

**Office of Directorate of Secondary Education,
Haryana, Panchkula**

Orders

No.1/127-2023-eGov.

Dated: 21/02/2024

It has been observed that different orders in respect of transfer, promotion, reversion, suspension, reinstatement, foreign deputation, repatriation, VRS, termination, dismissal, CCL more than 89 days, long leave, long absence, cancellation of posting/ promotion/ reversion, court stay orders, Vacate Stay Order, relieving & joining, opening / upgradation of school, closure / merger of school, reopening / demerging of school, allocation of stream, withdrawal of scheme in a school, allocation of post(s), withdrawal of post(s) etc. which are required to be updated on real time basis, are not being updated regularly due to which data accuracy is compromised on MIS Portal. At many time the Department has to face awkward position before the Government and Hon'ble Courts too. This is happening despite the fact that office orders from time to time are issued.

It is hereby ordered that henceforth any order which is required to be updated on MIS Portal will be issued only after its updation on MIS Portal by the Assistant/Superintendent / Branch Officer of the order issuing branch. Similarly, any updation like relieving, joining, death of any employee, absence from duty for long period etc. which are required to be updated by the concerned schools/field offices shall also be updated by the concerned Head of Institutions / Head of Offices. Any technical issue, if faced by the concerned officer/official, the same shall be reported to IT Cell through helpdesk number 0172-5049801 OR through eMail in writing and its redressal will be done by the IT Cell and appropriate reply will be sent to the concerned officer/official over the call or through eMail as the case may be.

The certificates ordered to be submitted vide order No.1/127-2023-eGov.dated 19.01.2024 shall also be submitted directly to the undersigned by first week of every month by concerned branch officer.

Any laxity will be viewed seriously and concerned officer/official shall be liable to be charge-sheeted, if he/she fails to update any time of orders. A list of indicative services and modules through which the same are to be updated on MIS Portal is attached with this order for reference.



(JITENDER KUMAR, IAS)
Director Secondary Education
Haryana, Panchkula


Endst No.1/127-2023-eGov.

Dated, Panchkula, the

A Copy is forwarded to the following for information and strict compliance, please:-

1. Director SCERT, Haryana, Gurugram.
2. All District Education Officers and District Elementary Education Officers in the State.
3. All Principals of DIETs, BITEs, GETTIs.
4. All Block Education Officers.
5. All Head of Institutions, Teachers and Employees (through website).



(JITENDER KUMAR, IAS)
Director Secondary Education
Haryana, Panchkula

Endst No.1/127-2023-eGov.

Dated, Panchkula, the 21/02/2024

A Copy is forwarded to the following for information and strict compliance, please:-

1. All Joint Directors/Deputy Director/ Assistant Director of both the Directorate.
2. All Branch Superintendents and Assistants of both the Directorates.



(JITENDER KUMAR, IAS)
Director Secondary Education
Haryana, Panchkula

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

Dated, Panchkula, the 21/02/2024

A Copy is forwarded to the following for kind information, please: -

1. PS/ACS(SE) for kind information of W/ACS(SE).
2. PA/DGEE.
3. PA/DSE.


(JITENDER KUMAR, IAS)
Director Secondary Education
Haryana, Panchkula

List of services and modules through which data to be updated on MIS Portal

SNO	Type of order	Name of Module	Responsibility of updating the orders on MIS Portal
Employee Data			
1.	Fresh Appointments Orders	Add new appointment	Superintendent / Branch Officers of concerned establishment branches
2.	Posting on fresh appointment Orders	Add Posting	Superintendent / Branch Officers of concerned establishment branches
3.	Promotion/ Reversion Orders	Subsequent Appointment	Superintendent / Branch Officers of concerned establishment branches
4.	Suspension Orders	Employee suspension	Superintendent / Branch Officers of concerned establishment branches
5.	Reinstatement from Suspension orders	Reinstatement form suspension	Superintendent / Branch Officers of concerned establishment branches
6.	Foreign Deputation (deputation in other Departments/Govt.)	Foreign Deputation	Superintendent / Branch Officers of concerned establishment branches
7.	Within Cadre Deputation	Within Cadre Deputation	Superintendent / Branch Officers of concerned establishment branches
8.	Out of Cadre Deputation	Out of Cadre Deputation	Superintendent / Branch Officers of concerned establishment branches
9.	Repatriation from Foreign Deputation and posting	Employee Repatriation	Superintendent / Branch Officers of concerned establishment branches
10.	Transfer/Posting Orders	Transfer on Administrative Ground	Superintendent / Branch Officers of concerned establishment branches
11.	VRS orders	Voluntary Retirement	Superintendent / Branch Officers of concerned establishment branches
12.	Resignation orders	Employee Resignation	Superintendent / Branch Officers of concerned establishment branches
13.	Termination/Dismissal orders	Employee Termination / Dismissal	Superintendent / Branch Officers of concerned establishment branches
14.	Updation of Demise (Death) status of employees	Update Demise	Concerned School / Office
15.	Back-in Service (reappointment/posting orders after VRS/ Resignation/ Termination/ Dismissal etc.)	Back in Service	Superintendent / Branch Officers of concerned establishment branches
16.	CCL more than 89 days	Leaves Record	Superintendent / Branch Officers of concerned establishment branches
17.	Long Leave	Leaves Record	Superintendent / Branch Officers of concerned establishment branches
18.	Long Absence from Duty without information	Absent from Duty	Superintendent / Branch Officers of concerned establishment branches
19.	NCC charge by employee	Update NCC wing	Concerned School
20.	Personal profiles of all employees approved	Approve Personal profile	DEO/DEEO concerned
21.	Profile Correction request Updated	Approve Profile Correction Request	immediate authority to decide the request
22.	Cancel Promotion / Reversion Orders	Cancel Appointment	Superintendent / Branch Officers of concerned establishment branches
23.	Cancel posting on Promotion / Initial Appointment / Transfer etc.	Cancel Posting	Superintendent / Branch Officers of concerned establishment branches
24.	Updation of Stay orders passed by Hon'ble Court against the transfer / posting	Update Stay Order	Superintendent / Branch Officers of concerned establishment branches
25.	Updation of Court Orders Stay by Hon'ble Court	Vacate Stay Order	Superintendent / Branch Officers of concerned establishment branches
26.	Updation of relieving on Transfer/ posting due to any reason	Update Relieving	Concerned School/Office
27.	Updation of joining on new posting /transfer due to any reason	Update Joining	Concerned School/Office
School Data			
28.	Opening of new school	Add New School	Superintendent / Branch Officers Govt. School (Non-Civil) Branch of Elementary Education in the case of
29.	Closer of School	Close School	
30.	Merger of School	Merge School	

SNO	Type of order	Name of Module	Responsibility of updating the orders on MIS Portal
31.	Reopening/ Demerging of School	Reopen School	Primary & Middle School and Secondary Education Branch for High & Senior Secondary Schools
32.	Upgradation/Degradation of School	Edit School Information	
33.	Updation of School names / Add the name of eminent persons	Edit School Information	
34.	Add new posts in the School/Office	Create Job Post	
35.	Updation of allocation of new Streams	Affiliate Wing	
