GOVERNMENT OF HARYANA

Department of School Education

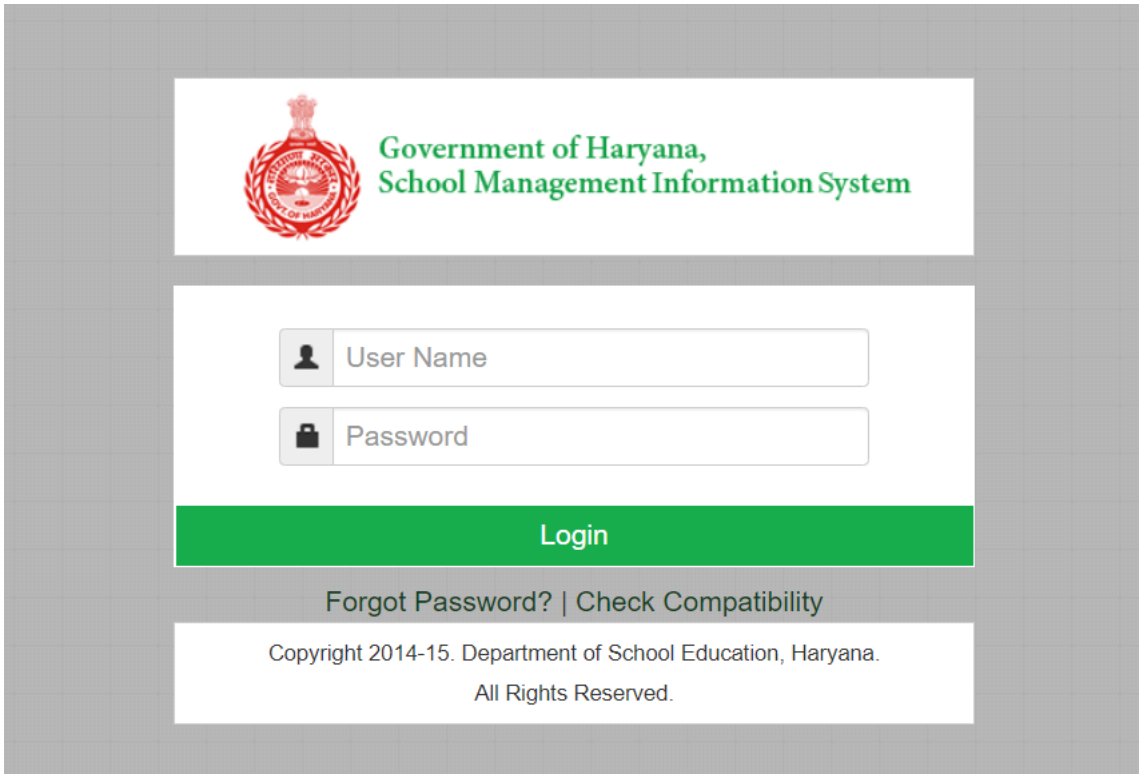
[Management Information System]

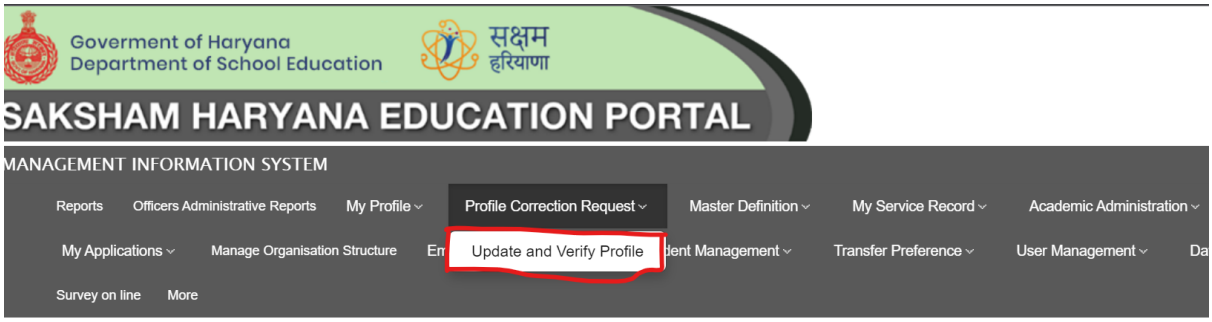
Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department 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.

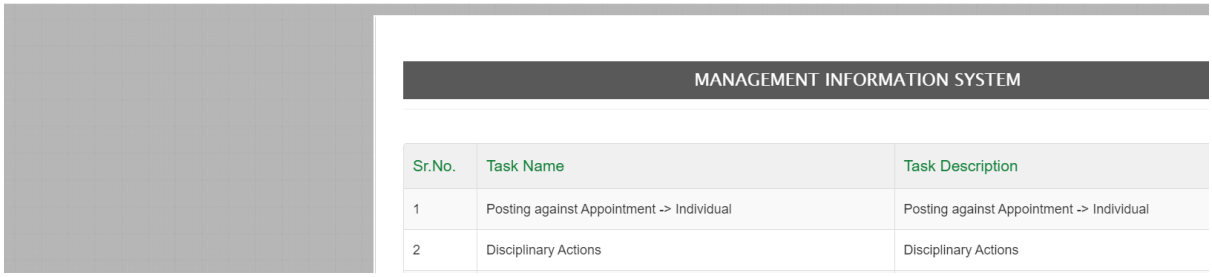
USER MANUAL FOR LEAVES RECORD

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: -

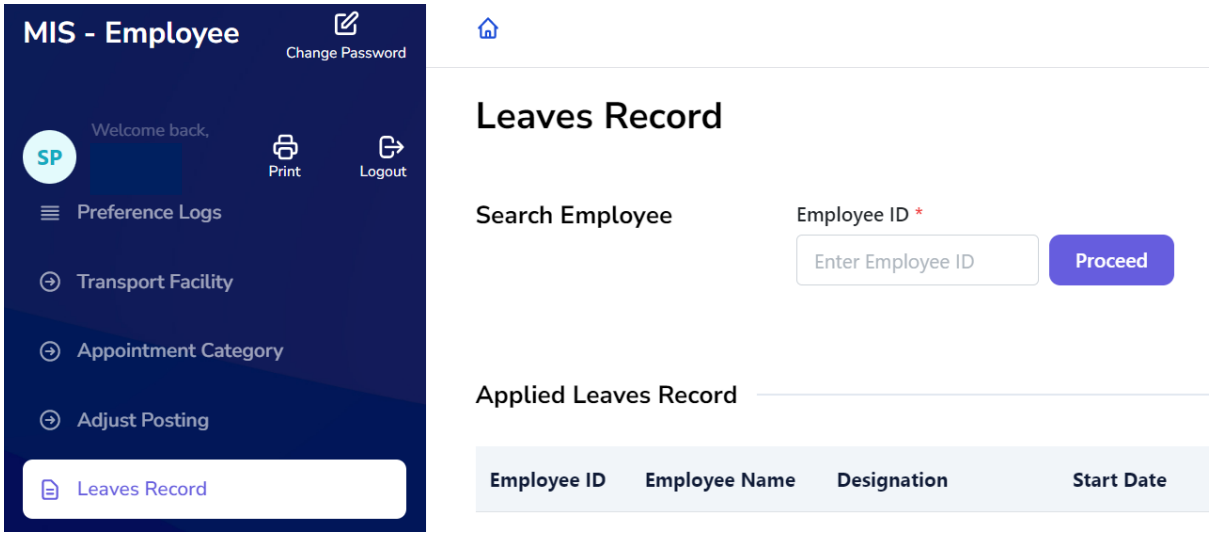
Step 1: - **Login**: Employee must login to his account on MIS portal and it will redirect to the Oneschool Suite by Clicking on “Update and Verify Profile” tab under Profile Correction. User can follow the following images



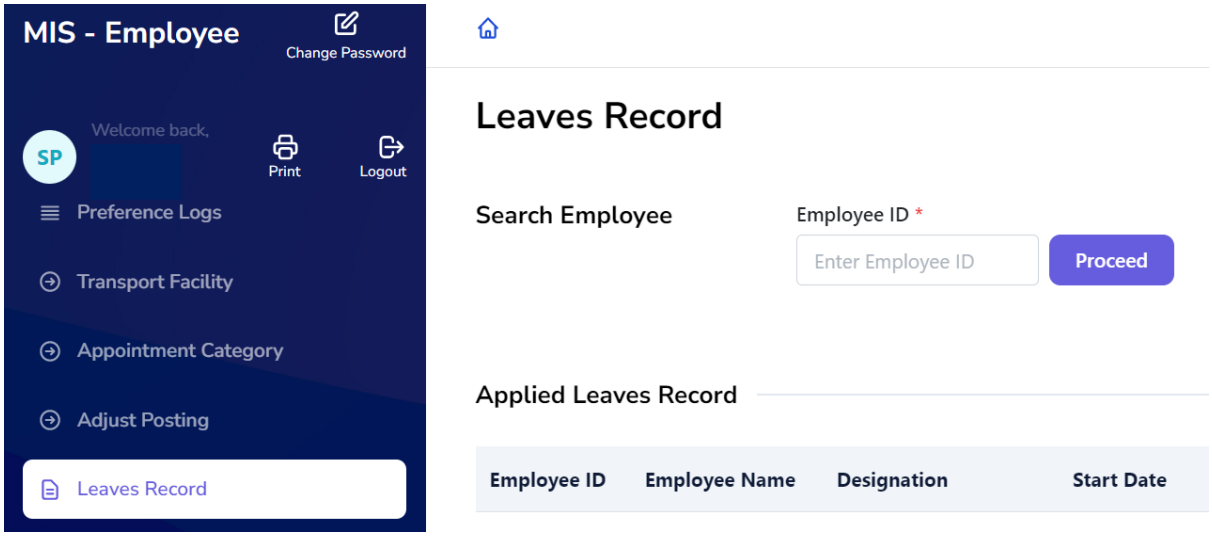




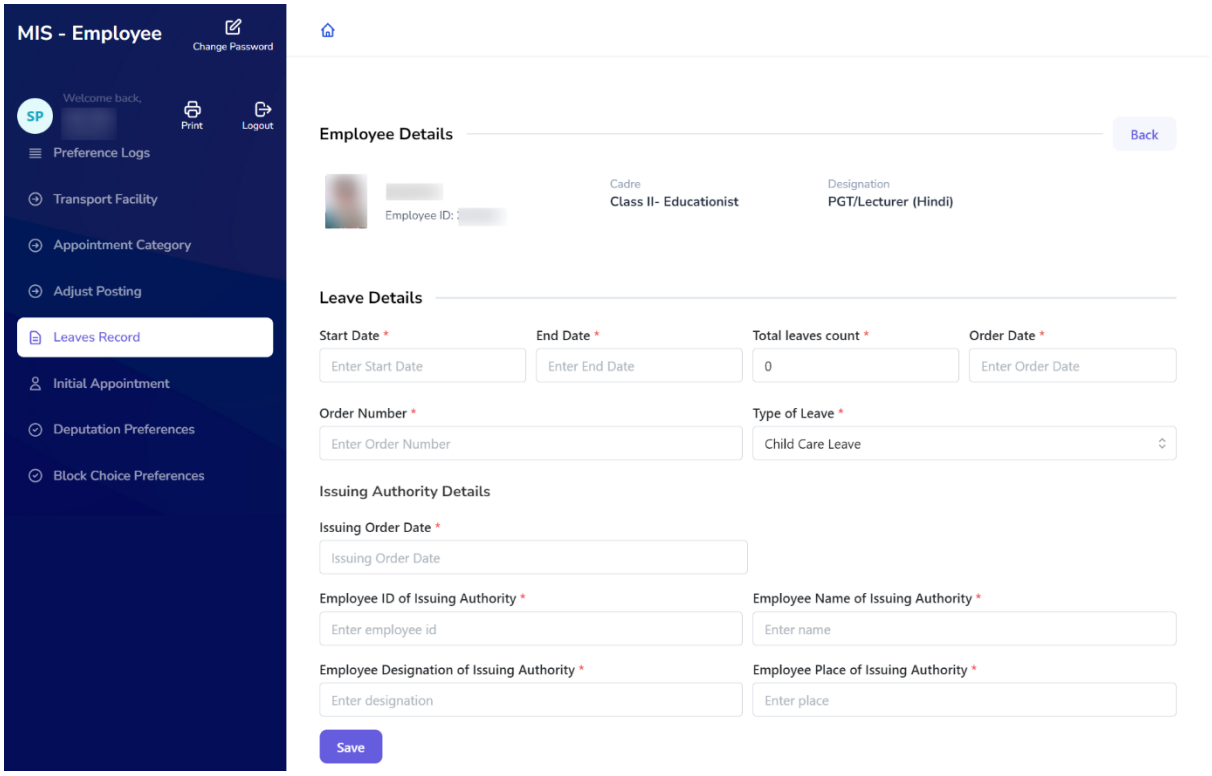
Step 2: **- Navigate to Leaves Record**: After successful login on Oneschool Suite, user will navigate "**Leaves Record**" tab available on the left side panel



Step 3: - **Search for Employee**: User shall search for the employee entering the Employee ID titled as "**Leaves Record**".



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:
Cadre
Class II- Educationist
Designation
PGT/Lecturer (Hindi)
Leave Details
Start Date *
Enter Start Date
End Date *
Enter End Date
Total leaves count *
0
Order Date *
Enter Order Date
Order Number *
Enter Order Number
Type of Leave *
Child Care Leave
Issuing Authority Details
Issuing Order Date *
Issuing Order Date
Employee ID of Issuing Authority *
Enter employee id
Employee Name of Issuing Authority *
Enter name
Employee Designation of Issuing Authority *
Enter designation
Employee Place of Issuing Authority *
Enter place
Save