

From

Director Secondary Education,  
Haryana, Panchkula

To

The Director SCERT, Haryana, Gurugram  
All District Education Officer in the State  
All District Elementary Education Officer in the State

Memo No. 1/119-2025-eGov./IT

Dated, Panchkula, the 11-12-2025

**Subject: - Regarding data updation on MIS Portal for Online Transfer Drive-2025-26.**

As you are aware, the Department of School Education has amended the Teachers' Transfer Policy vide No. 7/1-2025-CO(2) dated 28.11.2025 by incorporating the provisions with Model Online Transfer Policy of the Government.

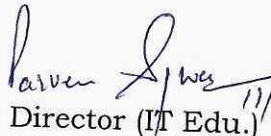
Accordingly, necessary amendments have been made in the relevant modules on the MIS Portal. In addition, the following new modules have been developed to capture the details required under the revised policy:

- **Spouse Details and Couple Case Consent**
- **Health** Module(s) for updating certificates of debilitating diseases and issuing authority through *profile correction request*.
- **Pending Disciplinary** for Disciplinary Proceeding under major penalty
- **Leave Records** for updation of EoL/CCL etc.

The above-mentioned amendments and modules have been made live and activated in the MIS accounts of all employees for updating their personal profiles through Profile Correction Requests.

It is important to note that these policy amendments may affect the Merit Points of employees. Therefore, you are requested to issue necessary directions to all employees working under your district/jurisdiction to verify their MIS profiles and Merit Points, and ensure that all details are updated accurately and completely, strictly as per the provisions of the Teachers' Transfer Policy-2025, within the stipulated time mentioned in schedule issued vide 7/1-2025-CO(2) dated 04.12.2025.

This will help employees avail the benefits of valid Merit Points and avoid issues such as claims, objections, and litigation.

  
Joint Director (IT Edu.)  
For Director Secondary Education,  
Haryana, Panchkula