

General Notice

(for all teaching cadre employees of School Education Department)

Before initiating the Online General Transfer Drive for teachers, the department intends to conduct a block-wise analysis of the availability of posts and teachers. For this purpose, all teaching cadre employees are requested to fill in the blocks in order of their preferences for their future postings.

| Cadre | Blocks to be filled |
|--|-------------------------------------|
| Principal (RoH Cadre) | Minimum 15 Blocks |
| Principal (Mewat Cadre) | all five blocks of Nuh (Mewat) only |
| Headmaster High School (RoH Cadre) | Minimum 15 Blocks |
| Headmaster High School (Mewat Cadre) | all five blocks of Nuh (Mewat) only |
| Regular PGT / ESHM / TGT (RoH Cadre) | Minimum 15 Blocks |
| Regular PGT / ESHM / TGT (Mewat Cadre) | all five blocks of Nuh (Mewat) only |
| PGT / TGT (Guest Faculty) | Minimum 15 Blocks |
| Regular HT/PRT/JBT | Not allowed to fill |
| PRT/JBT (Guest Faculty) | Minimum 15 Blocks |

All above mentioned employees are requested to fill their block in order of preference on MIS Portal latest by 07-04-2023 (11:59:59 midnight). District wise list of all educational blocks and user manual for filling the preferences are attached.

If any employee(s) have not filled their block preferences within the stipulated period, the department will presume that they are willing to be posted anywhere in the state/district.

Director Secondary Education
Haryana, Panchkula

District wise list of Educational Blocks

| Ambala | |
|---------------|-------------------|
| 1 | Ambala-I (City) |
| 2 | Ambala-II (Cantt) |
| 3 | Barara |
| 4 | Naraingarh |
| 5 | Saha |
| 6 | Shehzadpur |

| Bhiwani | |
|----------------|--------------|
| 1 | Bawani Khera |
| 2 | Behal |
| 3 | Bhiwani |
| 4 | Kairu |
| 5 | Loharu |
| 6 | Siwani |
| 7 | Tosham |

| Charkhi Dadri | |
|----------------------|-------------|
| 1 | Badhra |
| 2 | Baund Kalan |
| 3 | Dadri |

| Faridabad | |
|------------------|------------|
| 1 | Ballabgarh |
| 2 | Faridabad |

| Fatehabad | |
|------------------|--------------|
| 1 | Bhattu Kalan |
| 2 | Bhuna |
| 3 | Fatehabad |
| 4 | Jakhal |
| 5 | Ratia |
| 6 | Tohana |

| Gurugram | |
|-----------------|--------------|
| 1 | Farukh Nagar |
| 2 | Gurgaon |
| 3 | Pataudi |
| 4 | Sohna |

| Hisar | |
|--------------|-----------------|
| 1 | Adampur |
| 2 | Agroha |
| 3 | Barwala [Hisar] |
| 4 | Bass (Hansi-II) |
| 5 | Hansi |
| 6 | Hisar - I |
| 7 | Hisar - II |
| 8 | Narnaund |
| 9 | Uklana |

| Jhajjar | |
|----------------|-------------|
| 1 | Bahadurgarh |
| 2 | Beri |
| 3 | Jhajjar |
| 4 | Matan Hail |
| 5 | Salhawas |

| Jind | |
|-------------|-------------|
| 1 | Alewa |
| 2 | Jind |
| 3 | Julana |
| 4 | Narwana |
| 5 | Pillu Khera |
| 6 | Safidon |
| 7 | Uchana |

| Kaithal | |
|----------------|-----------------|
| 1 | Guhla at Cheeka |
| 2 | Kaithal |
| 3 | Kalayat |
| 4 | Pundri |
| 5 | Rajaund |
| 6 | Siwan |

| Karnal | |
|---------------|-------------------|
| 1 | Assandh |
| 2 | Gharaunda |
| 3 | Indri |
| 4 | Karnal |
| 5 | Nilokheri |
| 6 | Nissing at Chirao |

| Kurukshetra | |
|--------------------|----------|
| 1 | Babain |
| 2 | Ladwa |
| 3 | Pehowa |
| 4 | Shahabad |
| 5 | Thanesar |

| Mahendragarh | |
|---------------------|------------------|
| 1 | Ateli |
| 2 | Kanina |
| 3 | Mahendragarh |
| 4 | Nangal Choudhary |
| 5 | Narnaul |

| Palwal | |
|---------------|-----------|
| 1 | Hassanpur |
| 2 | Hathin |
| 3 | Hodal |
| 4 | Palwal |

| Panchkula | |
|------------------|---------------------|
| 1 | Barwala [Panchkula] |
| 2 | Morni Hills |
| 3 | Pinjore |
| 4 | Raipur Rani |

| Panipat | |
|----------------|----------|
| 1 | Bapauli |
| 2 | Israna |
| 3 | Madlauda |
| 4 | Panipat |
| 5 | Samalkha |

| Rewari | |
|---------------|----------------|
| 1 | Bawal |
| 2 | Jatusana |
| 3 | Khol at Rewari |
| 4 | Nahar |
| 5 | Rewari |

| Rohtak | |
|---------------|--------------|
| 1 | Kalanaur |
| 2 | Lakhan Majra |
| 3 | Meham |
| 4 | Rohtak |
| 5 | Sampla |

| Sirsa | |
|--------------|------------------|
| 1 | Baragudha |
| 2 | Dabwali |
| 3 | Ellenabad |
| 4 | Nathusari Chopta |
| 5 | Odhan |
| 6 | Rania |
| 7 | Sirsa |

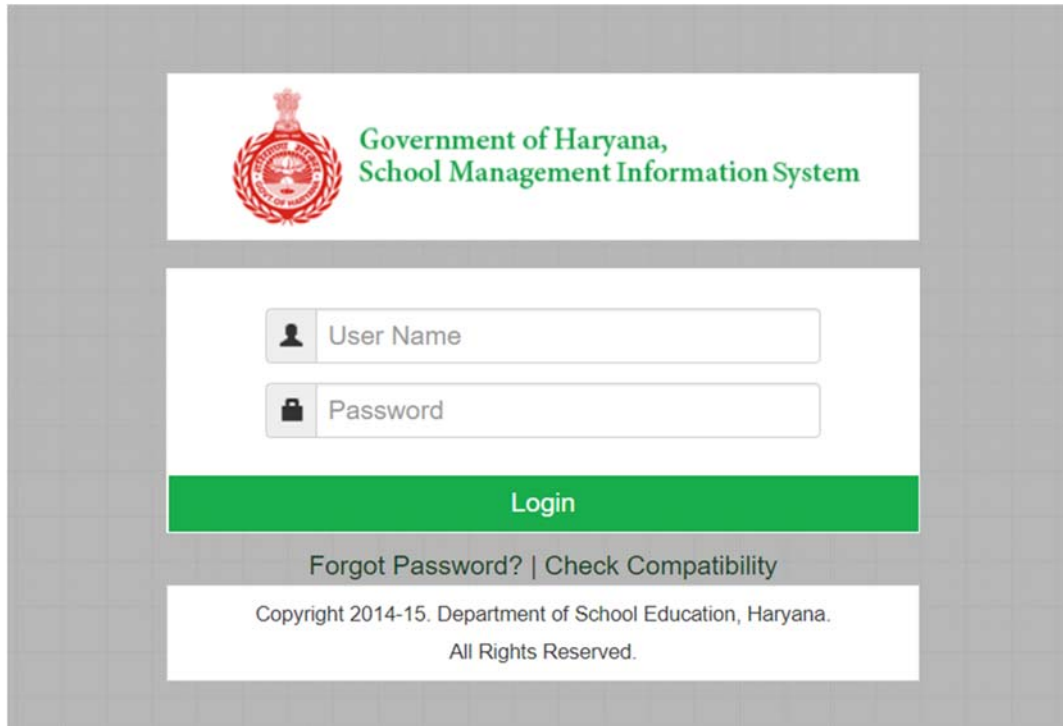
| Sonipat | |
|----------------|-----------|
| 1 | Ganaur |
| 2 | Gohana |
| 3 | Kathura |
| 4 | Kharkhoda |
| 5 | Mundlana |
| 6 | Rai |
| 7 | Sonipat |

| Yamunanagar | |
|--------------------|------------------------------|
| 1 | Bilaspur |
| 2 | Chhachhrauli |
| 3 | Jagadhri |
| 4 | Radaur |
| 5 | Sadhaura |
| 6 | Saraswati Nagar (Mustafabad) |

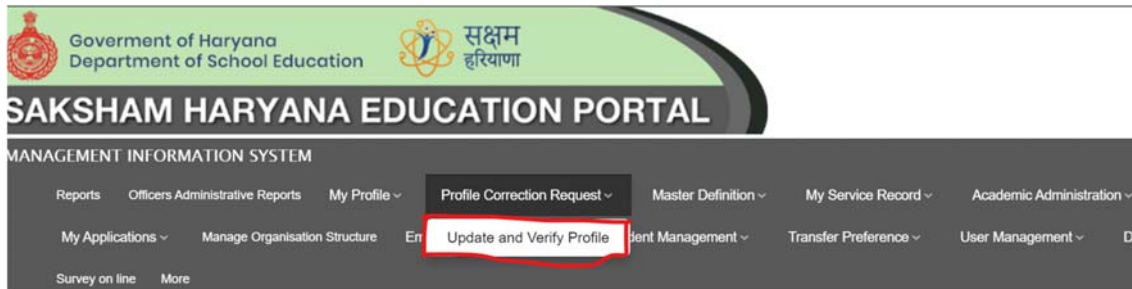
| Nuh Mewat | |
|------------------|------------------|
| 1 | Ferozepur Jhirka |
| 2 | Nagina |
| 3 | Nuh |
| 4 | Punhana |
| 5 | Taoru |

USER MANUAL FOR FILLING BLOCK PREFERENCE


Step 1: - **Login:** Employee must login to his/her account on MIS portal and it will redirect to the Oneschool Suite by Clicking on “Update and Verify Profile” tab under Profile Correction. User can follow the following images



The screenshot shows the login interface for the Government of Haryana School Management Information System. At the top left is the state emblem. To its right, the text reads "Government of Haryana, School Management Information System". Below this, there are two input fields: "User Name" with a person icon and "Password" with a lock icon. A green "Login" button is positioned below the fields. Underneath the button, there is a link for "Forgot Password? | Check Compatibility". At the bottom, a white box contains the copyright information: "Copyright 2014-15. Department of School Education, Haryana. All Rights Reserved."



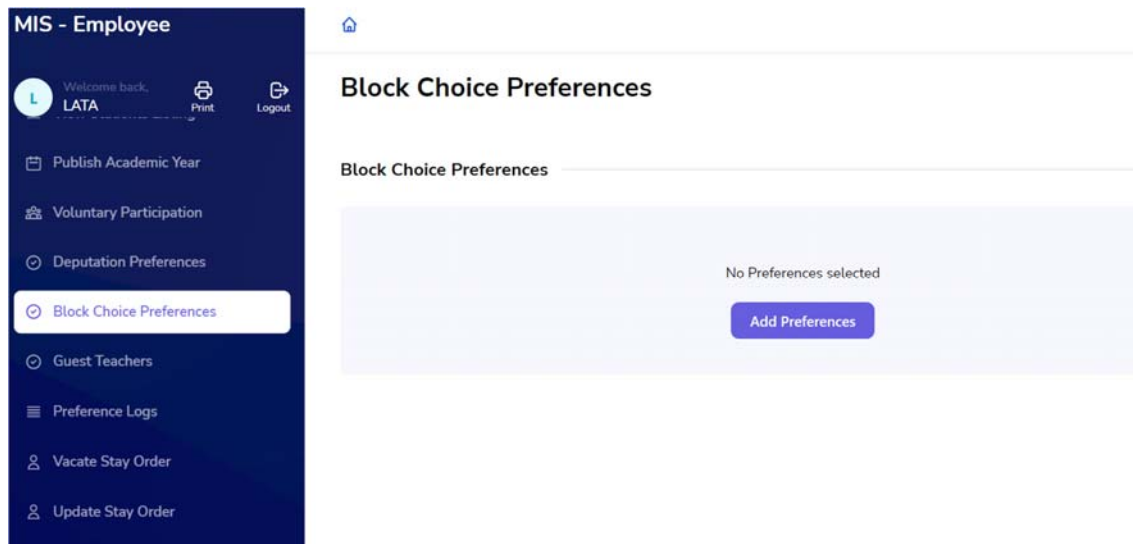
The screenshot displays the header of the SAKSHAM HARYANA EDUCATION PORTAL. It features the state emblem, the text "Government of Haryana Department of School Education", and the "सक्षम हरियाणा" logo. The main title "SAKSHAM HARYANA EDUCATION PORTAL" is prominently displayed. Below the title, the text "MANAGEMENT INFORMATION SYSTEM" is shown. A dark navigation bar contains several menu items: "Reports", "Officers Administrative Reports", "My Profile", "Profile Correction Request", "Master Definition", "My Service Record", "Academic Administration", "My Applications", "Manage Organisation Structure", "Enrollment Management", "Update and Verify Profile", "Student Management", "Transfer Preference", "User Management", and "Data Management". The "Update and Verify Profile" option is highlighted with a red box. At the bottom left of the navigation bar, there are links for "Survey on line" and "More".



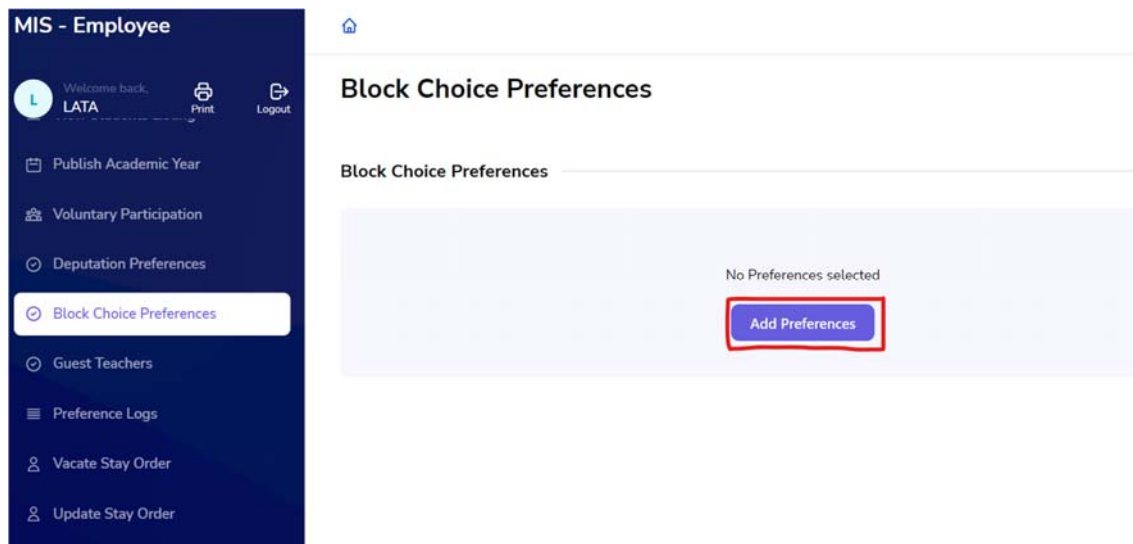
The screenshot shows a table titled "MANAGEMENT INFORMATION SYSTEM" with three columns: "Sr.No.", "Task Name", and "Task Description".

| Sr.No. | Task Name | Task Description |
|--------|---|---|
| 1 | Posting against Appointment -> Individual | Posting against Appointment -> Individual |
| 2 | Disciplinary Actions | Disciplinary Actions |

Step 2: - Navigate to Block Choice Preference: After successful login on Oneschool Suite, user will navigate " **Block Choice Preference** " tab available on the left side panel.



Step 3: - Add Preferences: - To add block choice preferences, the user must click on the "Add Preferences" button.



Step 4: - Select your Preferences: - The user can add up to 15 district/block preferences. While adding preferences, the user can switch their preferences up and down using the highlighted arrows.

MIS - Employee

Welcome back, **LATA** Print Logout

- Publish Academic Year
- Voluntary Participation
- Deputation Preferences
- Block Choice Preferences**
- Guest Teachers
- Preference Logs
- Vacate Stay Order
- Update Stay Order
- Transport Facility

District **Blocks** Add Block Preferences

Select The Option Of Preferences

| Change | Preference | District | Block | Is Preference Locked | Action |
|--------|------------|-------------|---------------------|----------------------|---------------------|
| ↓ | 1 | Ambala | Ambala-I (City) | No | Remove |
| ↑ ↓ | 2 | Ambala | Ambala-II (Cantt) | No | Remove |
| ↑ ↓ | 3 | Ambala | Barara | No | Remove |
| ↑ ↓ | 4 | Panchkula | Barwala [Panchkula] | No | Remove |
| ↑ | 5 | Yamunanagar | Chhachhrauli | No | Remove |

Save Preferences Unlocked Preferences

Step 5: - Save Preferences: - After adding a minimum of 15 block preferences, the user can click on the "Save Preference" button to lock their preferences. Once preferences are saved, the user cannot shuffle their choices.

MIS - Employee

Welcome back, **LATA** Print Logout

- 📅 Publish Academic Year
- 👤 Voluntary Participation
- 🔄 Deputation Preferences
- 🏠 Block Choice Preferences
- 👤 Guest Teachers
- 📄 Preference Logs
- 👤 Vacate Stay Order
- 👤 Update Stay Order
- 🚗 Transport Facility

Block Choice Preferences

Block Choice Preferences

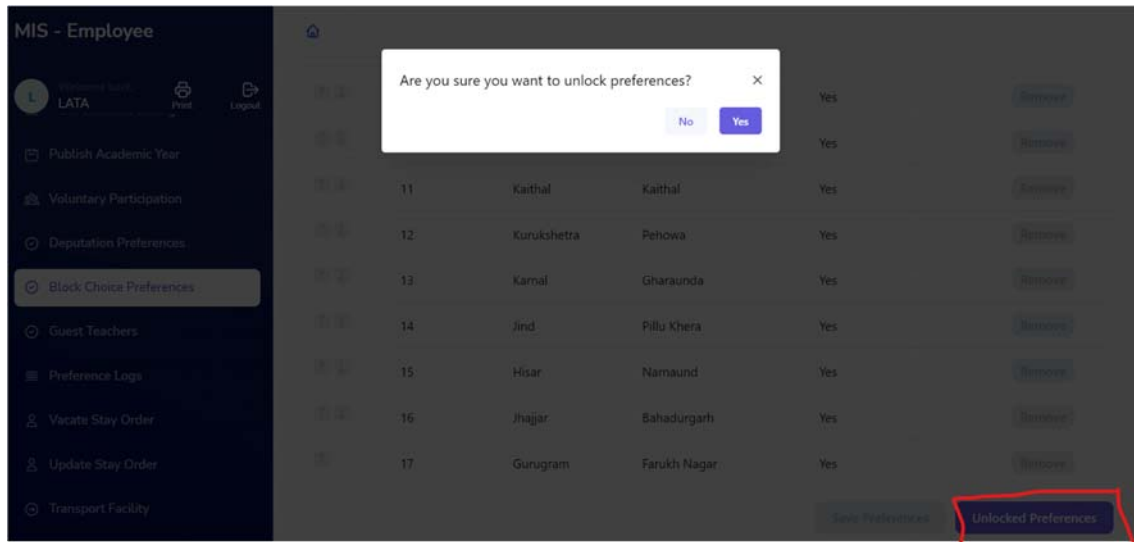
District: Blocks: Add Block Preferences

Select The Option Of Preferences

| Change | Preference | District | Block | Is Preference Locked | Action |
|--------------------------|------------|-------------|---------------------|----------------------|---------------------|
| <input type="checkbox"/> | 1 | Ambala | Ambala-I (City) | Yes | Remove |
| <input type="checkbox"/> | 2 | Ambala | Ambala-II (Canitt) | Yes | Remove |
| <input type="checkbox"/> | 3 | Ambala | Barara | Yes | Remove |
| <input type="checkbox"/> | 4 | Panchkula | Barwala [Panchkula] | Yes | Remove |
| <input type="checkbox"/> | 5 | Yamunanagar | Chhachhrauli | Yes | Remove |
| <input type="checkbox"/> | 6 | Ambala | Saha | Yes | Remove |
| <input type="checkbox"/> | 7 | Yamunanagar | Jagadhri | Yes | Remove |
| <input type="checkbox"/> | 8 | Kurukshetra | Ladwa | Yes | Remove |
| <input type="checkbox"/> | 9 | Kaithal | Rajaund | Yes | Remove |
| <input type="checkbox"/> | 10 | Kaithal | Guhla At Cheeka | Yes | Remove |
| <input type="checkbox"/> | 11 | Kaithal | Kaithal | Yes | Remove |
| <input type="checkbox"/> | 12 | Kurukshetra | Pehowa | Yes | Remove |
| <input type="checkbox"/> | 13 | Karnal | Gharaunda | Yes | Remove |
| <input type="checkbox"/> | 14 | Jind | Pillu Khera | Yes | Remove |
| <input type="checkbox"/> | 15 | Hisar | Narnaund | Yes | Remove |
| <input type="checkbox"/> | 16 | Jhajjar | Bahadurgarh | Yes | Remove |
| <input type="checkbox"/> | 17 | Gurugram | Farukh Nagar | Yes | Remove |

➔ Save Preferences Unlocked Preferences

Step 6: - Unlocking Preferences: - If the user wants to edit their preferences after saving them, they can click on the "**Unlocked Preferences**" button. The user will receive a pop-up message.



Note: - User can change or delete his/her block choice Preferences by clicking on "**Remove**" button

