

From

Director Secondary Education,
Haryana, Panchkula.

To

All District Education Officers in the State
All District Elementary Education Officers in the State
Head of Institutions / DDOs in the State of Haryana

Memo No.1/101-2016-eGov Cell
Dated, Panchkula, the 28.03.2023

Subject: - Regarding Updation / Verification of Personal Profile and Service Profile on MIS Portal.

Reference to the subject cited above.


It is intimated that the online general transfer drive will be carried out shortly through MIS Portal under Teachers' Transfer Policy of the Department. For this purpose, data updation drive has to be executed from 29.03.2023 to 05.04.2023.

As you aware that accuracy of MIS profiles for all employees is important for error free execution of online transfer drive. As per policy, every employee is responsible for the accuracy and regular updation of data updation on MIS Portal.

Therefore, you are directed to ensure that data of all employees in your district should be completed/accurate in all respect (i.e. Personal Profile / Service Profile) and should be duly verified upto 05.04.2023.

In case any employee(s) is failed to do so, employee may deprived to get the posting of their choice and may also invite disciplinary action. In addition to this, concerned DDO(s) and DEO/DEEO will also be held responsible.

General Guidelines for Updation of Service Profile and Personal Profiles is attached herewith.


Superintendent eGov.
for Director Secondary Education,
Haryana, Panchkula

General Guidelines for correction in Service Profile and Personal Profiles

Verification of Service Profile and Personal profile for its accuracy:

- All teachers are required to verify their service profile as well as personal profile to ensure accuracy of data using “Profile Correction Request > Update and Verify Profile” Menu on MIS Portal, which will redirect them on new link allowing them check and verify their profiles.
- In case any teacher need to change in his service profile for any kind of Updation or correction, they may represent to concerned DEO or DEEO of the district they are posted in. Concerned DEO or DEEO will check the documents submitted by the Teacher and shall dispose off the request either by making changes or rejecting the same by giving justification for the same.
- It is mandatory to check and verify his/her service as well as personal profile by every teacher.
- Teachers who have forgotten their password may reset it using the inbuilt utility on MIS Portal or by contacting concerned DEO/DEEO/BEO and get their password reset.

Updation / Correction in Service Profile:

- Any correction in Service Profile will be accomplished by DEO and DEEO concerned from their login. If any DEO or DEEO finds any “Right” missing in his Login, he/she may please share his employee ID with DDIT seeking specific right.
- Orders of promotion, reversion, Foreign Deputation, Repatriation, Voluntary Retirement, Resignation, termination, Dismissal, Revocation from Termination/Dismissal, Within cadre Deputation, Stay order Updation, vacate stay order etc. shall be updated by concerned DEO and DEEO after verifying the concerned documents / orders for their genuineness.
- Relieving and Joining, shall be updated by concerned School/Office. Similarly, demise/death of any employee shall also be updated by concerned school from School Login. However, DEO and DEEO can also update demise/death of any employee.

Updation/correction in Personal Profile:

- For verifying the service profile & personal profile and for Updation/correction in other parameters of personal of personal profile, teachers may use “Profile Correction Request > Update and Verify Profile” Menu.

For any support, please call helpdesk at 01725049801 during office hours on all working days.