

From

Director Secondary Education,
Haryana, Panchkula

To

All District Education Officer
All District Elementary Education Officers


Memo No.1/101-2022-eGov./IT Cell
Dated, Panchkula, the 11.05.2023

Subject: - User Manual of MIS Modules (OneSchool) for the help of employees/school of Department.

Refer to the subject cited above.

To facilitate the users of MIS (OneSchool) Portal, the Standard Operating Procedure (SOP) in the form of User Manuals for the deployed module are shared herewith for the ready reference of all the employees and Schools of the Department.

It is requested to share this SOP with all the employees and School authorities with advice to follow the procedures mentioned in the SOP. In case of any technical support, if still exists, user may contact on MIS helpdesk at 0172-5049801 to during working days and office hours.


Dy. Superintendent (eGov.)
For Director Secondary Education,
Haryana, Panchkula



Standard Operating Procedure (SOP)

Objective: - This Standard Operating Procedure (SOP) is intended for use by DEO, DEEO, schools and their teaching staff, to assist them in updating their personal and service details. The purpose of this document is to provide guidance on the use of the OneSchool Portal for this purpose.

Scope: - This document serves as a source of guidance for the School and its teaching staff in updating their Service Profile and Personal Profile. It outlines the necessary steps and provides instructions on how to effectively make updates to these profiles.

Module Name: - Employee Relieving and Joining

Purpose: - This module is designed to facilitate the process of Employee Relieving and Joining. It enables the School to efficiently update the details associated to an Employee's Relieving and Joining by providing their unique Employee code as a reference. Furthermore, users of this module have access to comprehensive information regarding the Employee's Cadre, Current Designation, Joining Date, and other details.

Stakeholders: - This module will be available in the login id of School/Office. User will login to the account of concerned School/Office

For User Manual:-

https://drive.google.com/file/d/1SsaEzKFJcotvxAef96_mDwd09vLOqhkd/view?usp=sharing

Module Name: - Employee Termination

Purpose: - This module is designed to update the terminated employee details. It enables users to efficiently update the relevant details of an Employee who has been terminated, with their Employee code as a reference.

Stakeholders: - This module will be available in the login id of DEO, DEEO. User will login to his account and can search for particular employee to update his terminate details

User Manual: - https://drive.google.com/file/d/1dYWbniBKp-rmx0NrWWCY9lt_urqRJts1/view?usp=sharing

Module Name: - Employee Demise

Purpose: - The purpose of this module is to facilitate the updating of Employee Demise details by the School or Office. It provides users with the ability to search for and get information related to an Employee's Demise by their Employee code. The module is designed to ensure that the process of updating Employee Demise details is executed efficiently and accurately.

Stakeholders: - This module will be available in the login id of School/Office.

User Manual:-

https://drive.google.com/file/d/13nC0TmU8ITw19He8FUHdcsGeisS_LEiu/view?usp=share_link

Module Name: - Foreign Deputation

Purpose: - The purpose of this module is to facilitate the updating of employee information for those who are currently posted outside the state of Haryana.

Stakeholders: - This module will be available in the login id of DEO, DEEO.

User Manuals: - https://drive.google.com/file/d/1D4tL_qXj2VeZsIf3Dyc5y_qeZTWA1gS/view?usp=share_link

Module Name: - Out of Cadre

Purpose: - The purpose of this module is to facilitate the updating of employee information for those who are currently posted outside ROH.

Stakeholders: - This module will be available in the login id of DEO, DEEO.

User Manuals :- https://drive.google.com/file/d/1aQhImpsb4nynOSoTc7r2bZ8-PJOIGzNe/view?usp=share_link

Module Name: - Subsequent Appointment

Purpose: - The purpose of this module is to facilitate the appointment of employees who have been promoted based on their performance in higher level exams. The user can search for a specific employee by entering their employee code.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals:-

https://drive.google.com/file/d/1qXoZt5Ij30pOP2quGoDHzuLl9F1Sh6AW/view?usp=share_link

Module Name: - Posting against Subsequent Appointment

Purpose: - The purpose of this module is to allocate job positions to employees who have been promoted following their successful completion of higher level exams

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: - https://drive.google.com/file/d/1SAaFPMHdw06R3Y-yagLliPfbS-eEbYs_/view?usp=share_link

Module Name: - Repatriation

Purpose: - This module has been designed to facilitate the repatriation process of the employees who have been posted in states other than Haryana.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals:- [https://drive.google.com/file/d/1SAaFPMHdw06R3Y-yagLliPfbS-eEbYs/view?usp=share link](https://drive.google.com/file/d/1SAaFPMHdw06R3Y-yagLliPfbS-eEbYs/view?usp=share_link)

Module Name: - Service Extension

Purpose: - The purpose of this module is to provide an opportunity for employees who have attained the age of 57 or above to seek 2-year extension, thus enabling them to continue their service beyond their retirement age.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals:-

[https://drive.google.com/file/d/1vcEQDOb4sUbjX_GejmVFO0OrLZgFpd7C/view?usp=share link](https://drive.google.com/file/d/1vcEQDOb4sUbjX_GejmVFO0OrLZgFpd7C/view?usp=share_link)

Module Name: - Cancel Appointments

Purpose: - This module provides users with the option to cancel their current appointment. To cancel an appointment, the user must provide the employee code to update the order number, order date, and any other relevant information associated with the appointment

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: -

[https://drive.google.com/file/d/1QbzJcD3xAs4D2PdLjmcVrYROk_I0hUBr/view?usp=share link](https://drive.google.com/file/d/1QbzJcD3xAs4D2PdLjmcVrYROk_I0hUBr/view?usp=share_link)

Module Name: - Cancel Posting

Purpose: - This module provides users with the option to cancel their current posting. To cancel posting, the user must provide the employee code to update the order number, order date, and any other relevant information associated with the appointment

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals:-

[https://drive.google.com/file/d/1QbzJcD3xAs4D2PdLjmcVrYROk_I0hUBr/view?usp=share link](https://drive.google.com/file/d/1QbzJcD3xAs4D2PdLjmcVrYROk_I0hUBr/view?usp=share_link)

Module Name: - Profile Verification and Correction

Purpose: - This module has been developed with the purpose of enabling employees to add and update their personal information. Through this module, employees can modify their contact details and family-related information, such as marital status, address, and mobile number.

Stakeholders: - This module will be available in the login id of employees and their approver's

User Manuals :-

https://drive.google.com/file/d/17LayUJtW_TN94hd3H33IHg64sndpy17C/view?usp=share_link

Module Name: - Voluntary Retirement

Purpose: - This module provides an option for the employee to choose Voluntary Retirement. The user has the ability to update details such as the VRS order number and approval date.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: -

https://drive.google.com/file/d/1imEtd1IpdtDsJdAr8ewzfM7zdnrO_4qC/view?usp=share_link

Module Name: - Employee Suspension

Purpose: - The purpose of this module is to facilitate the updating of details related to a suspended employee. The user will have the ability to modify information such as the order date, issue date of suspension, suspension slot, and other relevant details.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: -

https://drive.google.com/file/d/1JAC0zpi5Tgkz8da1dlezpKAE0v2uYMaB/view?usp=share_link

Module Name: - Re-instatement from Suspension

Purpose: - The purpose of this module is to reverse the employee's suspension and reinstate their employment status. The user will be required to update the employee's posting information.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: - https://drive.google.com/file/d/1ckusx9H-fiFricUByKf0Qm7iMDqnnQdZ/view?usp=share_link

Module Name: - Employee Resignation

Purpose: - The objective of this module is to facilitate the updating of Employee Resignation details.

Stakeholders: - This module will be available in the login id of DEO, DEEO

User Manuals: -

https://drive.google.com/file/d/1lihQ88YiRbqqSuK5NliyGMYQbNHv6eGS/view?usp=share_link

Module Name: - Appointment Category

Purpose: - The objective of this module is to enable the modification of the appointment category of an employee for a particular job post. The module aims to update the category associated with the employee's appointment

Stakeholders: - This module will be available in the login id of Employees

User Manuals: -

https://drive.google.com/file/d/13G9d5IZiSRwrrHSWkdDz0iE5VtP4ONpZ/view?usp=share_link

Module Name: - Appointment Category (Approval module in Approval end)

Purpose: - The aim of this module is to validate the certificate that has been submitted in reference to the Appointment category

Stakeholders: - This module will be available in the login id of Employee approver account

User Manual: - https://drive.google.com/file/d/1pSENIgth0BxlphqtC-UBZzS_u91bzG5/view?usp=share_link

Module Name: - Fresh Admission

Purpose: - The purpose of this module is to make it easier for schools and teachers to admit students. It will keep a record of important information about the student, like their personal details, family information, and other relevant information. Both Government and private schools can use this module to access this information.

Stakeholders: - This module will be available in the login id of School

User Manual:-

https://drive.google.com/file/d/1ukG_NEKukA0f70fgU98EhPEGfqViY4Hu/view?usp=share_link

Module Name: - Issue of SLC

Purpose: - The aim of this module is to produce a school leaving certificate for students. This module will simplify the process of issuing SLC and ensure that the information provided is accurate and consistent. It will benefit both the students and the school by providing a reliable and standardized certificate that can be easily verified.

Stakeholders: - This module will be available in the login id of School

User Manual: -

https://drive.google.com/file/d/1iVi7SyfncOhBtgy2SxneCuWCgBvLNBG5/view?usp=share_link

Module Name: - Student Relieving

Purpose: - The objective of this module is to facilitate the relieving of students from one school to another. This will help them to pursue their studies without interruption. This module aims to ease the burden on students who have to move to a new school due to various reasons, such as relocation or seeking better educational opportunities.

Stakeholders: - This module will be available in the login id of School

User Manual: -

https://drive.google.com/file/d/1gCtdQNG2s9dJIDhgrkkZCtIbxJJBXN9j/view?usp=share_link

Module Name: - Student Transition

Purpose: - This module aims to facilitate the student promotion; students are shifted to next higher class. The student must have 'Student Registration Number for this process. The class and sections must be already defined before performing the Student Transitions.

Stakeholders: - This module will be available in the login id of School

User Manual: -

https://drive.google.com/file/d/12D4Z_1yKkEYkLrqCbPHWPRwk6lYctYtX/view?usp=share_link