

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. 1/101-2022-eGov.

Dated, Panchkula, the 13.04.2023

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



Reference to this office Memo No. 1/101-2016-eGov Cell dated 28.03.2023 on the subject cited above.

For processing of error free/smooth Online General Transfer drive for 2023-24, Data Updation drive was initiated by the Department. For the purpose, necessary rights have been activated by the Department in the accounts of District Education Officers and District Elementary Education Officers. You were requested to ensure that data of all employees in your district should be completed accurately in all respect (i.e. Personal Profile / Service Profile) and the same should be duly verified by all the employees from their login.

As you aware that accuracy of MIS profiles for all employees is the basic necessity for error free execution of online transfer drive, therefore, you are hereby again directed to ensure that data of all employees in your district is complete and accurate in all respect (i.e. Personal Profile / Service Profile) and should be duly verified upto 21.04.2023 by all the employees. For this request of edit in the service profile of any employee is to be examined at your level and be updated from your login. Therefore, you are requested to circulate the instructions to all the employees seeking requests from them and update the same after verifying the same. No such request should remain unattended in your office. Similarly, no employee should be left with discrepancy in his/her profile. In case any employee(s) fails to do so, employee may be deprived to get the posting of their choice which can invite disciplinary action against the faulty officer/officials including concerned DDO(s), DEO/DEEO.

In case any DEO/DEEO faces any technical issue while Updation of service profiles of any employee, they can contact helpline No.0172-5049801 or share the list of such issues with complete detail on email at eduhry.itcell@gmail.com with Department rather than directing such employees to visit directorate.

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



Deputy Director IT
For Director Secondary Education,
Haryana, Panchkula 

Endst No.1/101-2022-eGov.

Dated, Panchkula, the 13.04.2023

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

1. PS/PS(SE) for kind information of W/Principal Secretary to Govt. Haryana, School Education Department, Chandigarh.
2. PA/DSE for kind information of W/DSE.
3. PA/DEE for kind information of W/DEE.
4. PA/AD (Admn.-I & II) for kind information of Additional Directors of Secondary Education Department.
5. PA/AD (Admn.-I & II) for kind information of Additional Directors of Elementary Education Department.
6. PA/JD (Admn.-I) for Secondary Education Department.


Deputy Director IT
For Director Secondary Education,
Haryana, Panchkula 