

GOVERNMENT OF HARYANA

Department of School Education




[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR LEAVES RECORD

This module will be available in the login id of DEO. User will login to his account and can search for particular employee and shall follow the steps given below to update the Leaves record details of an Employee: -

Step 1: - **Login:** Employee must login to his 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



Government of Haryana, School Management Information System


User Name

Password


Login

[Forgot Password?](#) | [Check Compatibility](#)

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Government of Haryana
Department of School Education



SAKSHAM HARYANA EDUCATION PORTAL

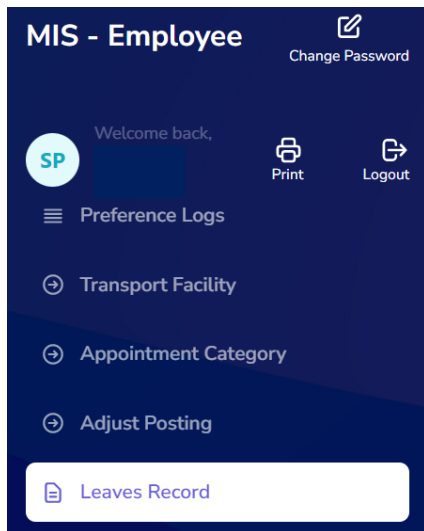
MANAGEMENT INFORMATION SYSTEM

Reports Officers Administrative Reports My Profile ▾ Profile Correction Request ▾ Master Definition ▾ My Service Record ▾ Academic Administration ▾
My Applications ▾ Manage Organisation Structure En Update and Verify Profile ment Management ▾ Transfer Preference ▾ User Management ▾ Da
Survey on line More

MANAGEMENT INFORMATION SYSTEM

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

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



Leaves Record

Search Employee

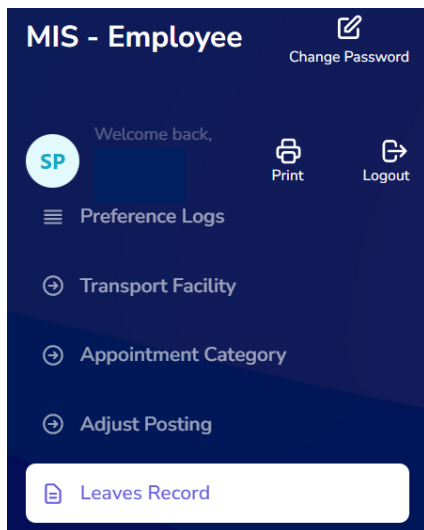
Employee ID *

Proceed

Applied Leaves Record

Employee ID	Employee Name	Designation	Start Date
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Step 3: - **Search for Employee:** User shall search for the employee entering the Employee ID titled as “Leaves Record”.



Leaves Record

Search Employee

Employee ID *

Proceed

Applied Leaves Record

Employee ID	Employee Name	Designation	Start Date
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Step 4: - After entering the employee code, all relevant details will become visible to the authorized authority. The concerned authority will be able to update the employee's leave information. Once the necessary details are filled in, simply click on the "**Save**" button to save the changes.

MIS - Employee Change Password

Welcome back, SP Print Logout

- Preference Logs
- Transport Facility
- Appointment Category
- Adjust Posting
- Leaves Record**
- Initial Appointment
- Deputation Preferences
- Block Choice Preferences



Employee Details

[Back](#)



Employee ID: [blurred]

Cadre
Class II- Educationist

Designation
PGT/Lecturer (Hindi)

Leave Details

Start Date *	End Date *	Total leaves count *	Order Date *
<input type="text" value="Enter Start Date"/>	<input type="text" value="Enter End Date"/>	<input type="text" value="0"/>	<input type="text" value="Enter Order Date"/>

Order Number *	Type of Leave *
<input type="text" value="Enter Order Number"/>	<input type="text" value="Child Care Leave"/>

Issuing Authority Details

Issuing Order Date *	<input type="text" value="Issuing Order Date"/>
Employee ID of Issuing Authority *	<input type="text" value="Enter employee id"/>
Employee Name of Issuing Authority *	<input type="text" value="Enter name"/>
Employee Designation of Issuing Authority *	<input type="text" value="Enter designation"/>
Employee Place of Issuing Authority *	<input type="text" value="Enter place"/>

Save