

General Notice

(regarding completion of Personal Profiles on MIS Portal)

The Department of School Education is planning to implementing General Transfer Drive on MIS Portal. Upon review, it is found that several employees have claimed wrong points on MIS Portal by filling incorrect information on the portal (*such as incorrect information regarding spouse's profession/designation or debilitating diseases etc.*)

It is the responsibility of each employee to ensure that they accurately and completely fill out their information on the MIS Portal. Additionally, their DDO/approving authority must approve or reject the information in a time bound manner, as per policy guidelines. Relevant clause of policy is reproduced as under:

"... It shall be the duty of every teacher to maintain accuracy of his personal and service profile in the database of MIS of the Department. Calculation of merit points shall be done purely on the basis of information available in the said database. All Heads of institutions, BEOs, Dy. DEOs, DEEOs, DEOs shall be under obligation to dispose off the profile correction requests received online in their login account from the Teachers within three working days."

Before taking any action against the defaulters, the department has decided to offer an opportunity to all employees to review their personal profiles on MIS Portal.

Therefore, all employees are requested to review and update their personal profile on MIS Portal with correct & complete details by 23.04.2025.

Director Secondary Education
Haryana 17/4/2025