# 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: -**

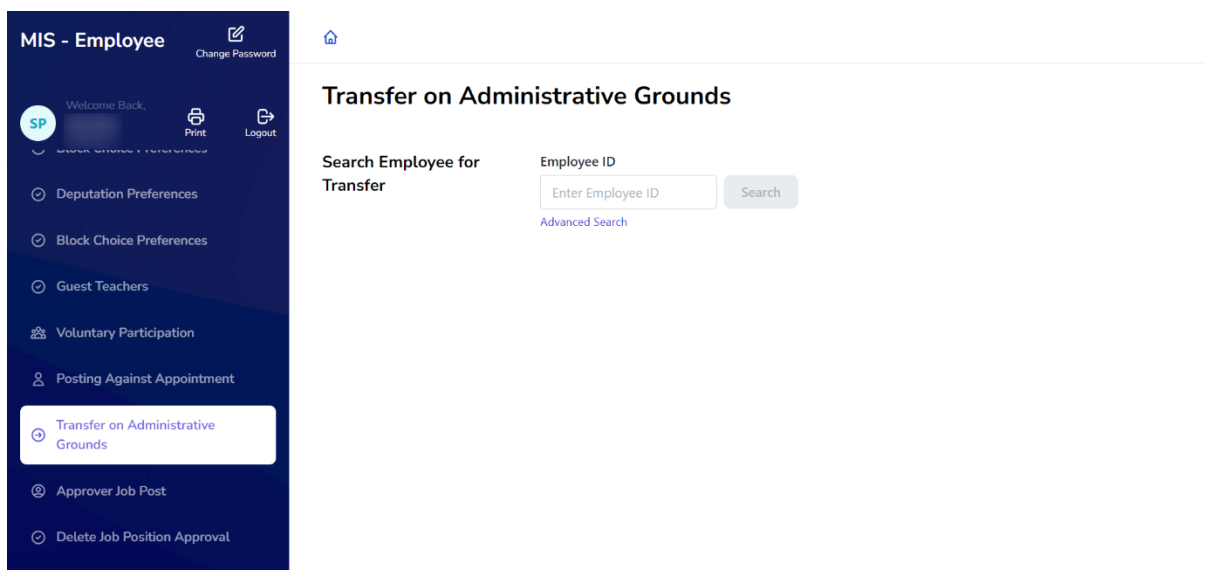Step 1: - **Login**: User must login to the School account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

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

Step 4: - **Get Employee details**: - Employee details will be displayed. Click on "**Proceed**" button



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

**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.



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

# MIS - Employee

✎ **Change Password**

**SP** 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)

## Transfer on Administrative Grounds

### Employee Details

Back

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**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