

# GOVERNMENT OF HARYANA

## Department of School Education



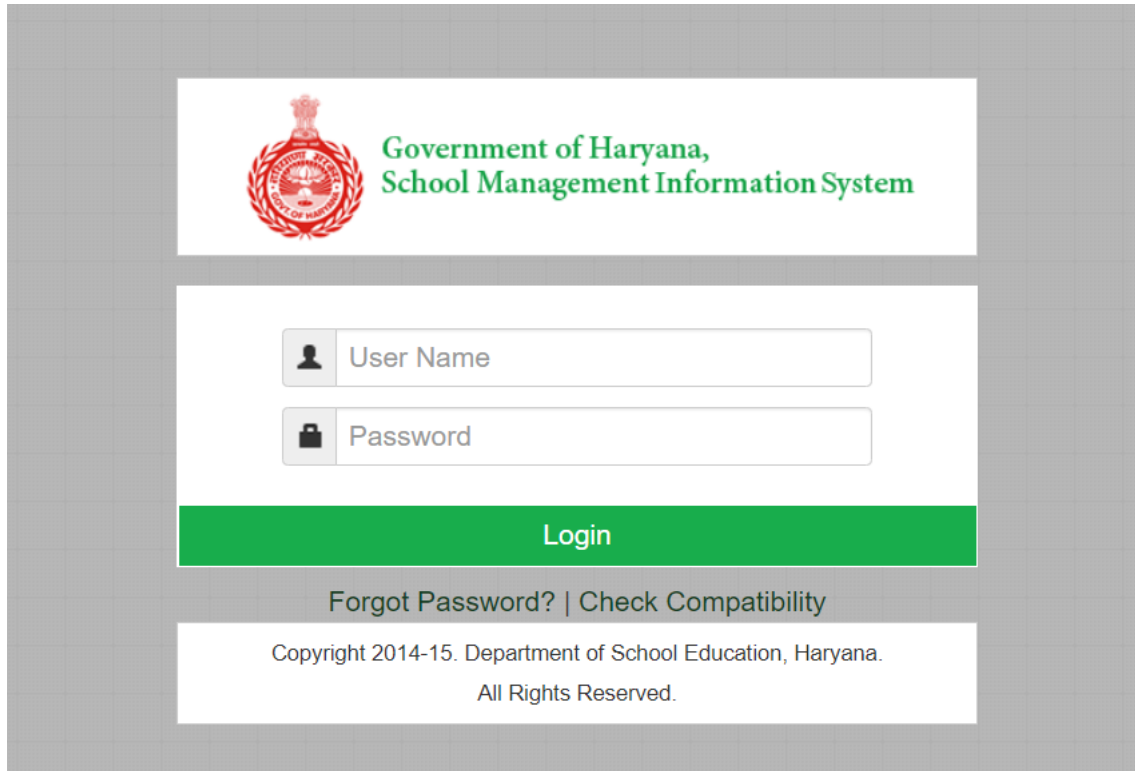
### [Management Information System]


**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 INITIAL APPOINTMENT (BULK)**

**This module will be available in the login id of Department. User will login to his account and can search for particular employee and shall follow the steps given below to update the Initial appointment (Bulk): -**

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

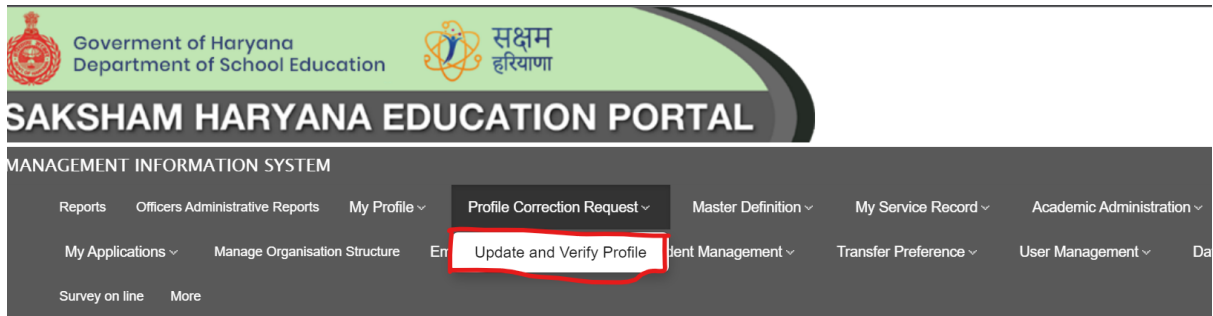




**Government of Haryana,  
School Management Information System**


Login

[Forgot Password?](#) | [Check Compatibility](#)

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 Government of Haryana  
Department of School Education
 


 सक्षम  
हरियाणा

## 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
- ment Management ▾
- Transfer Preference ▾
- User Management ▾
- Da

Survey on line
More

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 Initial appointment:** After successful login on Oneschool Suite, user will navigate "Initial appointment (Bulk)" tab available on the left side panel

**Step 3: - Upload sheet with details:** - User will **upload** an Excel sheet containing all the necessary details. You can also **download** a sample file to see the fields which are required.

**Step 4: -** After uploading the file, you can access the details by selecting the "**View Details**" option. You will also have the option to **download** a file containing all the information. To ensure accuracy, you can verify the details by entering the assigned Employee code in the "**Edit Service Profile**" section.

File Name	Total Count	Success Count	Failure Count	Uploaded On	Action
bulk appnt.xlsx	1	1	0	Fri Apr 28 2023	<a href="#">View Details</a> <a href="#">Download</a>
ID_26_04-202313.xlsx	1	1	0	Wed Apr 26 2023	<a href="#">View Details</a> <a href="#">Download</a>
ID06042023.xlsx	8	8	0	Thu May 11 2023	<a href="#">View Details</a> <a href="#">Download</a>
ID06042023.xlsx	8	8	0	Thu May 11 2023	<a href="#">View Details</a> <a href="#">Download</a>
ID_12211.xlsx	2	0	2	Thu Feb 09 2023	<a href="#">View Details</a> <a href="#">Download</a>

**Step 5:** - The department can review the information of successfully uploaded entries by clicking on the "View Details" option.

The screenshot displays the 'MIS - Employee' interface. On the left is a dark blue sidebar with navigation options: 'Welcome back.' (with 'SP' profile icon), 'reports', 'Preference Logs', 'Transport Facility', 'Appointment Category', 'Adjust Posting', 'Leaves Record', 'Initial Appointment' (highlighted), 'Deputation Preferences', and 'Block Choice Preferences'. The main content area shows a summary table for the upload of 'initial\_bulk\_appt.xlsx' with 6 total uploads, 6 successes, and 0 failures, created on Tue May 23 2023. Below this is a section for 'Uploaded File's Success/Failure Records' with a search bar for Employee ID. Two tabs are visible: 'Successful Records' (active) and 'Failure Records'. The 'Successful Records' tab contains a table with the following data:

Porting Status	Employee ID	Failed Step Name	Cadre Name	Job Post Name	Appointment Type Name	Appointment Order Number	Appointment Date
<a href="#">Success</a>	[Redacted]		Class II- Educationist	PGT/Lecturer (Hindi)	Substantive	PGT-I	Thu Apr 06 2023
<a href="#">Success</a>	[Redacted]		Class III- Educationist	TGT/Master (English)	Substantive	MASTER BRANCH	Thu Apr 06 2023
<a href="#">Success</a>	[Redacted]		Class III- Educationist	TGT/Master (English)	Substantive	MASTER BRANCH	Thu Apr 06 2023