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 ADJUST POSTING

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 the Adjust Posting details of an Employee: -

Step 1: - Login: Employee must login to his account on MIS portal and it will redirect to the Oneschool Suite by Clicking on "Update and Verify Profile" tab under Profile Correction. User can follow the following images

Ge Sc	overnment of Haryana, chool Management Inforn	nation System	
L User	Name sword		
	Login		
Forgot	t Password? Check Comp	atibility	_
Copyright 201	4-15. Department of School Educa All Rights Reserved.	ation, Haryana.	
Goverment of Haryana Department of School Education	संक्षम हरियाणा		
SAKSHAM HARYANA E	DUCATION PORTA		
MANAGEMENT INFORMATION SYSTEM Reports Officers Administrative Reports My Profil My Applications ~ Manage Organisation Structure Survey on line More	e - Profile Correction Request - Master Err Update and Verify Profile Itent Manag	Definition ~ My Service Record ~ gement ~ Transfer Preference ~	Academic Administration ~ User Management ~ D
	MAN	AGEMENT INFORMATION SYSTE	М
	Sr.No. Task Name	Task Descriptio	n
	2 Disciplinary Actions	Posting against A Disciplinary Action	pponument -> individual
		. ,	

Step 2: - Navigate to Adjust Posting: After successful login on Oneschool Suite, user will navigate "Adjust Posting" tab available on the left side panel

MIS - Employee C Change Password	۵
SP Welcome back, G G G Print Logout	Adjust Posting
■ Preference Logs	Search Employee Enter Employee code Search
⑦ Transport Facility	
Appointment Category	
Adjust Posting	Search employee to view details
Leaves Record	
2 Initial Appointment	
 Deputation Preferences 	

Step 3: - **Search for Employee**: User shall search for the employee entering the Employee ID titled as "**Adjust Posting**". All employee details will be visible to the concerned authority

MIS - Employee Change Password	۵						
SP Welcome back, O CP	Adjust Posting						
Preference Logs	Search Employee		Search	Reset			
 Appointment Category 	Employee Details						
Adjust Posting			Date of Retiren	f Birth nent Date	Oct 28th 2031		
E Leaves Record	Employee Code:		Supera	nnuation Date	Oct 31st 2031		
名 Initial Appointment	Current Appointment Details						
 Deputation Preferences 							
O Block Choice Preferences	Date of Appointment Cadre Jan 13th 2014 Class	s II- Educationist	Job Post PGT/Le	Subject ecturer (Hindi)	Allocated D	listrict	
⊘ Guest Teachers	Appointment Order Number Appo 6/4-2013-HRL(4)HINDI Subs	intment Type Recruitm tantive Direct	nent Mode	ls subsequent appointment No	• Add Ad	just Posting	
	Name of School / Office, District (
	School / Office Code), [Zone]	Posting/Transfer Order Number	Order Date	Joining Relie Date g Da	evin Reason for ate Leaving	Reason of Posting	
	School / Office Code), [Zone] Government Senior Secondary School Uttawar, Palwal. (1001), Zone 6	Posting/Transfer Order Number 12345	Order Date May 1st 2023	Joining Relie Date g Da NA NA	evin Reason for ate Leaving	Reason of Posting Subsequen t Posting	۲
	School / Office Code), [Zone] Government Senior Secondary School Uttawar, Palwal, (1001), Zone 6 Government Senior SecondarySchool Khatauli, Panchkula, (3781), Zone 5	Posting/Transfer Order Number 12345 2/1-2019-PGT-I (Current)	Order DateMay 1st 2023Aug 22nd 2019	Joining Reli Date g Da NA NA Aug 22nd NA 2019	A Reason for Leaving	Reason of Posting Subsequen t Posting General Transfers	0
	School / Office Code), [Zone] Government Senior Secondary School Uttawar, Palwal. (1001), Zone 6 Government Senior SecondarySchool Khatauli, Panchkula. (3781), Zone 5 Government Senior Secondary School Rampur Thadeon, Panchkula. (3733), Zone 7	Posting/Transfer Order Number 12345 2/1-2019-PGT-I (Current) E-1/14/5322-26	Order Date May 1st 2023 Aug 22nd 2019 Mar 6th 2014	Joining Relia Date g Date NA NA Aug 22nd NA 2019 NA 2014 Aug 22nc 22nc 22nc 22nc 22nc 22nc 22nc 22n	A Transferred	Reason of Posting Subsequen t Posting General Transfers NA	0
	School / Office Code), [Zone] Government Senior Secondary School Uttawar, Palwal, (1001), Zone 6 Government Senior SecondarySchool Khatauli, Panchkula, (3781), Zone 5 Government Senior Secondary School Rampur Thadeon, Panchkula, (3733), Zone 7	Posting/Transfer Order Number 12345 2/1-2019-PGT-I (Current) E-1/14/5322-26	Order Date	Joining Relia Date g Date NA NA Aug 22nd NA 2019 NA 2019 Aug 22nd Aug 22nd 22nd 2019 22nd 2019 22nd 2019 22nd	evin Reason for Leaving NA NA	Reason of Posting Subsequen t Posting General Transfers NA	0

Step 4: - Add Adjust Posting Details - After the employee details are visible, the user will click on the "Add Adjust Posting" option. The user will then search for the desired school/office for the employee's posting and provide the necessary details.



Step 5: - **Save All Details** - Once all the required details have been filled in, the user must click on the "**Save**" button to save the information