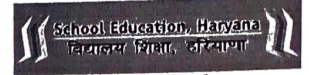




GOVERNMENT OF HARYANA/हरियाणा सरकार
Directorate Elementary Education
मौलिक शिक्षा निदेशालय

Directorate of Elementary Education / मौलिक शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
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NOTICE

Memo No: 8/22-2025-PS (E-1)

Dated: 21-05-2025

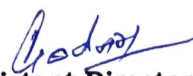
It has come to the notice of the Directorate that several password reset requests on MIS from private schools are still being escalated to the State Headquarters, despite clear directions issued earlier that such requests are to be resolved at the district level by the DEO/DEEO/BEO, after due verification and confirmation of the identity of the concerned school. The password reset option has already been provided under the DEOs/DEEOs/BEOs MIS accounts.

Additionally, it has been observed that many private schools have not updated their mobile numbers and email addresses in the MIS Portal. As a result, timely communication through SMS or email regarding critical activities such as portal submissions, openings, and deadline extensions is not reaching to these institutions. This affects the efficient functioning and coordination of the department.

In light of the above, the following directions are hereby reiterated and must be strictly complied with:-

- 1) All DEOs/DEEOs/BEOs are directed to ensure that password reset requests are handled and resolved at the District Level after verifying the identity of the concerned private school. No such requests should be forwarded to the State Headquarters unless there are exceptional circumstances beyond the scope of the district authority.
- 2) All Private School Authorities are instructed to update their latest contact details (**mobile number and email address**) in their MIS profiles without any further delay. This will enable timely communication and also facilitate self-service options such as password resets through the portal.

All field-level officers are requested to ensure that this notice is properly communicated and that compliance is monitored regularly. For any clarification, please contact the MIS Helpdesk number 0172-5049801 on all working days from 09:00 AM to 05:00 PM.


Assistant Director
Private School Branch
 for Director General Elementary Education
 Haryana, Panchkula

