

GOVERNMENT OF HARYANA
Department of School Education



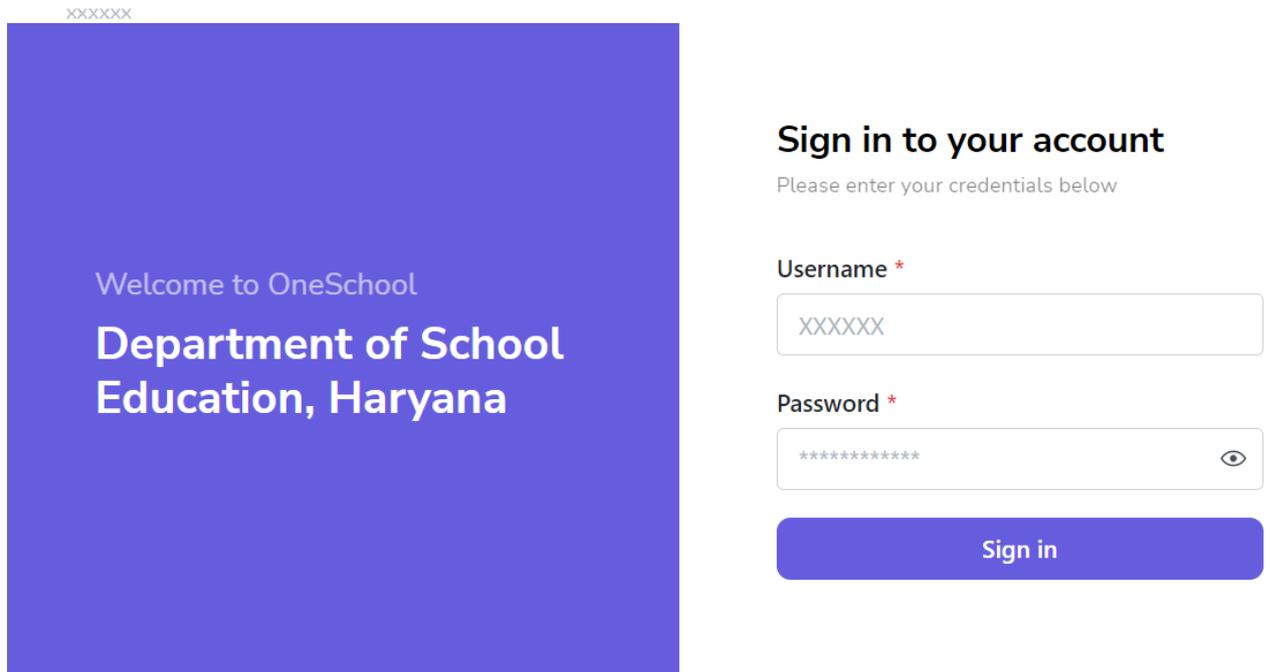
[Management Information System]

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.

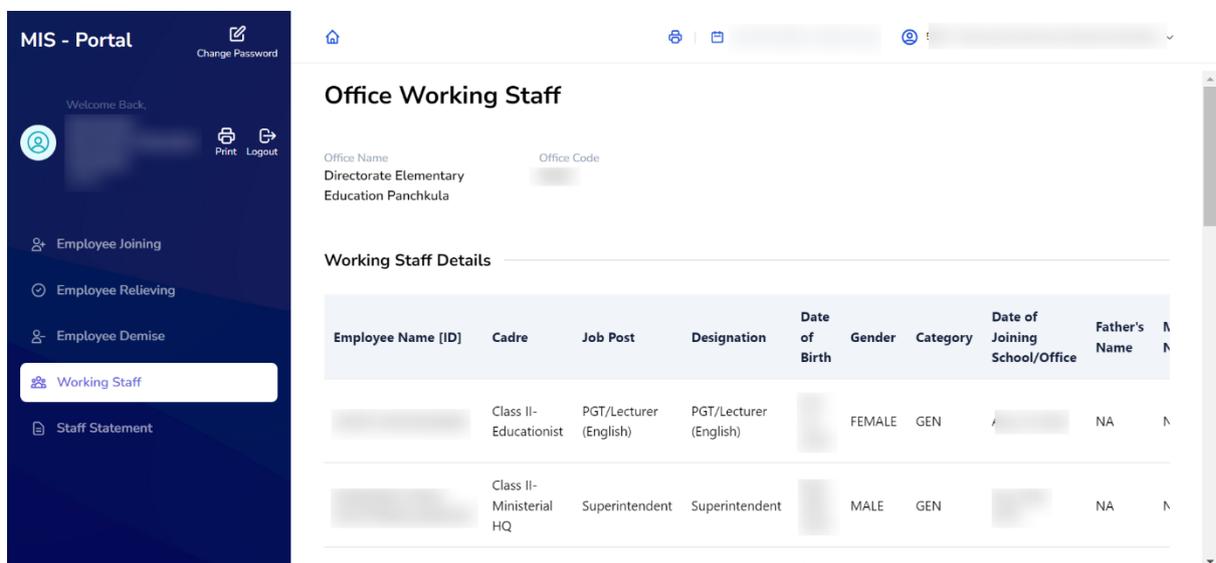
USER MANUAL FOR OFFICE WORKING STAFF AND STAFF STATEMENT

This module will be available in the login id of Office. User will login to his account and shall follow the steps to get details of working staff and staff statement

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



Step 2: - Navigate to Working Staff: After successful login on Oneschool Suite, user must click on the "Working Staff" tab available on the left side panel



Step 3: - Working Staff details: - The office can access page that displays information about the working staff. This displays Office staff' details, their designation details.

MIS - Portal | Change Password

Welcome Back, [User Name]

Office Name: Directorate Elementary Education Panchkula | Office Code: [Redacted]

Working Staff Details

Employee Name [ID]	Cadre	Job Post	Designation	Date of Birth	Gender	Category	Date of Joining School/Office	Father's Name	M
[Redacted]	Class II- Educationist	PGT/Lecturer (English)	PGT/Lecturer (English)	[Redacted]	FEMALE	GEN	[Redacted]	NA	N
[Redacted]	Class II- Ministerial HQ	Superintendent	Superintendent	[Redacted]	MALE	GEN	[Redacted]	NA	N

Staff Statement

Step 1: - Navigate Staff Statement: - After successful login on One school Suite, user must click on the "Staff Statement " tab available on the left side panel

MIS - Portal | Change Password

Welcome Back, [User Name]

Directorate Elementary Education Panchkula | [Redacted]

School Staff Statement - Detailed

Assistant

Sr. No.	Cadre	Job Post	Designation	Revised Requirement Count	Working Count (Regular)	Working Count (Contractual)	Total Working Count	Clear Vacancies	Deputation / Reserved Count	Kept Vacant Count	Student Teacher Ratio	Total Student Count	Surplus Positions	Previous Requirement Count
1	Class III- Ministerial HQ	Assistant	Assistant	30	0	0	0	30	0	0	0	0	0	30

Registrar Education

Sr. No.	Cadre	Job Post	Designation	Revised Requirement Count	Working Count (Regular)	Working Count (Contractual)	Total Working Count	Clear Vacancies	Deputation / Reserved Count	Kept Vacant Count	Student Teacher Ratio	Total Student Count	Surplus Positions	Previous Requirement Count
1	Class II- Ministerial HQ	Registrar Education	Registrar Education	1	0	0	0	1	0	0	0	0	0	1

Step 2: - User can access a page that displays information about the vacant seat. This contain detailed report of staff designation wise, cadre wise.

MIS - Portal Change Password

Welcome Back.

Print Logout

- Employee Joining
- Employee Relieving
- Employee Demise
- Working Staff
- Staff Statement**

Directorate Elementary Education Panchkula

School Staff Statement - Detailed

Assistant

Sr. No.	Cadre	Job Post	Designation	Revised Requirement Count	Working Count (Regular)	Working Count (Contractual)	Total Working Count	Clear Vacancies	Deputation / Reserved Count	Kept Vacant Count	Student Teacher Ratio	Total Student Count	Surplus Positions	Previous Requirement Count
1	Class III- Ministerial HQ	Assistant	Assistant	30	0	0	0	30	0	0	0	0	0	30

Registrar Education

Sr. No.	Cadre	Job Post	Designation	Revised Requirement Count	Working Count (Regular)	Working Count (Contractual)	Total Working Count	Clear Vacancies	Deputation / Reserved Count	Kept Vacant Count	Student Teacher Ratio	Total Student Count	Surplus Positions	Previous Requirement Count
1	Class II- Ministerial HQ	Registrar Education	Registrar Education	1	0	0	0	1	0	0	0	0	0	1