Sub: - **Proceedings of the meeting held under the chairmanship of Director Elementary Education, Haryana in his office room on 28.09.2023 and 04.10.2023 to review the data Updation status of MIS Portal.**

A meeting was held under the chairmanship of Director Elementary Education, Haryana in his office room on 28.09.2023 and 04.10.2023 to review the Data Updation status on MIS Portal in respect of orders being issued by the Department. Following were present in the meeting:

Name of Officer/Official	Meeting attended on
• Sh.Surender Singh, Deputy Director IT	28.09.23 & 04.10.23
• Smt. Shakuntla Sindhu, Assistant Director Non-Civil Branch	28.09.23
• Sh.Vineet Superintendent, Non-Civil Branch	28.09.23
• Sh.Mukesh Kumar Superintendent TGT (A&G)	04.10.23
• Sh.Khushi Ram Superintendent TGT (Promotion)	04.10.23
• Dinesh Kumar, Dy.Superintendent TGT (R&A)	04.10.23
• Sh.Sunil Kumar, Superintendent, D&L Branch	04.10.23
• Sh.Rajeev Sharma, Project Manager, WeExcel Software Pvt. Ltd.	28.09.23 & 04.10.23

At the outset the chair observed that the data on MIS Portal and Data submitted by branches varies in respect of various entities.

It was briefed by DD-IT that there are around 30 modules available on MIS Portal for updation of various types of orders/activities in respect of Teachers, Schools and Posts. Similarly, many modules are available on HRMS Portal through which Data of employees is to be updated by DDOs, BCA etc. It was further explained that if the concerned branches (Superintendent, Branch Officer, DEEO, Schools, DDO etc.) ensure real time Updation of all these activities on MIS Portal and HRMS Portal, as the case may be, the data inconsistency can be avoided and reliable data can be retrieved from the Portal. List of such relevant modules available on MIS Portal alongwith duty of Branch Superintendent, Branch Officer, DEEO or Schools is attached at Annexure-'A' with the proceedings.

It was also brought to the notice of the participants that DD power of primary schools are changed frequently by the District Elementary Education Officers or other field functionaries. Since no DDO codes are

allocated to Primary Schools, such primary schools are part and partial of the school, head of which uses the DDO powers of such primary schools. But the posts against which the pay of the teachers of that schools are drawn are not transferred to the new Office, resulting in non-availability of sufficient posts to draw the salary of whole staff.

It was brought to the notice of the participants that as a result of the facts explained above, various grievances like non-releasing of the salary well in time, non-availability of vacancy in a school etc. are being received on helpdesk of the Department and through other modes like emails, in-person visits, letters etc. which can be lessened by adopting some house-keeping activities on real time basis.

It was stated by the chair that if all such activities are consistently updated on the relevant platform, the burden of the officers/officials will reduce, as it will decrease the number of grievances drastically, therefore, all concerned may ensure it.

After detailed deliberations following decisions were taken: -

- <u>Directions to DEEOs regarding DD Powers</u>: If DD powers of any primary school are changed, it should be followed by transfer of equivalent number of posts from the school of previous DDO to the school of new DDO on ePosting portal. This can be done only by the concerned branch (Non-Civil branch incase of posts of PRTs, HTs and ESHMs, TGTs) at State Head Quarters. Therefore, DD power of any primary school should not be allowed at their level in any circumstances. But in case DDO powers are essentially required to be changed (in case a primary school is closed and staff is transferred in new school) similar number of posts should be shifted/added to the office of new DDO on ePosting portal from the State Head Quarter before issuance of orders of change of DD Powers.

- <u>Instructions for DEEOs regarding data updation</u>: Data in respect of profile correction requests approval, Demise, Relieving, Joining, completion of service profiles of newly recruited teachers etc. to be updated by the DEEOs and Schools on MIS Portal as well as on HRMS Portal. But the same is either not updated by concerned or updated with delay. So all DEEOs should ensure the updation of such type of orders on MIS Portal immediately by them immediately. Similarly any profile correction request received in the login of any approving authority shall be disposed off within two days positively.

- <u>Instructions for concerned Branch Officers and Superintendents to update data on MIS, e-Posting, HRMS Portal</u>: All Branch officers shall ensure that orders of Appointment, Promotion, Reversion, Termination, Dismissal, Resignation, VRS, Suspension. Reinstatement, Foreign Deputation, Repatriation, deputation in other districts/schools, Transfers, postings, Stay orders from Court, Stay vacation orders or

any other activities carried at State Headquarters are updated on MIS portal before issuance of such orders. All Branch Officers, Superintendents and officials shall ensure that their service and personal profiles are active on MIS portal. If service profile or personal profile of any branch officer or Superintendent is not created/approved on MIS Portal, they shall do the same within three days in consultation with Administration Branch and IT Cell. Any change in number of posts in any school due to any shall also be updated on ePosting portal by concerned branch. Responsibility to update the data is mentioned in Annexure to these proceedings.

- IT Cell shall ensure the activation of relevant modules and reports in the login accounts of all concerned Superintendents and Branch Officer (Assistant Director / Deputy Director/ Joint Director as the case may be) immediately after receipt of such request from the concerned officer.

- Branch Superintendent and Branch Officer will also coordinate with field functionaries on a regular frequency to ensure real time updation of data by field functionaries i.e. DEEOs, BEOs, Head of institutions, Schools, Teachers as the case may be.

- Branch Officers/officials and DEEO concerned shall also ensure that the data Updation like relieving, joining, Updation of demise status etc. is done by all concerned Schools/offices immediately against the posting order updated by them.

- In case of any technical issue being faced by branch officials, branch officer/official may contact to IT Cell immediately and IT Cell with the help of team of MIS vendor shall resolve such issue immediately.

Meeting ended with vote of thanks.

Endst. No.1/116-2022-eGov. Cell   Dated, Panchkula, the 16.10.2023

A copy of above proceedings is forwarded to the following for strict compliance and necessary action, please.

1. All Branch Officers of Elementary Education Directorate.
2. All Branch Superintendents of Elementary Education Directorate.

Deputy Director IT
for Director Elementary Education,
Haryana, Panchkula

Endst. No.1/116-2022-eGov. Cell   Dated, Panchkula, the 16.10.2023

A copy of above proceedings is forwarded to all the District Elementary Education Officers for strict compliance and necessary action, please.

Deputy Director IT
for Director Elementary Education,
Haryana, Panchkula

Endst. No.1/116-2022-eGov. Cell   Dated, Panchkula, the 16.10.2023

A copy of above proceedings is forwarded to the following for kind information, please.

1. PA/DEE for kind information of W/DEE.
2. PA/AD-I & II for kind information of Additional Director (Admin.-I & II).

Deputy Director IT
for Director Elementary Education,
Haryana, Panchkula

A. Responsibilities of officials / officers of Elementary Education Branch (Non-Civil) with regard to MIS Portal.

SNo	Responsibility	Action to be taken by the Branch Official/ Officers	Responsibility lies with
1.	Updation of Opening of New School	Branch officials need to generate the new school code using the "Add New School" Module on MIS Portal and share the credentials with concerned school authority immediately so that they can admit the students	Assistant Director / Superintendent
2.	Updation of Wing in newly opened school OR newly upgraded school	Branch officials need to update the classes in the school using "Affiliate wing" module on MIS Portal as soon as a new school is opened OR existing school is upgraded. Also the name of school to be updated accordingly by using "Edit School Basic Information" module.	Assistant Director / Superintendent
3.	Updation of sanctioned Posts in newly opened school OR newly upgraded school on MIS Portal	Branch officials need to add number of posts sanctioned using "Create Job Position" module on MIS Portal, as soon as a new school is opened OR existing school is upgraded.	Assistant Director / Superintendent
4.	Updation of sanctioned additional posts in the existing school on MIS Portal	Branch officials need to add number of posts sanctioned using "Create Job Position" module on MIS Portal, as soon as a new school is opened OR existing school is upgraded.	Assistant Director / Superintendent
5.	Updation of status of Closed school on MIS Portal	Branch officials need to Close the school using "School Close" module on MIS Portal, as soon as orders for closure of a school are issued. With this Updation, all the teachers working in school will automatically stand relieved with the reason "School Closed" and SLC will be generated automatically for all students studying in that School so that they can readmitted in another school.	Assistant Director / Superintendent
6.	Updation of status of reopen school on MIS Portal.	Branch officials need to reopen the school using "School Reopen" module on MIS Portal, as soon as orders for reopening of school are issued.	Assistant Director / Superintendent
	Updation of posts in the reopened school	After updation of reopening of the school, number of posts allowed in the school need to be added using "Create Job Position" module on MIS Portal.	

SNo	Responsibility	Action to be taken by the Branch Official/ Officers	Responsibility lies with
		This will allow posting of teachers and their joining in the school on MIS Portal.	
7.	Updation of status of downgrade School on MIS Portal	Branch officials need to remove the respective classes from the school which is downgraded using "Affiliate wing" module on MIS Portal, as soon as orders for downgrade of school are issued. Also the name of school to be updated accordingly by using "Edit School Basic Information" module.	
8.	If any sanctioned post(s) added inadvertently and required to be removed / delete on MIS Portal, branch have to update the same on MIS Portal	Request to be raised by the Branch Superintendent on MIS Portal for deletion of wrongly added posts and submit to the next authority for approval by using "Delete Job Position (in bulk) module.	Branch Superintendent
		Such request needs to be approved by the Assistant Director after verifying the facts from the record using "Delete Job Position Approval" module on MIS Portal.	Delete Job Position Approval

Similar activities are required to be updated on HRMS Portal by the branch officials for which login credentials as well as training has already been given to the branch officials which includes present data entry operator and previous Superintendent and Assistant (Sh.Ajay).

Challenges / Issues

- Completions & approval of Service and Personal profiles by the authority is the basic requirement for activation of these modules in their logins. But the profiles of the present Branch Superintendent and present Branch Officer is not completed by them on MIS Portal due to which above activities do not reflect to them.

- Regular orders are being issued by the branch for reopening of schools without Updation of such orders on MIS Portal.

- DD power of primary schools are changed frequently by the District Elementary Education Officers. Since no DDO codes are allocated to Primary Schools, such primary schools are part and partial of the school, head of which uses the DDO powers of such primary schools. If DD powers of any primary school are changed, this action should be followed by transfer of equivalent number of posts from the school of previous DDO to the school of new DDO on ePosting portal. This can be done only by the concerned branch at State Head Quarters. Therefore, primarily DDO power of a primary school should not be allowed to be changed but in case DDO power required to be changed

(in case a primary school ordered to be closed) similar number of posts should be added to the office of new DDO on ePosting portal.

But above practice is neither followed by the schools, DEEOs nor by the Directorate. Due to this salary of many teachers is delayed for months.

An example of this is that many Middle Schools were merged in nearby Middle/High/Senior Secondary schools in 2022 by the office but the primary schools attached with them were not shifted on HRMS Portal in the school where the respective middle school is merged.

B.   Responsibilities of officials / officers of TGT(R&A), TGT (Promotion), ESHM, PRT (A&R), PRT(Guest) with regard to MIS Portal.

SNo	Responsibility	Action to be taken by the Branch Official/ Officers	Responsibility lies with
1.	Updation of Transfer, Posting on MIS Portal	Concerned officers/officials need to update the orders of manual transfer orders, posting orders of a teacher using the "**Add Posting**" OR "**Vice Versa/ Mutual Transfer**" OR "**Vice Transfer**" OR "**Adjust Posting**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
2.	Updation of withdrawal/ cancellation of Transfer, Posting orders on MIS Portal	Concerned officers/officials need to update the withdrawal /cancelation of manual transfer orders, posting orders of a teacher due to any reason using the "**Cancel Posting**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
3.	Updation of Promotion / reversion on MIS Portal	Concerned officers/officials need to update the Promotion / Reversion orders of a teacher using the "**Subsequent Appointment**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
4.	Updation of withdrawal/ cancellation of Promotion / reversion on MIS Portal	Concerned officers/officials need to update the withdrawal/ cancellation of Promotion / Reversion orders of a teacher using the "**Cancel Appointment**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
5.	Updation of Foreign Deputation on MIS Portal	Branch officials need to update the orders of Foreign Deputation of a teacher using the "**Foreign Deputation**" Module on MIS Portal.	Assistant Director / Superintendent as the case may be.
6.	Updation of repatriation from foreign Deputation on MIS Portal	Branch officials need to update the orders of repatriation from foreign Deputation of a teacher using the "**Employee Repatriation**" Module on MIS Portal.	Assistant Director / Superintendent as the case may be.

SNo	Responsibility	Action to be taken by the Branch Official/ Officers	Responsibility lies with
7.	Updation of within cadre Deputation on MIS Portal	Branch officials need to update the orders of Deputation (in another school of the same district OR other district) of a teacher using the "**Within Cadre Deputation**" Module on MIS Portal.	Assistant Director / Superintendent as the case may be.
8.	Updation of Out of cadre Deputation on MIS Portal	Branch officials need to update the orders of Deputation (against other cadre post) of a teacher using the "**Out of Cadre Deputation**" Module on MIS Portal.	Assistant Director / Superintendent as the case may be.
9.	Updation of suspension orders on MIS Portal	Concerned officers/officials need to update the suspension orders of a teacher using the "**Suspension**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
10.	Updation of revoke suspension orders on MIS Portal	Concerned officers/officials need to update the revoke suspension orders of a teacher using the "**Revoke Suspension**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
11.	Updation of reinstatement orders on MIS Portal	Concerned officers/officials need to update the reinstatement orders of a teacher using the "**Re-instatement from Suspension**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
12.	Updation of Termination / Dismissal orders on MIS Portal	Concerned officers/officials need to update the Termination / Dismissal orders of a teacher using the "**Employee Termination / Dismissal**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
13.	Updation of Voluntary Retirement (VRS) orders on MIS Portal	Concerned officers/officials need to update the Voluntary Retirement (VRS) orders of a teacher using the "**Voluntary Retirement**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
14.	Updation of Resignation orders on MIS Portal	Concerned officers/officials need to update the resignation orders of a teacher using the "**Employee Resignation**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
15.	Relieving after posting in another school/office due to transfer, posting, suspension, foreign deputation, within cadre deputation, termination, dismissal, VRS, Resignation etc.	Concerned school need to update the relieving details of a teacher using the "**Relieving**" module on MIS Portal. Officers/Officials of the concerned branch of Directorate need to ensure the updation of relieving details by concerned schools immediately after the orders.	Schools and Assistant Director / Superintendent.

SNo	Responsibility	Action to be taken by the Branch Official/ Officers	Responsibility lies with
16.	Joining after posting in another school/office due to transfer, posting for any reason etc.	Concerned school need to update the joining details of a teacher using the "**Relieving**" module on MIS Portal. Officers/Officials of the concerned branch of Directorate need to ensure the updation of joining details by concerned schools immediately after the orders.	Schools and Assistant Director / Superintendent.
17.	Updation of death (demise) on MIS Portal	Concerned school need to update the death of a teacher using the "**demise**" module on MIS Portal. Officers/Officials of the concerned branch of Directorate need to ensure the updation of death cases by all schools immediately after the death of any teacher.	Schools and Assistant Director / Superintendent.
18.	Updation of Back in Service on MIS Portal	Concerned officers/officials need to update the orders of Back-in Service of a teacher due to any reason, using the "**Back-in-Service**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
19.	Updation of CCL more than 89 days on MIS Portal	Concerned officers/officials need to update the orders of CCL more than 89 days of a teacher using the "**Leave Record**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
20.	Updation of long absence on MIS Portal	Concerned officers/officials need to update the long absence of a teacher using the "**Absent From Duty**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
21.	Updation of orders of Court Stay on MIS Portal	Concerned officers/officials need to update the stay orders passed by Hon'ble Court against posting orders of a teacher using the "**Update Stay Order**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.
22.	Updation of orders of vacation of court stay on MIS Portal	Concerned officers/officials need to update the orders of vacation of court stay passed by Hon'ble Court on posting orders of a teacher using the "**Vacate Stay Order**" Module on MIS Portal.	Assistant Director / Superintendent / DEEO as the case may be.

Similar activities are required to be updated on HRMS Portal by the DDOs of concerned schools for which login credentials already available with them and being used by them for preparation of monthly Salary Bills.

Challenges / Issues

- Completions & approval of Service and Personal profiles by the authority is the basic requirement for activation of these modules in their logins. But the profiles of various

Branch Superintendent and Branch Officer is not completed by them on MIS Portal due to which above activities do not reflect to them.

- Updation of posting orders of concerned DEEOs on MIS Portal immediately and updation of relieving / joining by concerned DEEO offices which enable them to use all modules in their logins.
- Regular orders as mentioned above are being issued by the branches without Updating such orders on MIS Portal.
- After repatriation from foreign deputation, branches take long time for issuance of their posting orders in a school.
- Non-updation of such orders issued by the branches / DEEOs within time, wrong vacancy position is reflected on MIS Portal. Consequently, flawed posting orders against single vacancies can be issued which resulting into hardships and grievances and many times converting into litigation/ Grievances on CM Window.
- Many grievances received from teachers that their password is not working OR they forget the same and not able to reset it at their level at the Mobile number available on MIS Portal is also changed. DEEOs may ensure to provide the same by resetting the same by using "**Reset password**" option on MIS Portal.

Various teachers reporting that there are number of posting records missing from their service profiles and requesting for Updation of the same. DEEOs concerned can Updation the same by using "**Edit Service Profile**" module on MIS Portal.

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