

**IMMEDIATE/DATE BOUND**

From

Director Secondary Education, Haryana, Panchkula

To

All District Education Officers  
All District Elementary Education Officers  
All Block Education Officers  
All Block Elementary Education Officers

Memo No. 1/67-2015-IT Cell  
Dated 17<sup>th</sup> September, 2015

**Subject: Management Information System - Completion of Section Allocation, Subject Selection, Roll Number allocation, Data Completion and Data Quality Management.**

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Kindly refer letter no. 1/26-2014-IT Cell dated 27.03.2015, 13.07.2015, 29.07.2015 and 24.08.2015 on the subject cited above.

All DEOs, DEEOs, BEOs and BEEOs were requested to ensure that all schools complete Section Allocation, Subject Selection and Roll Number allocation for all students by 7th August, 2015.


Besides data completion and data management process was also conveyed to all DEOs & DEEOs. Certificates as available at Annexure 2, 3 & 4 (Annexure A3, A4 & A5 of Govt. Order No. 1/26-2014-IT Cell dated 27.03.2015) were requested to be sent by 14<sup>th</sup> August, 2015 through email at [hrymis@gmail.com](mailto:hrymis@gmail.com). But the said certificates are still awaited from all District Education Officers and District Elementary Education Officers despite discussions held in various meetings and Video Conferences.

It is again requested that all DEOs & DEEOs ensure that data completion and data quality processes which consist of Completion of School Information Section, Filling of Non-Mandatory fields of students, Data Quality

Management for student admission and school definition, is completed by all schools under their control within the prescribed timeframe and requisite certificates as per Annexure 2,3 & 4 are sent latest by 24<sup>th</sup> September, 2015 positively.

This may be given top priority.

**Encls:**  
**Annexures 2, 3 & 4**

  
Technology Officer  
For Director Secondary Education  
Haryana, Panchkula

**Endst. No. Even**

**Dated: 17.09.2015**

A copy is forwarded to the following for information:

1. PS/PSSE for kind information of W/PSSE.
2. PA/DSE for kind information of Director Secondary Education, Haryana, Panchkula for information.
3. PA/DEE for kind information of Director Elementary Education, Haryana, Panchkula for information.
4. AM/SPD for kind information of State Project Director, HSSPP, Panchkula.

- sd -  
Technology Officer  
For Director Secondary Education  
Haryana, Panchkula

**Annexure 2**

**Students Record Certificate (School Level Report)**

Students Record Certificate Department of School Education, Haryana											
Reference no. _____						Date: _____					
School Name: _____						School Code: _____					
This is to certify that the number of students enrolled in the _____ School, UDISE Code( _____), Deptt. School Code: ( _____) as on (Date: _____) for each Class is as under:											
Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
The enrollment listed above is consistent with the Students List Report attached here-with. This Students List Report is accurate as on _____ to the best of my knowledge and ability.											
_____ (Name of School Head)				_____ (Designation of School Head)				_____ (Signatures of School Head)			
Seen and countersigned											
_____ BEO/BEEO Signatures with date and seal											

**Annexure 3**

**Students Record Certificate (Block level Report)**

Report as on <Date>

Reference no. \_\_\_\_\_

Date: \_\_\_\_\_

Block Name: \_\_\_\_\_

District: \_\_\_\_\_

This is to certify that the number of students enrolled in Schools of Name of Block Block, Name of District District as on Date for each Class is as under:

Class	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

The enrollment listed above is consistent with the Students List Report. This Students Report is accurate as on \_\_\_\_\_ to the best of my knowledge and ability.

(Name of BEEO/BEO)

\_\_\_\_\_  
BEO/BEEO Signatures

\_\_\_\_\_  
DEO/DEEO Signatures

