

# 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




**Government of Haryana,  
School Management Information System**


Login

Forgot Password? | Check Compatibility

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Government of Haryana  
Department of School Education



SAKSHAM HARYANA EDUCATION PORTAL

MANAGEMENT INFORMATION SYSTEM

Reports
Officers Administrative Reports
My Profile ▾
Profile Correction Request ▾
Master Definition ▾
My Service Record ▾
Academic Administration ▾

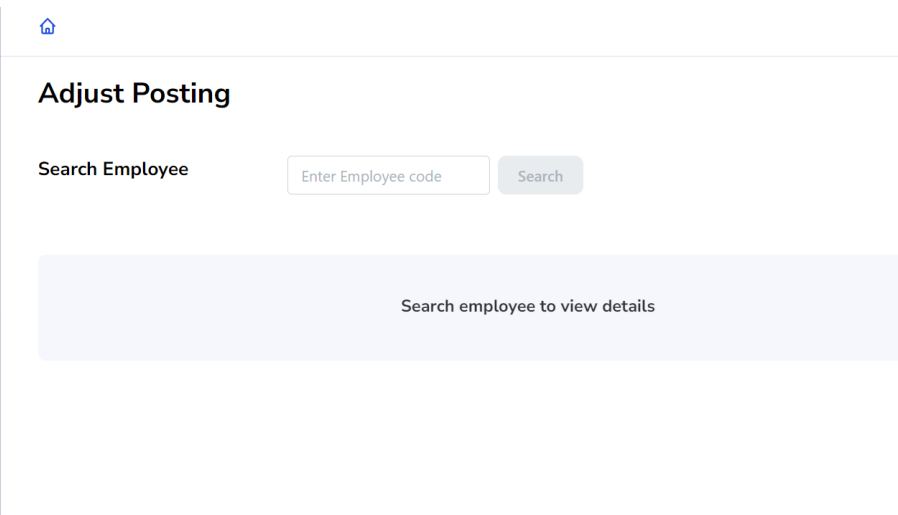
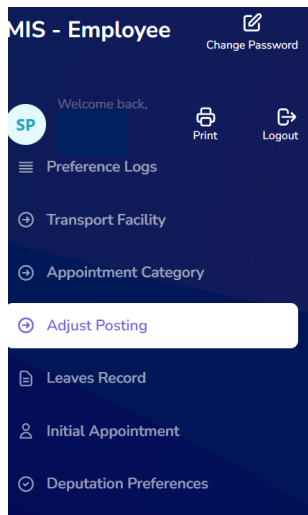
My Applications ▾
Manage Organisation Structure
En
Update and Verify Profile
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Transfer Preference ▾
User Management ▾
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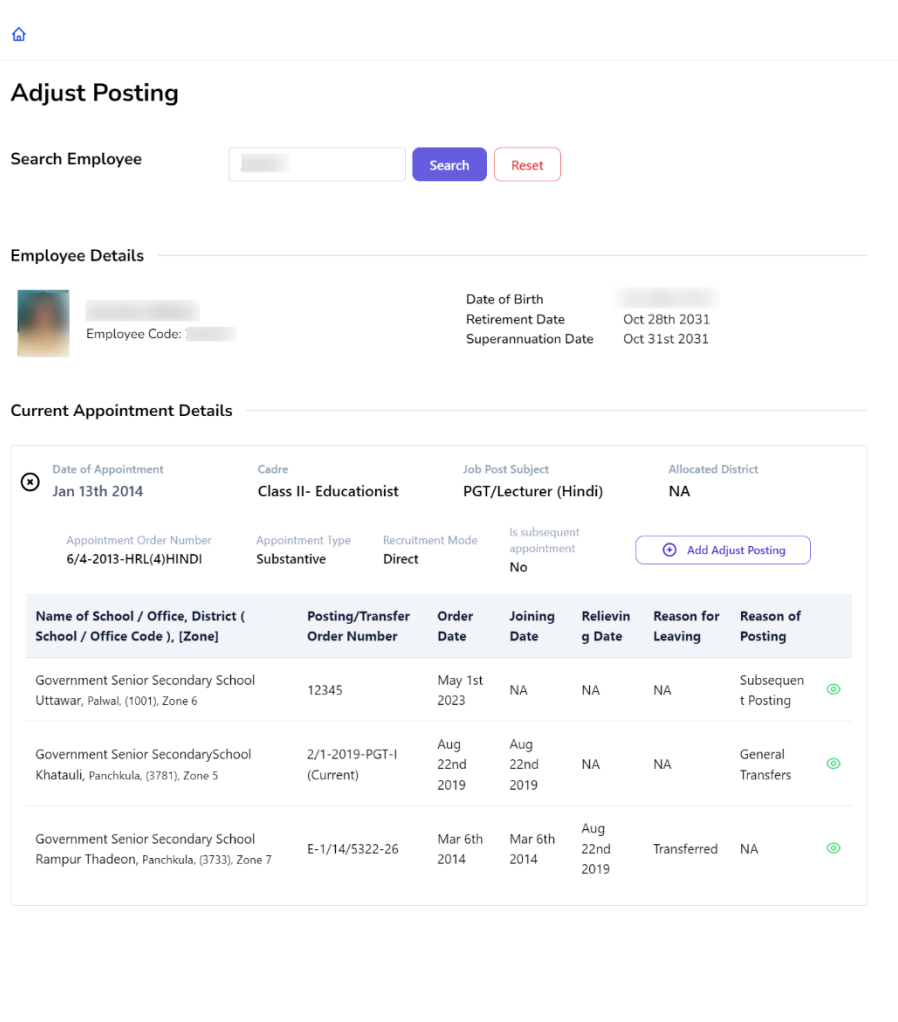
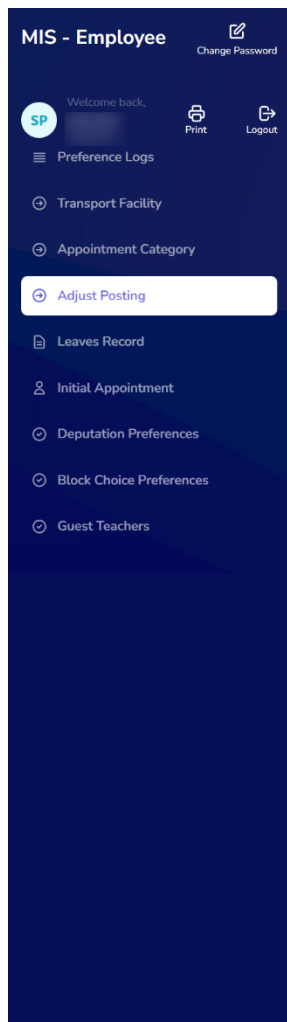
MANAGEMENT INFORMATION SYSTEM

Sr.No.	Task Name	Task Description
1	Posting against Appointment -> Individual	Posting against Appointment -> Individual
2	Disciplinary Actions	Disciplinary Actions


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






**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



**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.

MIS - Employee  Change Password

Welcome back,   

Preference Logs

- Transport Facility
- Appointment Category
- Adjust Posting
- Leaves Record
- Initial Appointment
- Deputation Preferences
- Block Choice Preferences
- Guest Teachers



← Go Back

### Employee Details

#### Add Adjust Posting Details

School/Office \*

School  Office

Please fill the details correctly



School Name \*

School name

Designation \*

Select designation

Posting/Transfer Order

Number \*

Enter Posting/Transfer Order

Order Date \*

Select

Approving Authority \*

Approving Authority

Issuing Authority \*

Issuing Authority

Issuing Authority id \*

Issuing Authority Employee I

Whether include in next transfer drive? \*

Yes  No

Reason Of Posting \*

Adjustment

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel

Save

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