

From

Director Secondary Education, Haryana, Panchkula

To

Director, SCERT
All District Education Officers,
All District Elementary Education Officers
All Principal DIETs,
All Block Education Officers
All Block Elementary Education Officers

Memo No.: 1/13-2016-e.Gov

Date: 28.01.2016

Sub: Updation of Employee Profile, its verification and filling up of choices of schools and zones for future postings during E career.

Refer on the subject cited above.

The Department has ported data of all employees on MIS Portal. Login IDs and Passwords of all employees have already been sent to you.

The Department is in the process of providing "Online" services e.g. Transfer, Promotion, permission for going abroad, permission for higher studies, extension in service after attaining the age of 58 years, approval of C.L., Medical leave etc. to its officials and officers.

To avail these services it is mandatory that "Employee Profile" is completed by the concerned officer/ official himself/herself and verified and approved by his/her superior authority after consultation of his/her personal record.

The verifying authorities are mentioned below:-

S. No.	Category	Place of Posting	Verifying Authority
1.	Class-IV	Schools	Head of the Institution
2.	Clerks	Schools	Head of the Institution
3.	Clerks/Assistants	BEO/BEEO	BEO/BEEO Concerned
4.	All staff working in the offices of DEO and DEEO	DEO/DEEO	Dy. DEO Concerned

5.	All staff working in the DIETs	DIETs	Principal DIET
6.	Clerks/Assistants, Dy. Suddt, Supdt. and all other staff working in these offices	SCERT	Seniormost Joint Director SCERT
7.	JBT/HT	School	BEO/BEEO Concerned
8.	C&V Teachers and Masters/TGT	Middle Schools	BEO/BEEO Concerned
9.	C&V Teachers and Masters/TGT	High Schools and Senior Secondary Schools	BEO Concerned
10.	Lecturers/PGT	High Schools and Senior Secondary Schools	BEO Concerned
11.	Principals/Headmasters	Schools	BEO Concerned
12.	BEEO/BEO/BRC/ Dy. DEO	BEEO/BEO/BRC	DEEO/DEO Concerned
13.	DEEO/ DEO/Dy. Director/ Joint Director (H.Q.)	DEEO, DEO, Directorate	Concerned Branch Officer at State Headquarters
14.	Deputy Director/ Joint Director	SCERT	Director SCERT
15.	Officers and officials working at State Headquarters	Directorate	Assistant Director Administration
16.	Director SCERT	SCERT	Concerned Branch Officer at State Headquarters

To update this information various formats have been developed and available at Annexure "P1" (Employee Profile), Annexure "P2" (Employee Service Profile) alongwith guidelines available at Annexure "P3" to update and verify the information. All Officers and officials are required to complete the requisite information in a timebound manner latest by 6.02.2016.

It is made clear that completion of service profile shall be completed in top down fashion i.e. Senior authorities' profile may be completed first because

senior authorities shall be able to verify the profile of his junior employees only after verification of their own profile by their seniors.

After completion and verification of personal profile and service profile, all teaching cadre employees shall fill up their choice of zones and schools under each zone as per guidelines being sent separately. List of schools with their zone number is available on the website of the department i.e. www.schooleducationharyana.gov.in.

User IDs and passwords of each and every employee of your district are attached herewith for further dissemination to concerned officers/officials. It is advised that on receipt of user ID and password all officers and officials should change their password. However, before changing the password they may be advised to update his/her mobile number and email address. Such passwords will be required during whole service career hence they may be advised to keep it safe, secure and confidential and should not share with anyone.

**Additional Director Administration-I
For Director Secondary Education, Haryana,
Panchkula**

Endst. No. Even

Dated: 28.01.2016

A copy is forwarded to the following for information and necessary action:

1. PS/ACSSE for kind information of Additional Chief Secretary School Education.
2. PA/DSE for kind information of Director Secondary Education, Haryana.
3. PA/DEE for kind information of Director Elementary Education, Haryana.
4. All Headquarters officers, Superintendents, Deputy Superintendents, Incharges of various cells of all three wings of the Directorate.

**Additional Director Administration-I
For Director Secondary Education, Haryana,
Panchkula**