

From

The Director cum Special Secretary School Education, Haryana,
Panchkula

To

All District Education Officers
All District Elementary Education Officers
All Principals, DIET/BITE/GETTIs
All Block Education Officers

Memo No. 1/65-2022 eGov./ITCell

Dated: 17.8.2022

**Sub: General Transfer Drive for Principals, Headmasters, PGTs,
Elementary School Headmasters, TGTs and C&V Teachers.**

Refer to the subject cited above.

As you are aware the Online Teachers Transfer Drive for the categories mentioned in the subject is in progress. Consequently a large number of teachers are approaching to the Directorate claiming for updation of their data regarding Adjustments, Promotions, Reversions, Profile approval, adding spouse details, disability, updation of debilitating disease in respect of self, spouse, children and approval of service profile, personal profile, service profile correction request etc etc.

To give a fair and equal opportunity to participate in the Online Transfer Drive to all such teachers, it has been decided to unlock personal profile of all teachers and allow them to update their Service Profile and Personal Profile from 18.8.2022 to 19.8.2022 upto 11:59:59 pm only, by adopting due process. For any legitimate change in service profile they should approach to concerned DEEO or DEO as the case may be alongwith relevant documents. For any change in personal profile they should submit their profile correction request online to the next higher authority for approval through MIS portal after logging into their account and the redirecting on oneschool portal (for disability, debilitating diseases, marriage status, spouse details or other personal details which can be edited in personal profile), if the situation demands so and they desire so. However, teacher performance can be updated on MIS portal itself. They shall use the earlier defined process already conveyed from time to time. DEO and DEEO shall mandatorily dispose of the request of change in Service Profile of a teacher immediately and judiciously. DEOs and DEEOs have been given rights on MIS porta to update any promotion, reversion, adjustment, foreign deputation, repatriation, termination, dismissal, updation of resignation, voluntary retirement, update demise, reinstatement, service extension, addition of posts etc. (only for the

purpose of service profile approval/allowing joining in case of no post exists). Rights to update all these activities have been assigned to DEOs and DEEOs so that they can dispose of any grievance brought to their notice by the concerned teacher, Head of Institution or any other authority. They shall check the legitimacy of relevant documents/evidence submitted before them in support of such updation. In case any DEO/ DEEO has issued any such order at his own level which involves change in the service profile of any teacher, such change may also be updated by the concerned DEO/DEEO as the case may be.

All DEOs, DEEOs, Principal DIETs/BITEs, GETTIs, Deputy DEOs including Deputy DEOs (having charge of DPC), BEOs, Principals/ Heads of institution or any other approving authority, shall dispose of all requests received in their Login Account on MIS/One School portal mandatorily and immediately. While disposing off such requests the concerned authority shall use his/her judicious intellectual for approving or rejecting the same. **Any pending request, if found in the Login of any officer, shall be viewed seriously and concerned officer shall be liable to be proceeded against.** For the purpose of approval of Service Profile of newly appointed employee or for updating joining of a teacher in a school where he/she was posted but joining could not happen, DEO and DEEO can create temporary post in such school on MIS portal for the said purpose only, which will be neutralised on rationalisation of posts which is carried out on oneschool portal. All DEOs and DEEOs shall ensure their availability in their office during the updation exercise and for this purpose, offices of DEOs, DEEOs, DPCs, DIETs will be opened even on holiday. All DEOs/DEEOs shall ensure that no mistake is committed while making such updation. For any technical support they can call helpdesk support at 01725049801.

To allow change in the personal profile including disability, debilitating disease of self, spouse, children, marital status etc. personal profile of all teachers on oneschool portal has been unlocked and will be automatically locked after 12.00 a.m. on 20.8.2022 for further processing. Any updation done after 19.8.2022 will not be taken into account for the purpose of this transfer drive and any claim shall stand rejected straightway. Teachers becoming eligible for transfer due to such updation shall be given appropriate time to choose their school preferences on the portal.

Please note that such updation can be done from 18.8.2022 to 19.8.2022 upto 11.59.59 p.m. only.

This may be brought to the notice of all concerned.

9/17/8/22
Director-cum-Special Secretary School Education
Haryana, Panchkula
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Endst. No. Even

Dated: 17.8.2022

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

1. PS/ACSSE for kind information of Additional Chief Secretary School Education, Haryana.
2. Director Elementary Education, Haryana, Panchkula
3. Director SCERT, Haryana, Gurugram.
4. All Officers, Superintendents/ incharges of Cells of the Directorate of Secondary and Elementary Education at Panchkula.

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Director-cum-Special Secretary School Education
Haryana, Panchkula