

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 ABSENT FROM DUTY

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 details: -

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



Sign in to your account

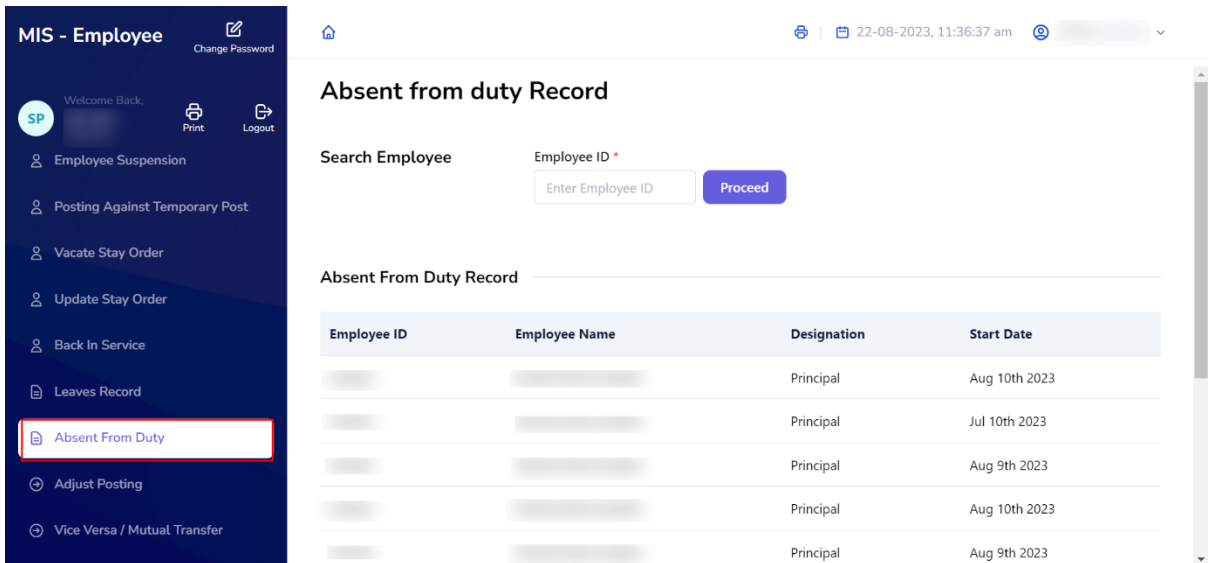
Please enter your credentials below

Username *

Password *

Step 2: - **Navigate to Absent from duty:** After successful login on One School Suite, user must click on the "Absent from Duty" tab available under **Employee Administration** on the left side panel.



Step 3: - **Search for Employee:** User shall search for the employee entering the Employee ID titled as "Search Employee". By clicking on "Proceed" button, user will be able to get Employee details.

The screenshot displays the 'MIS - Employee' interface. On the left is a dark blue sidebar with a 'Change Password' link and a 'Welcome Back' message. The sidebar menu includes options like 'Employee Suspension', 'Posting Against Temporary Post', 'Vacate Stay Order', 'Update Stay Order', 'Back In Service', 'Leaves Record', 'Absent From Duty' (highlighted), 'Adjust Posting', and 'Vice Versa / Mutual Transfer'. The main content area shows the 'Employee Details' section with a 'Back' button. Below this is the 'Absent From Duty Details' section, which contains a 'Start Date' input field, a 'Type of Leave' dropdown menu (set to 'Un-Informed Leave'), and a 'Remarks' text area. A 'Save' button is located at the bottom of the form.

Step 4: - Click on “**Save**” button after filling the mandatory fields. User will get a pop-up message saying that “**Request successfully saved**”