Government of Haryana
Department of School Education
Sheet for "My Profile" section on MIS Portal.

 # Please read the following instructions carefully before filling the service book form.

This document is prepared to help the employees make the information pertaining to their personal profile readily available with them while uploading on the portal.

1. Use **CAPITAL** letters only.
2. Tick (e.g. ☑) wherever applicable and strike-off (e.g. Male / ~~Female~~) whichever not applicable.
3. Fields marked with * are mandatory.
4. Please fill correct information.

Note: In case, any of the furnished information is found to be false or untrue or misleading or misrepresenting, employee will be held liable for it.

Basic Profile

Title *:	Full Name as in service book *:

Date of Birth (DD/MON/YYYY) *:	Gender *: Male/Female/Transgender

12 digit Adhaar Number:	Full Name in Hindi*:

Have you ever changed your name ? Yes/No:	If Yes, Previous Name:

Reason for Change in Name:

Place of Birth Details

Country of birth*:	State *:	District *:

Sub-district/Tehsil*:	Birth City/Village/Town *:

Marital Status*: (Refer to guidelines at S.No. 1 below)	If Married, Date of Marriage*:
Nationality*:	Domicile of Haryana* Yes/No

Religion*:	Category*:	Caste*: (if belongs to reserved category)	Caste Certificate Number:

Photograph and Signature Details

Employee must have a passport size colored photo with white background scanned in .jpg format with resolution of 300PPI. The file size should not exceed 500KB. Scanned photograph should be handy on pendrive or computer for uploading.	Employee should put his/her signatures with black ink pen on a white paper and scan it with resolution of 300PPI in black and white mode (Do not use Grey scale or colour) and save it in .jpg format. The file size should not exceed 50KB. Scanned signature should be handy on pendrive or computer for uploading.

Address Details

(a) Correspondence Address

Country*: INDIA	State *:	District *:

Sub-district/Tehsil*:	City/Village/Town *:

Address*: Line 1	Line 2:	Line 3:

Ward Number *:	Landmark:

PIN *:	Assembly Constituency *:
Parliamentary Constituency*:	Police Station*:

(b) Permanent Address

Is Permanent Address same as Correspondence Address Yes/No (If Yes, no need to fill it up again)		
Country*:	State *:	District *:
Sub-district/Tehsil*:	City/Village/Town *:	
Address: Line 1	Line 2:	Line 3:
Ward Number *:	Landmark:	
PIN *:	Assembly Constituency *:	
Parliamentary Constituency*:	Police Station*:	

(c) Home Town Address

Is Home Town Address same as Permanent Address Yes/No (If Yes, no need to fill it up again)		
Country*:	State *:	District *:
Sub-district/Tehsil*:	City/Village/Town *:	
Address*: Line 1	Line 2	Line 3
Ward Number *:	Landmark:	
PIN *:	Assembly Constituency *:	
Parliamentary Constituency*:	Police Station*:	

Contact Details

Land Line Number (if any):	Primary Mobile Number*:
Alternate Mobile Number:	Primary Email ID*:
Alternate Email ID:	

Identity Profile

Permanent Account Number (PAN)*:	GPF/EPF/CPF/UCPF/PRAN (Select any one): No. : _(For details, refer guidelines at S.No. 3 below)	
Do you have passport Yes/No*:	If Yes, Passport Number*:	
Date of Issue(DD/MON/YYYY): *	Date of Expiry(DD/MON/YYYY): *	Passport issuing authority*:
Place of issue:		
Do you have Driving License* Yes/No		
(Driving license Number) * : RTO Code:	License Number:	
Date of Issue(DD/MON/YYYY)*:	Date of Expiry(DD/MON/YYYY) *:	
State from which license is issued*:	License Type*:	

Do you have any disabilities* Yes/No (Fill up in any one or in multiple lines below, as the case may be)

Vision Impairment (blindness)*: ☐	Percentage of disability*:	Do you have the disability certificate issued by district civil surgeon?* Yes/No:
Vision Impairment (low vision): ☐	Percentage of disability*:	Do you have the disability certificate issued by district civil surgeon?* Yes/No:
Hearing Impairment *: ☐	Percentage of disability*:	Do you have the disability certificate issued by district civil surgeon? *Yes/No:

Hearing Impairment: ☐	Percentage of disability*:	Do you have the disability certificate issued by Competent Authority* Yes/No:
Speech Impairment : ☐	Percentage of disability*:	Do you have the disability certificate issued by Competent Authority * Yes/No:
Loco motor Impairment : ☐	Percentage of disability*:	Do you have the disability certificate issued by Competent Authority* Yes/No:

Do you have any chronic diseases : Yes/No (Fill up in any one or in multiple lines below, as the case may be)	
(i)Chronic Disease Name*:	Chronic Disease Description*:
Date of occurrence of Chronic disease(DD/MON/YYYY)*:	
Do you have the certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh/Duly Constituted Medical Board* Yes/No:	
Chronic Disease Name*:	Chronic Disease Description*:
Date of occurrence of Chronic disease(DD/MON/YYYY)*:	
Do you have the certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh /Duly Constituted Medical Board * Yes/No:	
(ii)Chronic Disease Name*:	Chronic Disease Description*:
Date of occurrence of Chronic disease(DD/MON/YYYY)*:	
Do you have the certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh/Duly Constituted Medical Board * Yes/No:	
(iii)Chronic Disease Name*:	Chronic Disease Description*:
Date of occurrence of Chronic disease(DD/MON/YYYY)*:	
Do you have the certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh/Duly Constituted Medical Board * Yes/No:	

Vital Measurements

Identification Mark*:	
Blood Group:	Height (in cms.)*:
Weight (in Kgs.) *:	Date of Measurement (DD/MON/YYYY): *

Educational details (10th onwards)

Educational Qualification : 10th Class

Write the country from which you have passed class 10 examination*:	
State from which you have passed class 10 examination*:	
Name of Certifying Body*:	Name of Institution*:
Subjects Studied in Class 10^{th *} :	
Date of Passing(DD/MON/YYYY)*:	*(Evaluation Method Grade System or Marks system)*
Grade System Details:	Marks System Details*:
C.G.P.A Obtained:	Marks Obtained*:

Maximum C.G.P.A	Maximum Marks*:
Grade*:	

Educational Qualification : 12th Class

Stream*:	
Write the country from which you have passed class 12 examination* :	
Select the state from which you have passed class 12 examination*:	
Name of Certifying Body*:	Name of Institution*:
Subjects Studied in Class 12th *:	
Date of Passing(DD/MON/YYYY)*:	*(Evaluation Method Grade System or Marks system)*
Grade System Details*:	Marks System Details*:
C.G.P.A Obtained:	Marks Obtained*:
Maximum C.G.P.A*:	Maximum Marks*:
Grade* :	

Educational Qualification : Certificate (Higher secondary, Prep, etc. should also be taken here)

Write the country from which you have completed certificate* :	
Select the state from which you have completed certification*:	
Certifying Body type(Board/University/other)*:	Name of Certifying Body:
Certificate Name*:	Specialization (If any):
Name of Institution :	
Date of Passing(DD/MON/YYYY)*:	*(Evaluation Method Grade System or Marks system)*
Grade System Details*:	Marks System Details*:
C.G.P.A Obtained*:	Marks Obtained*:
Maximum C.G.P.A:	Maximum Marks*:
Grade* :	

Educational Qualification : Diploma

Select the country from which you have completed the diploma*:		
Select the state from which you have completed the diploma*:		
Certifying Body type(Board/University/other)*:	Name of Certifying Body*:	
Diploma Level(Advance/Basic/General/Specific)*:		Diploma Name*:
Specialization (If any):	Name of Institution :	
Date of Passing(DD/MON/YYYY)*:	*(Evaluation Method Grade System or Marks system)*	
Grade System Details:	Marks System Details*:	
C.G.P.A Obtained*:	Marks Obtained*:	
Maximum C.G.P.A:	Maximum Marks*:	
Grade* :		

Educational Qualification : Degree

Select the country from which you have completed the degree *:

Select the state from which you have completed the degree*:	
University Name*:	
Degree Level(Bachelor/Master/Doctor) *:	Degree Name *:
Specialization (If any):	Name of Institution *:
Date of Passing(DD/MON/YYYY)*:	Evaluation Method Grade System or Marks system
Grade System Details*:	Marks System Details*:
C.G.P.A Obtained:	Marks Obtained*:
Maximum C.G.P.A:	Maximum Marks*:
Grade *:	
Select the country from which you have completed the degree *:	
Select the state from which you have completed the degree*:	
University Name*:	
Degree Level(Bachelor/Master/Doctor) *:	Degree Name *:
Specialization (If any):	Name of Institution *:
Date of Passing(DD/MON/YYYY)*:	Evaluation Method Grade System or Marks system
Grade System Details*:	Marks System Details*:
C.G.P.A Obtained:	Marks Obtained*:
Maximum C.G.P.A:	Maximum Marks*:
Grade *:	
Select the country from which you have completed the degree *:	
Select the state from which you have completed the degree*:	
University Name*:	
Degree Level(Bachelor/Master/Doctor) *:	Degree Name *:
Specialization (If any):	Name of Institution *:
Date of Passing(DD/MON/YYYY)*:	Evaluation Method Grade System or Marks system
Grade System Details*:	Marks System Details*:
C.G.P.A Obtained:	Marks Obtained*:
Maximum C.G.P.A:	Maximum Marks*:
Grade *:	

(Attach additional sheets if required for more educational qualifications)

Family Profile(Other than spouse)

(i) Relation with Employee(Brother/Daughter/Son/Sister/Father/Mother/Mother-in-law/Father-in-law)*:	
Family Member's Full name as on Aadhaar Card* :	
Aadhaar Number of family member:	
Marital Status of family member*: (Refer to guidelines at S.No. 1 below)	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:

Dependent on Employee?* Yes/No:	
Add Chronic Disease of family member (if any):	
(ii)Relation with Employee(Brother/Daughter/Son/Sister/Father/Mother/Mother-in-law/Father-in-law)*:	
Family Member's Full name as on Aadhaar Card* :	
Aadhaar Number of family member to be added:	
Marital Status of family member*: (Refer to guidelines at S.No. 1 below)	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:
Dependent on Employee?* Yes/No:	
Add Chronic Disease of family member (if any):	
(iii)Relation with Employee(Brother/Daughter/Son/Sister/Father/Mother/ Mother-in-law/Father-in-law)*:	
Family Member's Full name as on Aadhaar Card* :	
Aadhaar Number of family member to be added:	
Marital Status of family member*: (Refer to guidelines at S.No. 1 below)	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:
Dependent on Employee?* Yes/No:	
Add Chronic Disease of family member (if any):	
(iv)Relation with Employee(Brother/Daughter/Son/Sister/Father/Mother/ Mother-in-law/Father-in-law)*:	
Family Member's Full name as on Aadhaar Card* :	
Aadhaar Number of family member to be added:	
Marital Status of family member*: (Refer to guidelines at S.No. 1 below)	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:
Dependent on Employee?* Yes/No:	
Add Chronic Disease of family member (if any):	
(v)Relation with Employee(Brother/Daughter/Son/Sister/Father/Mother/ Mother-in-law/Father-in-law)*:	
Family Member's Full name as on Aadhaar Card* :	
Aadhaar Number of family member to be added:	
Marital Status of family member*: (Refer to guidelines at S.No. 1 below)	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:
Dependent on Employee?* Yes/No:	
Add Chronic Disease of family member (if any):	

Spouse Details

Spouse Profession (Government Servant, Haryana State Government, other State Government Employee, Self-employed, Private job, Private University, Boards and Corporation, Central University, Labourer, State University, Unemployed, State PSU, Farmer, Central Government, Military Personnel, Para-military Personnel, Central PSU)*:
Name of Department of Haryana State Government*:
Enter Aadhaar Number of Spouse:
Full name as on Aadhaar Card*:

Employee Code*(if working in same department):	
Mobile Number:	Date of Birth (DD/MON/YYYY)*:
Add Chronic Disease of spouse (if any):	

Salary Bank Account Details

e-Salary Code:	Account Holder Name as on Passbook / Cheque book*:
Account Number *:	Account Type (Current/Saving)*:
IFSC Number:	Bank Name:
Branch Name:	Account Status (Active/Inactive)*:

Emolument Details

Select the Pay Band *: I / II / III / IV	Grade Pay*:
Entry Level Pay:	Dearness Pay:
Special Pay:	House Rent Allowance:
Total*:	Date from which you are drawing this Grade Pay *:

Award Details

Award Type(State Teacher/National Teacher/ National ICT/Other)*:		
Award Name*:	Award Date*:	Order Number*:

Guidelines/ instruction to fill up format:

1) To fill up marital status in basic profile or family profile, choose any one of the following:

   a) Married/Divorced/Widowed/Deserted/Separated/ Never Married

2) For landmark, please indicate name of any renowned office, building, historical place, etc. e.g. railway station, airport, bus stand, college, university, etc.

3) GPF-General Provident fund, EPF-Employee provident fund, CPF-Central provident fund, UCPF-Unrecognized provident fund, PRAN-Permanent retirement account number.

Government of Haryana
Department of School Education
Sheet for 'My Service Book' section on MIS Portal.

 # Please read the following instructions carefully before filling the service book form.

This document is prepared to help the employees make the information pertaining to their service record readily available with them while uploading on the portal.

5. Use **CAPITAL** letters only.
6. Tick (e.g. ☑) wherever applicable and strike-off (e.g. Male / Female) whichever not applicable.
7. Fields marked with * are mandatory.
8. Please enter correct appointment and posting records from the beginning of your service.
9. Service book is considered complete only when all Appointment and Posting records are complete and current posting is specified.

Note: In case, any of the furnished information is found to be false or untrue or misleading or misrepresenting, employee will be held liable for it.

Employee ID: (As given by department)	
Full Name* (as on Service Book) :	Mr./Miss/Mrs.
पूरा नाम हिंदी में*:	

Date of Birth* (In DD-MON-YYYY format only) :		Gender*:	Male / Female

A: Appointment Details: Start from Current Appointment Details (Please refer guidelines at Sr. No. 1)

Cadre* :		Post * :	

Appointment Order Number* :	

Type of Appointment* :	Substantive / Officiating / Contractual

Date of Appointment* (In DD-MON-YYYY format only) :	

Mode of Recruitment* :	Direct / By Promotion / By Transfer / By Reversion / By Repatriation / By Deputation / By Regularization / Taken Over

Advertisement Number :		Recruitment Exam Roll Number :	

Merit Number :	

Category under which the employee is appointed :	General / SC / SBC / BC-A / BC-B

Selection Authority :	

Date of Recommendation by Selection Authority (In DD-MON-YYYY format only) :	

A (i):Posting Details (Please start with initial posting) Refer guidelines at Sr. No.1

School / Office Name * :	

Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	

A (ii): Posting Details

School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	
Date of Relieving*(In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Resignation / Retired / Voluntary Retired / Terminated / Suspended / Dismissed		

A (iii): Posting Details

School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	
Date of Relieving*(In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Resignation / Retired / Voluntary Retired / Terminated / Suspended / Dismissed		

A (iv)Posting Details

School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	
Date of Relieving*(In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		

(Attach additional sheets if required for more postings)

B. Add Appointment Details (Please start with filling up the details of initial appointment and so on)

Cadre* :		Post * :	

Appointment Order Number* :	

Type of Appointment* :	Substantive / Officiating / Contractual

Date of Appointment* (In DD-MON-YYYY format only) :	

Mode of Recruitment* :	Direct / By Promotion / By Transfer / By Reversion / By Repatriation / By Deputation / By Regularization / Taken Over

Advertisement Number :		Recruitment Exam Roll Number :	

Merit Number :	

Category under which the employee is appointed :	General / SC / SBC / BC-A / BC-B

Selection Authority :	

Date of Recommendation by Selection Authority* (In DD-MON-YYYY format only) :	

B (i): Posting Details

School / Office Name * :		

Designation*:		Location Area Category*:	Rural / Urban

Posting/Transfer Order Number*:	

Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	

Date of Relieving*(In DD-MON-YYYY format only) :	

Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended

B (ii): Posting Details

School / Office Name * :		

Designation*:		Location Area Category*:	Rural / Urban

Posting/Transfer Order Number*:	

Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :	

Date of Relieving*(In DD-MON-YYYY format only) :	

Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended

B (iii): Posting Details

School / Office Name * :		

Designation*:			Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:				
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :		
Date of Relieving*(In DD-MON-YYYY format only) :				
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended			

B (iv): Posting Details

School / Office Name * :				
Designation*:			Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:				
Date of Order*(In DD-MON-YYYY format only) :		Date of Joining*(In DD-MON-YYYY format only) :		
Date of Relieving*(In DD-MON-YYYY format only) :				
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended			
(Attach additional sheets if required for more postings)				

Guidelines to fill up the Service Book Details:

1. Appointment Details: This section contains 2 sub-sections (i) Appointment Details and; (ii) Posting Details.

   (a) In "Appointment Details" section (A), the employee needs to start filling up his appointment details from his/her **current designation** i.e. His/her current "cadre", "post", "type of appointment", "date of appointment" on "current designation" etc. and then fill up his/her all posting details on current designation in subsequent multiple sub-sections of "posting details"[A(i)-A(iv)]. For Example, If an employee is currently working on the post of Principal he/she should first fill up the appointment details pertaining to the post of Principal in "Appointment Details" sub-section (A) and then fill up the "Posting Details" (name of school/ office, designation, posting order no., date of joining etc.) on the post of Principal in various schools he/she has served, in the "Posting Details" sub-section [A(i)-A(iv)].

(b) Add Appointment Section (B): In this section, the employee needs to fill up details of his/her earlier appointments and posting details in various schools/ offices. (The fields shall be same as mentioned in Para 1 (a) above). For Example, an employee who is presently working as Principal will fill up details of his/her previous designations i.e. Lecturer or Head Master as the case may be. He/she will continue to fill up details of appointments and postings since his/her initial appointments (starting from present to past) on which he/she had joined this Department.

Note: Though, the employee will fill up his/her details in the hardcopy of the format in a sequential order by going behind (present to past). However, they can enter the details of posting irrespective of sequence while uploading the data online. The system will automatically adjust the entries made into it. But, while entering the data in system, it may be carefully seen that sequence of postings remains undisturbed meaning thereby no gap should be there between two appointments / postings.

Document containing Guidelines to complete the "Employee profile" and "Service Details" on MIS Portal

All Employees of Department of School Education are required to complete their profile and service book on MIS Portal. Employees can avail various services on MIS portal only if their profiles and service book are complete in all respect and approved by their respective higher authorities. All sub profiles are to be saved before proceeding to the next sub profile.

The steps to be adopted for completion of profile by an employee are as under:-

1. Please fill up your details (Personal as well as Professional) in the format attached at Annexure-P1 before starting uploading the information to save your time and for the sake of accuracy of data. Also please create your valid email id if you are not having it earlier.

2. Visit hryedumis.gov.in.

3. Log in to your account using username and passwords assigned to every individual of an employee.

4. Click on My Profile → Basic Profile → Contact Details and add your contact details. Please note that primary email id and mobile number are mandatory fields and then change your password. This is advised keeping in view the security measures.

5. Click on My Profile → Basic Profile → Personal Information and fill up relevant fields.

6. After completion of information in "Personal Information" sub-section, click on "Save" button to save filled information.

7. Click on My Profile → Basic Profile → Photograph and Signature and upload valid photograph and signature and save it.

8. Click on My Profile → Basic Profile → Address Details and fill up relevant fields.

9. After completion of information in "Address Details" sub-section, click on "Save" button to save filled information.

10. Click on My Profile → Identity Profile and fill up relevant fields.

11. After completion of information in "Identity Profile" section, click on "Save" button to save filled information.

12. Click on My Profile → Health Profile → Disabilities. Add Disabilities, if any. Employee must possess a disability certificate issued by Chief Medical Officer.

13. Click on My Profile → Health Profile →Chronic Diseases. Add Chronic Diseases, if any. Employee must possess a Chronic Disease certificate issued by AIIMS (Including its branches in Haryana) /

PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh and Duly Constituted Medical Board only.

14. Click on My Profile → Health Profile → Vital Measurements and fill up relevant fields.

15. After completion of information in "Vital Measurements" sub-section, click on "Save" button to save filled information.

16. Click on My Profile → Educational Profile. Start filling up the qualifications from "10th Class" and so on after filling up of relevant information in each sub-section.

17. Click on My Profile →Family Profile and fill up relevant fields.

18. After completion of information in "Family Profile" section, click on "Save" button to save filled information.

19. Click on My Profile →Spouse Profile and fill up relevant fields.

20. After completion of information in "Spouse Profile" section, click on "Save" button to save filled information.

21. Click on My Profile →Salary Bank Account Details and fill up relevant fields.

22. After completion of information in "Salary Bank Account Details" section, click on "Save" button to save filled information.

23. Click on My Profile →Emoluments Details and fill up relevant fields.

24. After completion of information in "Emoluments Details" section, click on "Save" button to save filled information.

25. Click on My Profile →Awards Details and fill up relevant fields. Please note that designation held at the time of award will be automatically shown after completion of Service Book.

26. After completion of information in "Awards Details" section, click on "Save" button to save filled information.

27. Click on My Profile → Send Profile for Approval and check that you have correctly filled all the mandatory fields in "My Profile" section. If data is not correct in any of the sections, then click on the respective section and rectify the same.

28. Check on the check box after reading the confirmation text and click on "Send Profile for Approval" button.

29. Your profile will be sent for approval to the immediate higher authority. The higher authority may approve or reject your profile. If rejected, you will be able to see reasons of rejection in the "Send Profile for Approval" section.

30. After rejection of the profile, you shall correct the details and click on "Send Profile For Approval" button again.

Completion of Service Details:

The next step is to complete the Service Book.

Note: All transactions of service career will be maintained on MIS Portal hereafter. Therefore accurate information must be ensured by every employee to avoid any rejection and repetition of work. To complete the service book records, following steps are to be followed. However to avoid any misinformation all employees are advised to fill up relevant information in the format available at Annexure P2 and refer it while filling up of various records in the respective section and sub-sections of the service book:-

1. You are supposed to update two types of records – "Appointment details" and "Posting details".

2. For every appointment details, there shall be multiple postings. For each posting, all relevant details are to be entered.

3. Your current appointment details will be shown by default in the service book, click on Edit icon.

4. Firstly, you should update current appointment details and current posting details. Then you should add all previous postings under the current appointment.

5. Add/update appointment order number, type of appointment, date of appointment, mode of recruitment, advertisement number (if applicable), recruitment exam roll number (if applicable), merit number (if applicable), Select the category under which you were appointment (if known), selection authority and Date of Recommendation by Selection Authority.

6. After completion of the above mentioned fields, click on "Proceed" button.

7. Check that you have correctly filled all the fields and click on the check box after reading the confirmation text and click on "Save" button.

8. Then click on the edit icon of the posting record.

9. Add/update School / Office Name (if different than shown), designation, location area category, posting/transfer order number, date of order, is this your current posting (keep it as "Yes") and date of joining.

10. After completion of the above mentioned fields, click on "Confirm" button.

11. Check that you have correctly filled all the fields and click on the check box after reading the confirmation text and click on "Save" button. Please note that date of relieving will not be asked in case of current posting.

12. After completion of your current appointment details and current posting details, you should add your previous appointment details by clicking on "Add Appointment" button. Also add previous posting details under that appointment in the similar manner by clicking on "Add Posting Records".

13. Please note that for all previous posting, you will have to enter date of relieving along with correct reason of relieving from the drop down. While adding previous appointments, you should enter initial appointment details first and various postings there under.

14. After completion of service book records and careful review of the entered records, click the check box of undertaking (Undertaking: I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.) and click on 'Send the service book for approval' button.
Note: You will not be able to edit / add in your service book once you submit the same for approval.

15. Your service book will be submitted for approval to the immediate higher authority. The higher authority may approve your service book only if it is correctly filled and matches exactly with your service book records. Delay in approval might indicate discrepancy in information submitted.

16. In case of pending approval you shall reach out to your higher authority to identify the discrepancies and get then rectified from higher authority. Higher authorities will have right to edit your submitted service book.

17. Once service has been approved by higher authorities, further additions in service records by means of transfers, promotions etc. will updated on MIS portal based on transactions.