

From

Director Secondary Education, Haryana, Panchkula

To

All District Education Officers

All District Elementary Education Officers

Memo No.: 1/101-2022-eGov./IT Cell

Dated: 25.08.2023

Sub: Data updation of Teachers

Refer to the Video Conference held under the Chairmanship of Director Secondary Education today at 5.30 p.m. on the subject cited above.

The status of data updation on MIS Portal in respect of PRT/JBT teachers was reviewed jointly by Director Secondary Education and Director Elementary Education. Various issues were discussed during the VC. Accordingly, following directions are hereby issued for compliance:

1. Last date of Data Updation is fixed upto 4.00 PM on 27.08.2023 for PRT/JBT and Head Teachers.
2. All DEEOs shall ensure completion of the Service and Personal profiles of all teachers working in their District as per MIS Portal.
3. All approving authorities shall visit their login account from time to time during this period and ensure that all profile correction requests received in their account upto 4.00 p.m. 27.08.2023 are disposed off by them. If personal profile correction request of any teacher remains unattended by any authority, such authority shall be liable for disciplinary proceedings.
4. Issues related to teachers transferred from another district to your district but are not relieved from previous district/school, shall be sorted out in consultation with DEO/DEEO of the previous district.
5. In case service profile of any employee is not approved, concerned DEO and/or DEEO shall approve the service profile of such teachers after verifying the record.

6. All DEOs and DEEOs shall update all long absents, long leaves, VRS, resignation, termination, dismissal, suspension, reinstatement, promotion, reversion, transfer, posting, adjustment, foreign deputation, repatriation etc. If any such case is reported which is not updated, concerned DEO/DEEO, will be personally responsible and liable for disciplinary proceedings. Therefore, due diligence may be adopted.
7. All DEOs & DEEOs shall ensure that all death cases, relieving and joining are updated by the concerned Schools in their district.
8. For the updation of any posting/stay order, if any virtual post is required, the same may be added from the school login and necessary updation of posting may be updated from the login of DEO/DEEOs.
9. All teachers may be directed to verify their service and personal profile. If any correction is required he/she may reach out to concerned authority who will be responsible for entertaining their request. For any accuracy in data, concerned employee shall be responsible.
10. If any approving authority in whose account personal profile correction request was forwarded by the teacher and such approving authority is retired/ died/ transferred without disposing off the request of the teacher, such teacher may be asked to withdraw such request and resend the same to the new authority immediately.
11. If any candidate who was offered an appointment but has not joined in the school due to any reason, he/ she shall report to the State Headquarters for new place of posting at the time of his/her joining. Vacancy offered to such teachers shall be treated vacant at the time of General Transfer.
12. If any Dy. DEO, BEO, Principal, H.M. or any other authority/employee who is responsible to update any type of data, does not comply with the orders of DEO/DEEO, he/she shall be liable to be charge-sheeted u/r 7.

All activities mentioned above are to be completed latest by 4.00 p.m. on 27.8.2023 and non compliance shall invite disciplinary action.

This may be brought to all concerned for strict compliance.


Deputy Director IT
For Director Secondary Education,
Haryana, Panchkula

Endst. No.1/101-2022-eGov./IT Cell

Dated:25.08.2023

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

1. Director SCERT, Haryana, Gurugram.
2. All Principals DIET, BITE, GETTIs.
3. All District Project Coordinators, Samagra Shiksha. Any profile correction request received in their login ID may be entertained and disposed off within the timelines by verifying the records.
4. All Block Education Officers
5. All Heads of the Institutions in the State.


Deputy Director IT
For Director Secondary Education,
Haryana, Panchkula

Endst. No.1/101-2022-eGov./IT Cell

Dated:25.08.2023

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

1. All Officers of the Directorate of Secondary Education, Elementary Education and HSSPP.
2. All Branch Superintendents of the Directorate of Secondary and Elementary Education Directorate. Updation of any orders issued by them may be ensured on MIS portal within the prescribed timelines.


Deputy Director IT
For Director Secondary Education,
Haryana, Panchkula