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: -

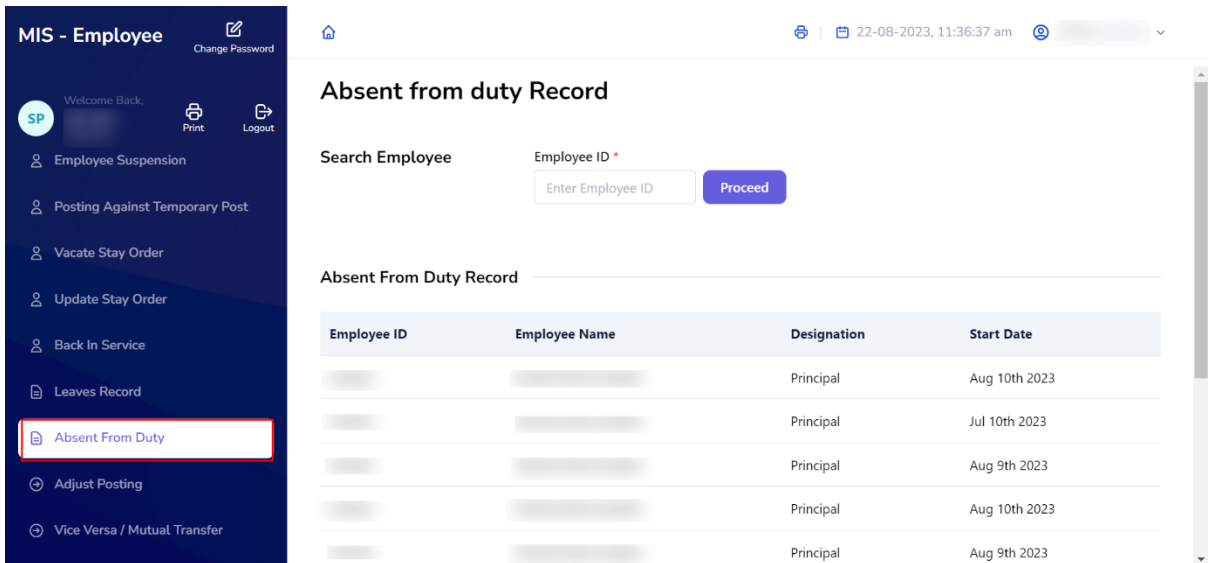Step 1: - **Login**: User must login to their account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

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.

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