

From

Director General Secondary Education, Haryana, Panchkula

To

All District Education Officers
All District Elementary Education Officers
In the State of Haryana

Memo No.1/127-2023-eGov./IT Cell

Dated: 30/11/2023

Sub: Use of MIS portal for Student and Employees related activities.


Refer to the subject cited above.

As you are aware that MIS portal caters various school campus activities related to Student like Fresh Admission, Withdrawal, SLC, SLC based readmission, Promotion to next class, allocation of sections, Roll number allocation, Subject allocation, Student attendance, Struck name of student, updation of demise of student etc. It is noticed that despite directions from time to time many schools are not diligently adhering to the practice of updating these essential activities on the portal. The repercussions of such lapses are profound, as the inaccurate data fails to reflect on the portal, thereby impeding the accuracy of decision-making processes. It is, therefore, directed that henceforth, no admission will be considered legitimate unless it is updated on the portal. MIS shall be the single source of information in respect of student strength for any kind of decision making and disbursement of any kind of incentive to students, allocation of posts, allocation of budget, Text books etc.

Similarly, the MIS portal provides tools to handle various tasks related to schools and employees. This includes actions like opening or closing schools, upgrading schools, assigning streams, and allocating posts to schools. For employees, the portal helps in maintaining their service and personal profiles, covering aspects like appointment, transfer, posting, promotion, reversion, suspension, reinstatement, termination, dismissal, VRS, resignation, returning to service, court-ordered stays on posting, lifting stay orders, reporting demises, relieving, and joining new postings. It's crucial that these actions are updated on the portal by the person issuing the orders through their login ID. However, it has been observed that many of these orders are not consistently updated by the responsible authorities. This creates a gap between the real situation and what's shown on the portal, leading to challenges for the department, including legal issues in courts and discussions with high-ranking officials. This inconsistency negatively impacts the department's operations. It is, therefore, directed that henceforth order

issuing authority shall ensure updation of orders on portal before issuance of the same. Any order issued in contravention of these orders shall invite disciplinary action against the letter issuing authority.

This may be brought to the notice of all concerned.



Additional Director (Admin.)
O/o Director General Secondary Education,
Haryana, Panchkula

Endst. No. 1/127-2023-eGov./IT Cell

Dated: 30/11/2023

A copy is forwarded to the following for information and strict compliance: -

1. All Officers and Officials of Directorate of Secondary and Elementary Education. It shall be the joint responsibility of branch head and branch officer of the order issuing branch to update the orders on MIS portal before their issuance. For any lapse they shall be liable for disciplinary proceedings.
2. Director SCERT, Haryana, Gurugram for strict compliance.
3. Principals of DIETs, BITEs, GETTIs for strict compliance.



Additional Director (Admin.)
O/o Director General Secondary Education,
Haryana, Panchkula

Endst. No. 1/127-2023-eGov./IT Cell

Dated: 30/11/2023

A copy is forwarded to the following for information:-

1. Additional Chief Secretary School Education, Haryana, Chandigarh.
2. Director Elementary Education, Haryana, Panchkula


Additional Director (Admin.)
O/o Director General Secondary Education,
Haryana, Panchkula