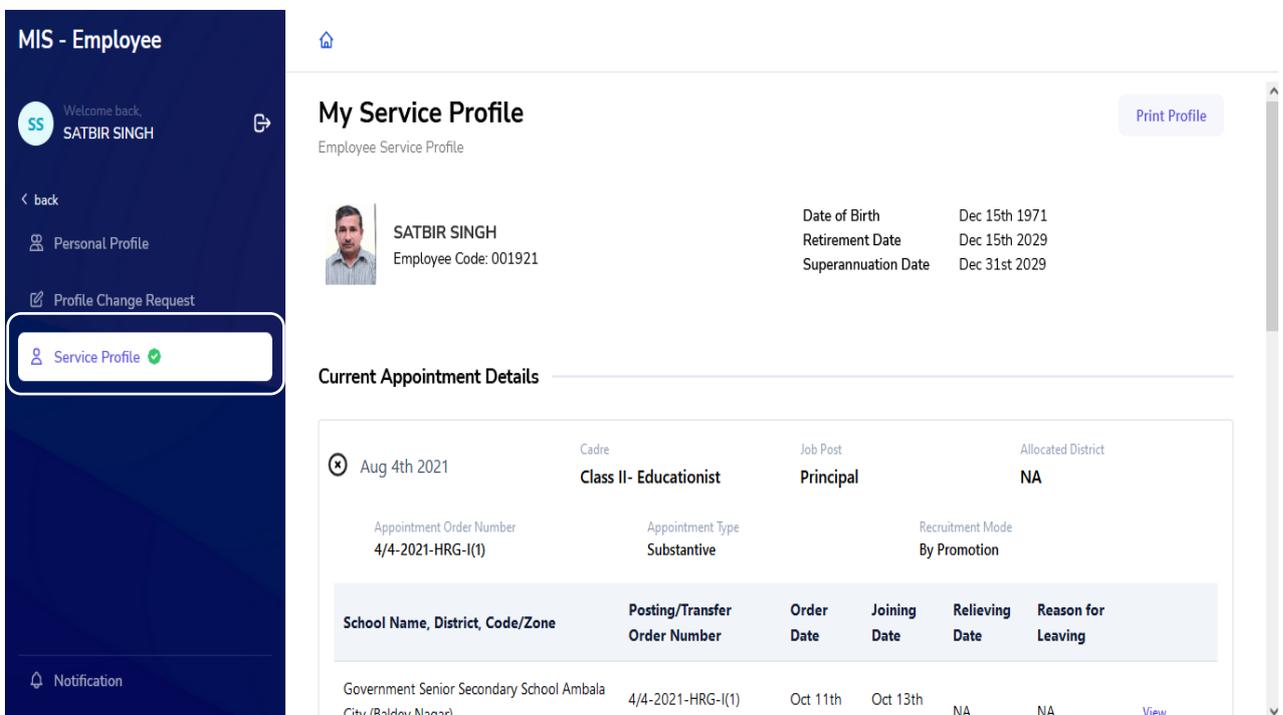
27. If there is any change in the service profile which is not updated (For example: Promotion, Transfer, etc.), user needs to get the correction done from the concerned authority. Employee needs to do service profile verification as data will be synced within every 2 days.