

GOVERNMENT OF HARYANA
Department of School Education



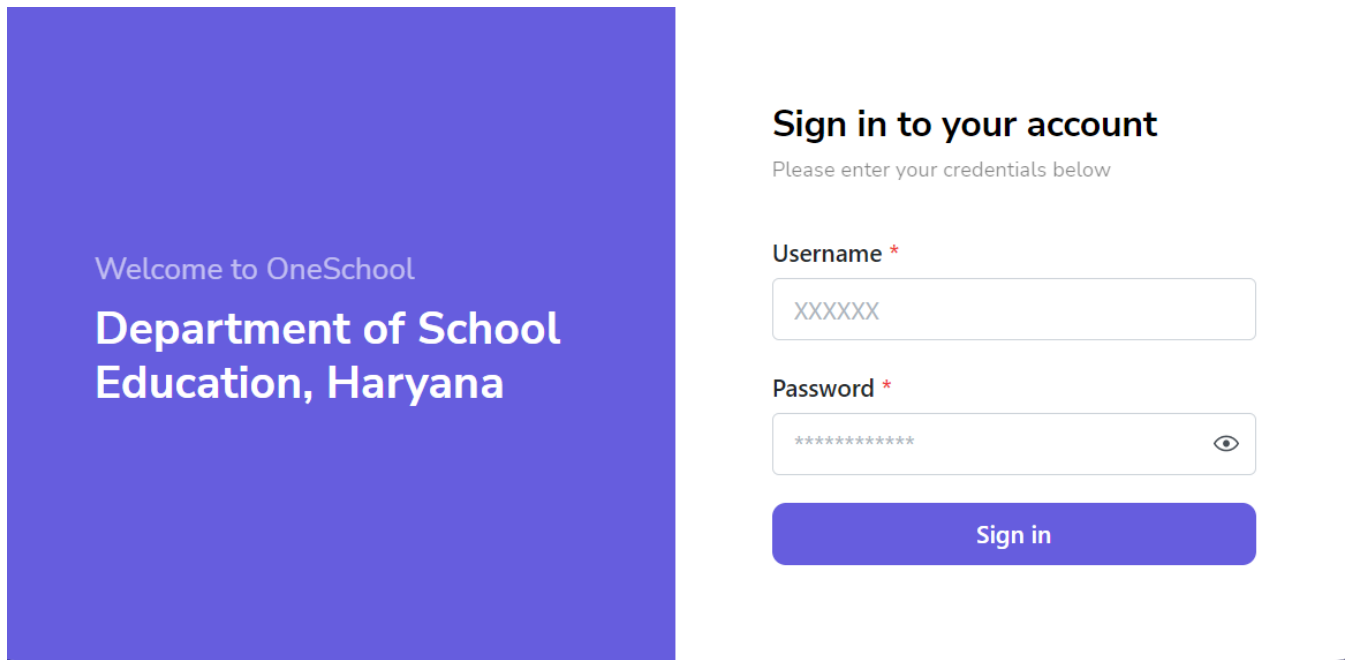
[Management Information System]

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.

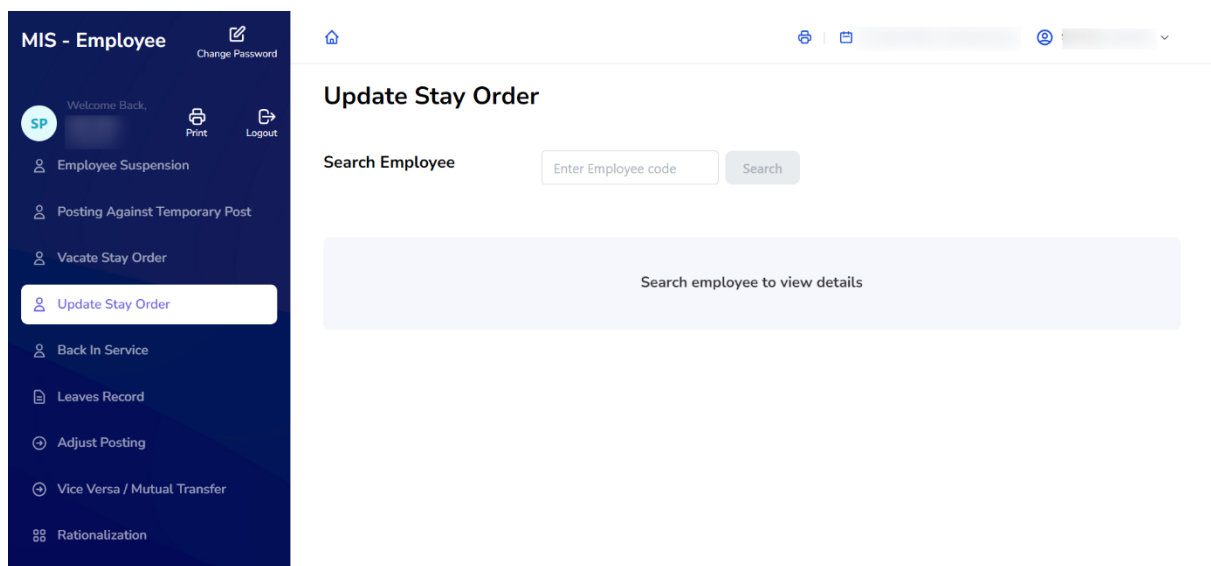
USER MANUAL FOR UPDATE STAY ORDER

This module will be available in the login id of DEO. User will login to the account of concerned authority and shall follow the steps given below to update stay order: -

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 Update stay order: After successful login on Oneschool Suite, user must click on the " **Update Stay Order** " tab available on the left side panel under Employee Administration



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

MIS - Employee Change Password

Welcome Back, Print Logout

- Employee Suspension
- Posting Against Temporary Post
- Vacate Stay Order
- Update Stay Order
- Back In Service
- Leaves Record
- Adjust Posting
- Vice Versa / Mutual Transfer

Update Stay Order

Search Employee Search Reset

Employee Code: [REDACTED]

Date of Birth [REDACTED]

Retirement Date Aug 16th 2037

Superannuation Date Aug 31st 2037

Current Appointment Details

Cadre Class III-Educationist	Post PRT/JBT	Appointment Order Number [REDACTED]	Appointment Type Officiating
Appointment Date 05-Jul-2018	Recruitment Mode By Regularisation	Advertisement Number [REDACTED]	Recruitment Exam Roll Number [REDACTED]
Merit Number [REDACTED]	Category under which the employee is appointed [REDACTED]	Selection Authority [REDACTED]	Recommendation date by Selection Authority 05-Jul-2018
Retirement Date 16-Aug-2037	Superannuation Date 31-Aug-2037	Is employee pensionable? No	e-Salary Code [REDACTED]

Posting On Which Stay Order To Be Imposed

School / Office Name [Code] [REDACTED]	Designation PRT/JBT	Location Area Category URBAN	Appointment Date 05-Jul-2018
Job Position Type PRT/JBT	Posting/Transfer Order Number [REDACTED]	Order Date 05-Jul-2018	

Proceed

Step 4:- School/Office Selection: User will choose the specific school or office for which they are requesting a stay order. They will then update the "**Stay Order Number**" and "**Order Date**" fields. Afterwards, they should click on the "**Confirm**" button to continue

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Employee Code: [REDACTED]

Date of Birth [REDACTED]

Retirement Date Aug 16th 2037

Superannuation Date Aug 31st 2037

School / Office Selection For Posting

Select	School / Office Code	School / Office Name
<input checked="" type="radio"/>	[REDACTED]	Government Primary School Chauma

Stay Order Number *

Order Date * ✕

I hereby confirm that the employee is being given adjustment posting against court stay order at the shown school / office.

Confirm Back