

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 TRANSFER ON ADMINISTRATIVE GROUND

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 details on Transfer on Administrative Ground of an Employee: -

Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



Sign in to your account

Please enter your credentials below

Username *

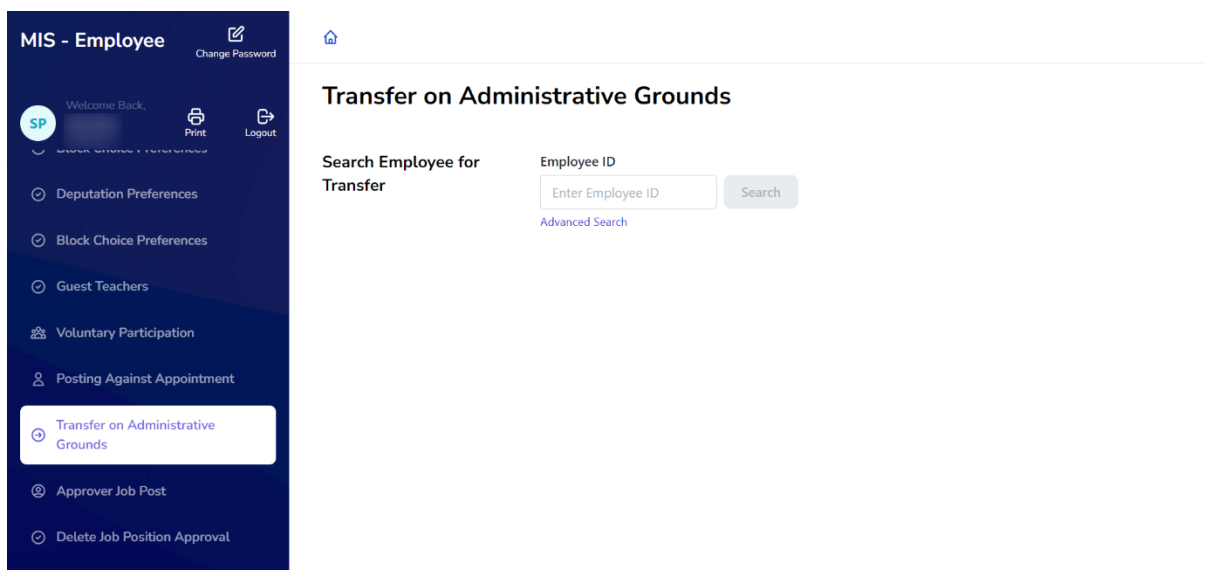
XXXXXX

Password *



Sign in

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



Step 3: - Search for Employee: User shall search for the employee entering the Employee ID titled as " **Transfer on Administrative Ground** ". Click on " **Search** " Button. User can view the Employee details and click on " **Select** " Button

MIS - Employee Change Password

Welcome Back, Print Logout

- Guest Teachers
- Voluntary Participation
- Posting Against Appointment
- Transfer on Administrative Grounds**
- Approver Job Post
- Delete Job Position Approval
- Delete Job Position (In Bulk)
- Create Job Position

Transfer on Administrative Grounds

Search Employee for Transfer

Employee ID Search

[Advanced Search](#)

List Of Employees

Employee ID	Employee Name	Present Place of Posting	Cadre	Designation	Service Profile Status	Action
			Class II- Educationist	PGT/Lecturer (English)	Approved	Select

Step 4: - Get Employee details: - Employee details will be displayed. Click on “Proceed” button

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Transfer on Administrative Grounds

Employee Details

Employee ID: [Redacted]

Full Name: [Redacted]

Date of Birth: Aug 15th 1980

Gender: Female

Cadre: Class II- Educationist

Job Post: PGT/Lecturer (English)

Current Appointment Details

Cadre	Job Post	Appointment Order Number	Appointment Type
Class II- Educationist	PGT/Lecturer (English)	Endst no.6/4-2013-HRL(4)English	Officiating

Appointment Date	Recruitment Mode
05-Mar-2014	Direct

Current Posting Details

School / Office Name [Code]	Zone	Posting/Transfer Order Number	Date of Order
[Redacted]	Zone 7	4/55-2022 PGT-III	Aug 28th 2022

Date of Joining: Sep 1st 2022

Proceed Back

Step 5: - Search for Vacancies: Users can search for vacancies at schools/offices by entering the basic Information /Location. User must click on Search button for further details

MIS - Employee Change Password

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Transfer on Administrative Grounds

Employee Details **Employee Transfer Details** Back

School **Office**

Basic Information

Employee ID: [Redacted]

Full Name: [Redacted]

Date of Birth: Aug 15th 1980

Gender: Female

Cadre: Class II- Educationist

Job Post: PGT/Lecturer (English)

School Code: 0123 UDISE Code: 1234

School Type: [Type] School Category: [Category]

Location

District: [District] Sub-District/Tehsil: [Tehsil]

City/Town/Village: [City] Block: [Block]

Search

Step 6: - Select School/Office: Users can select any school/office from the list of available vacancies. For Selecting School/ Office Click on **“Select”** button.

MIS - Employee Change Password

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Transfer on Administrative Grounds

Employee Details **Select School Where Employee Is To Be Posted** Back

School **Office**

Employee Details

Employee ID: [Redacted]

Full Name: [Redacted]

Date of Birth: Aug 15th 1980

Gender: Female

Cadre: [Redacted]

Job Post: [Redacted]

School Code	School Name	Educational Block	School Type	School For	Vacant Job Position	Action
[Redacted]	[Redacted]	Hathin	Common School	Co-ed	2	Select
[Redacted]	[Redacted]	Hodal	Model Sanskriti School	Boys	3	Select
[Redacted]	[Redacted]	Hassanpur	Common School	Boys	2	Select

Step 7: - Once the user has selected the school/office, they must fill the details of Transfer on Administrative Grounds and click on **“Confirm”**

- [Guest Teachers](#)
- [Voluntary Participation](#)
- [Posting Against Appointment](#)
- [Transfer on Administrative Grounds](#)**
- [Approver Job Post](#)
- [Delete Job Position Approval](#)
- [Delete Job Position \(In Bulk\)](#)



Transfer on Administrative Grounds

Employee Details

[Back](#)



Employee ID

Full Name

Date of Birth
Aug 15th 1980

Gender
Female

Cadre
Class II- Educationist

Job Post
PGT/Lecturer (English)

Posting/Transfer Order Number *

abc0123

Date of order *

Select

Posting Type

Select

Approving Authority *

Enter

Issuing Authority *

Enter

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

Whether include in next transfer drive? *

Yes No

I hereby confirm that the employee is being posted at the selected school/office.

[Confirm](#)