

# GOVERNMENT OF HARYANA

## Department of School Education



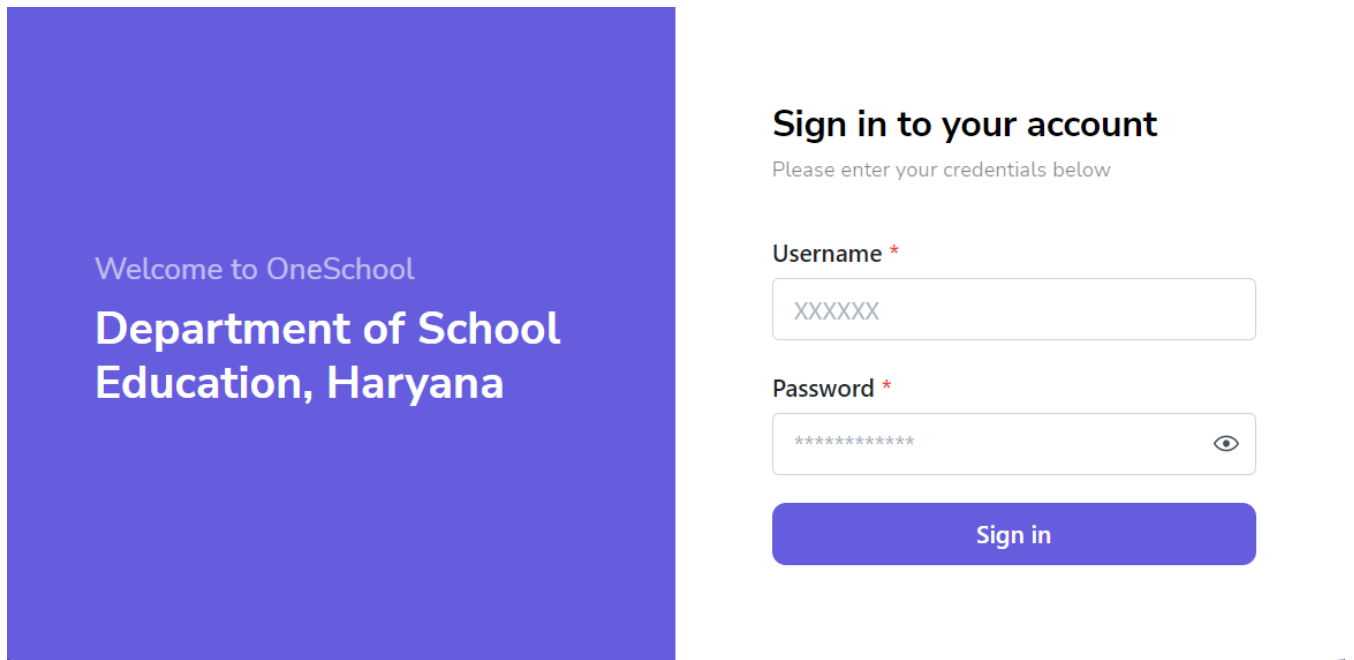
### [Management Information System]

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.

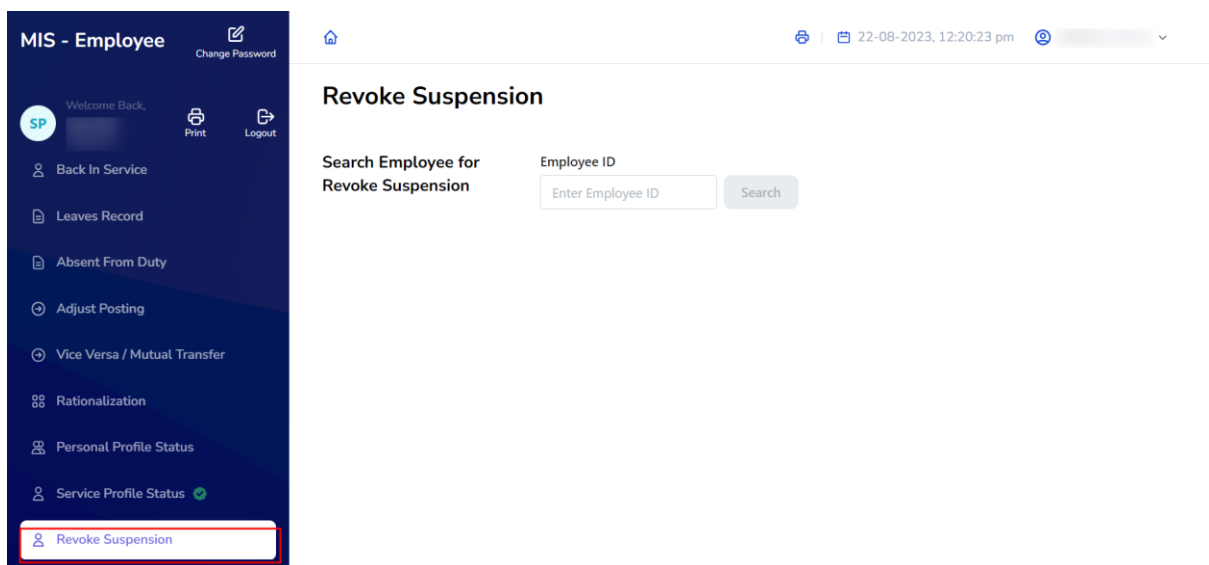
### **USER MANUAL FOR REVOKE SUSPENSION**

**This module will be available in the login id of DEO. User will login to the account and shall follow the steps given below to update Revoke Suspension details: -**

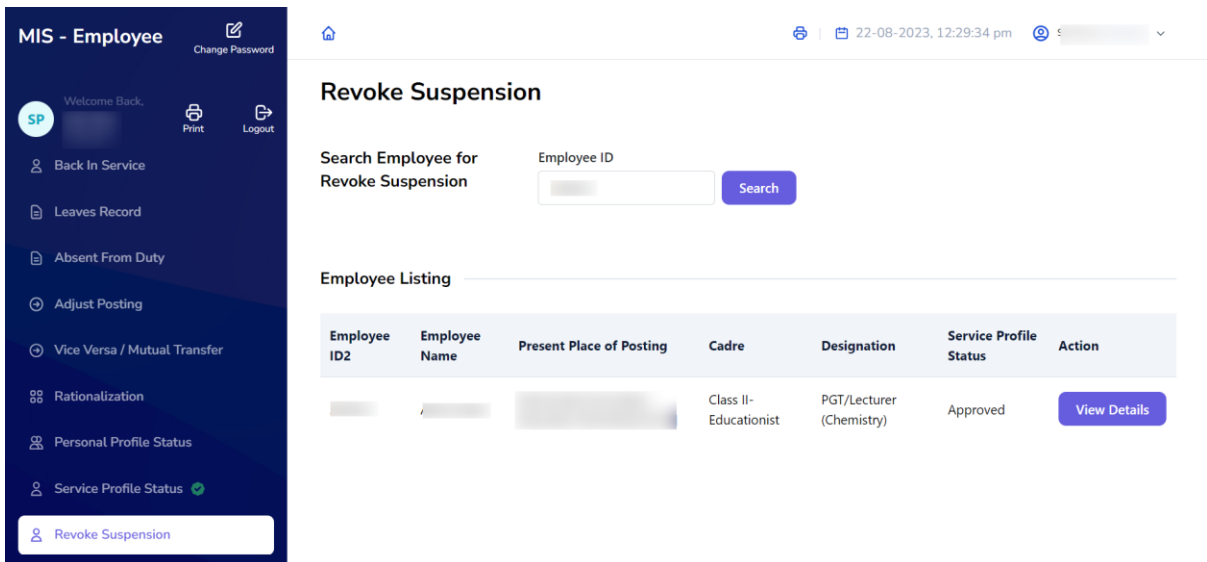
Step 1: - **Login:** User must login to their account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



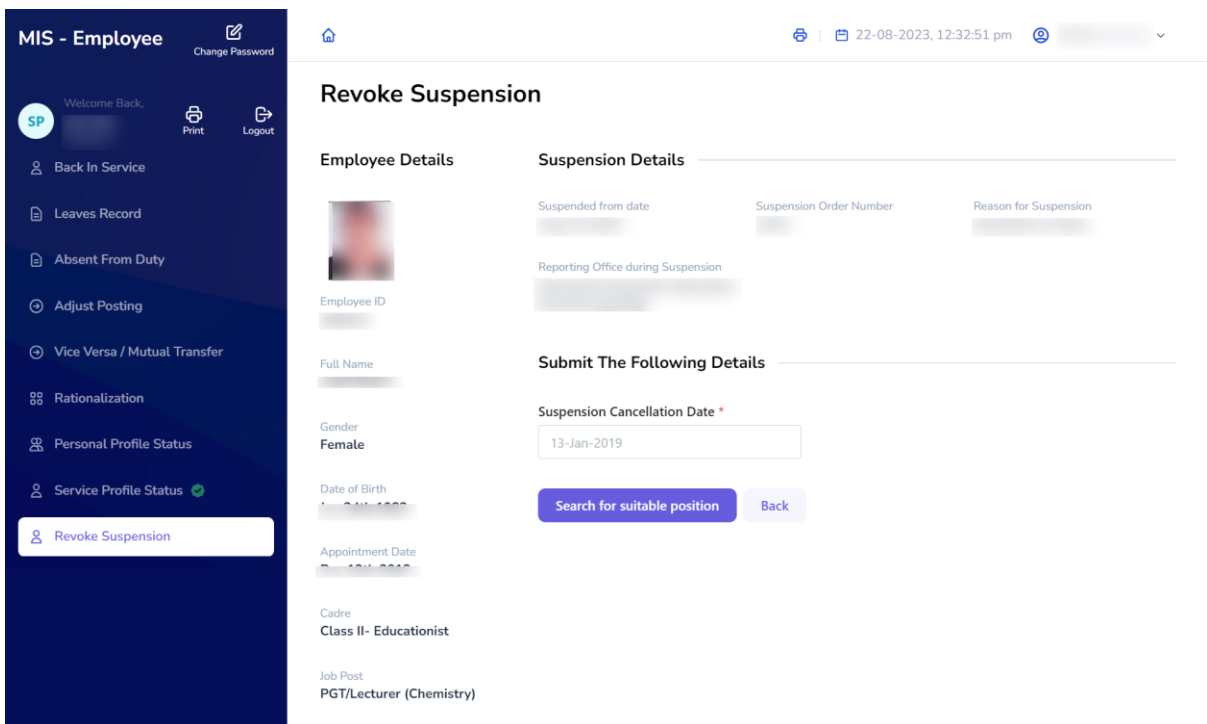
Step 2: - **Navigate to Revoke Suspension:** After successful login on One School Suite, user must click on the "Revoke Suspension" tab available under Employee Administration on left side of the panel



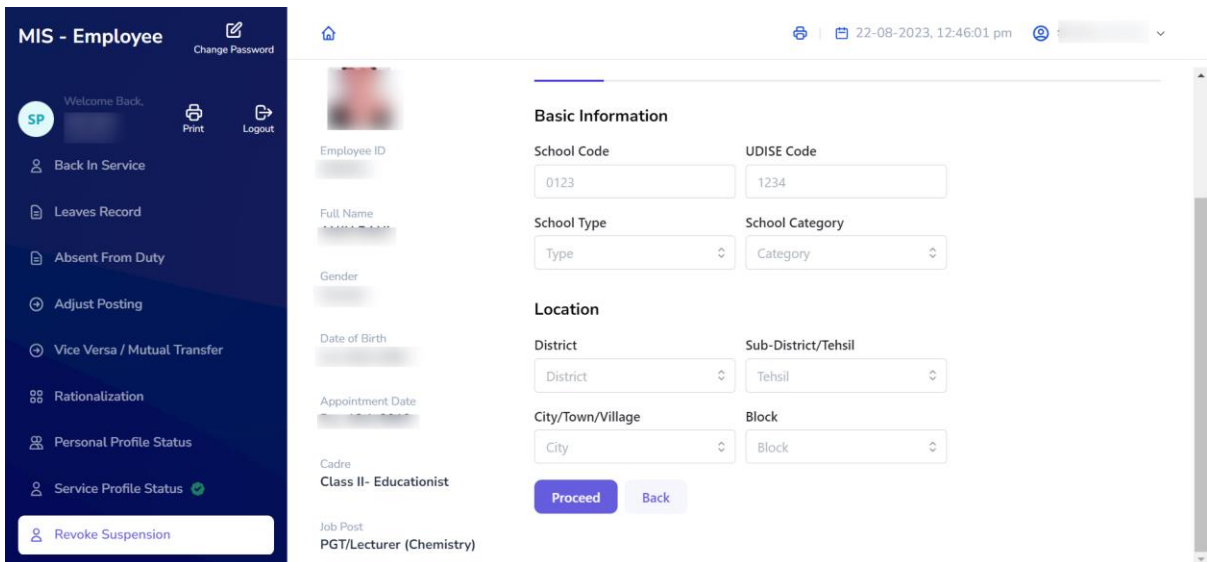
Step 3:- **Search for Employee:** User shall search for the employee entering the Employee ID titled as "Search Employee". Once the employee is located, the profile of the Searched Employee shall be visible to the user by clicking on "View Details" button



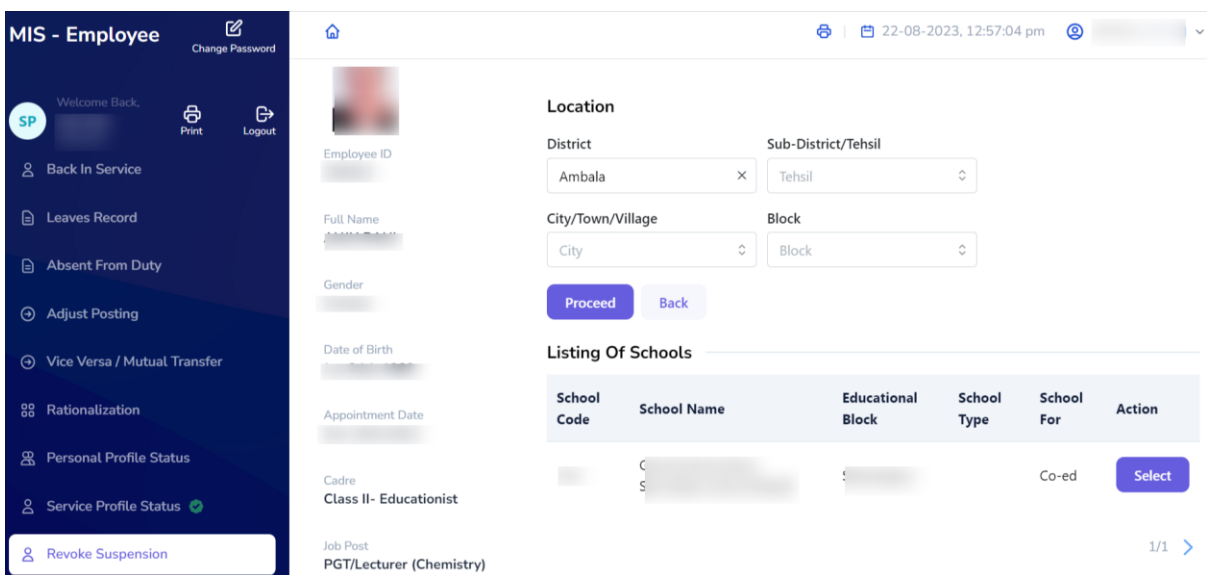
Step 4: - After verifying details, user needs to update “Suspension Cancellation date” and Click on “Search for Suitable Position”



Step 5: - Vacancy Search - Users can search for vacancies at schools/offices by providing basic information or location. To view further details, the user must click on the "Search" button.



Step 6: - **Select School/Office** - Users can choose any school/office from the available list of vacancies. To make a selection, the user should click on the "Select" button



Step 7: - **Provide Posting Details** - Once the user has selected the school/office, they must provide all the necessary details related to the employee's posting. After filling in all the details, the user should click on the "Proceed" button

Welcome Back, [Print](#) [Logout](#)

- [Voluntary Retirement](#)
- [Re-instatement From Suspension](#)
- [Employee Suspension](#)
- [Posting Against Temporary Post](#)
- [Vacate Stay Order](#)
- [Update Stay Order](#)
- [Back In Service](#)
- [Leaves Record](#)
- [Absent From Duty](#)

## Revoke Suspension

### Employee Details

Employee ID  
[Redacted]

Full Name  
[Redacted]

Gender  
[Redacted]

Date of Birth  
[Redacted]

Appointment Date  
**Dec 13th 2013**

Cadre  
**Class II- Educationist**

Job Post  
**PGT/Lecturer (Chemistry)**

### Selected School / Office Details

School Code [Redacted] School Name [Redacted] Educational Block [Redacted]

School Type [Redacted] School For [Redacted] School Zone [Redacted]

**Common School** **Co-ed**

### Available Job Positions (1)

Select	Cadre	Job Post	Designation
<input checked="" type="radio"/>	[Redacted]	PGT/Lecturer (Chemistry)	PGT/Lecturer (Chemistry)

Reason for Posting  
Revocation after Suspension

Posting/Transfer Order Number \*  Order Date \*

Whether include in next transfer drive?  
 Yes  No

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

[Proceed](#) [Back to Employee Search](#)