

# 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 FOREIGN DEPUTATION**

Step 1:- Login to MIS with Employee Code and Password

Step 2: - Click on “Foreign Deputation” after successful login

Step 3: -Fill in the Employee Code and click on the “Search” button to view the list of employees

Step 4: -Click on “View Details” for the chosen employee

Step 5: -Select the location for the deputation: School or Office

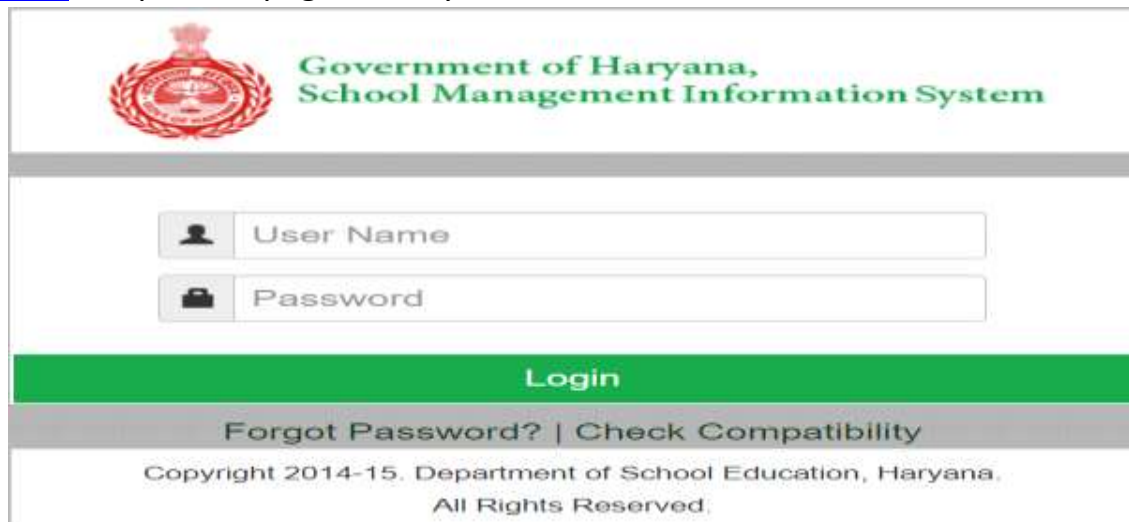
Step 6: -Fill in all the mandatory details related to the deputation

Step 7: -Click on “Proceed for Confirmation”

Step 8: -Confirm the details on the popup that appears

## Steps with Screenshot

- Users need to login into MIS with their Employee code and password. Open the Haryana MIS portal official website or click [here](#) to open the page directly.



The screenshot shows the login interface for the Government of Haryana School Management Information System. At the top left is the state emblem of Haryana. To its right, the text reads "Government of Haryana, School Management Information System". Below this, there are two input fields: "User Name" with a person icon and "Password" with a lock icon. A prominent green "Login" button is centered below the fields. Underneath the button, there are links for "Forgot Password?" and "Check Compatibility". At the bottom, a copyright notice states "Copyright 2014-15. Department of School Education, Haryana. All Rights Reserved."

- After Successful Login, user needs to click on **“Foreign Deputation”**. User needs to fill the Employee code.



The screenshot shows the "Foreign Deputation" search interface. It features a search bar labeled "Search Employee" and an input field labeled "Employee ID" with the placeholder text "Enter Employee ID". A "Search" button is located to the right of the input field.

- Once user add Employee Code, and Click on “Search button”. He will get the list of employee and click on “View Details”

**MIS - Employee**

Welcome back, SAT PAL

Print Logout

- Appointment Category
- Foreign Deputation
- Within Cadre Deputation
- Out of Cadre Deputation
- Employee Termination / Dismissal
- Employee Resignation
- Voluntary Retirement
- Employee Suspension
- Service Extension

### Foreign Deputation

Search Employee: Employee ID: 206038

Listing Of Employees

Employee ID	Employee Name	Cadre	Designation	Action
206038	SAVITA KUMARI	Class II- Educatorist	PGT/Lecturer (English)	<input type="button" value="View Details"/>

- Click on “View Details” Button. On this step user will choose where deputation will be made. It can either School or Office

**MIS - Employee**

Welcome back, SAT PAL

Print Logout

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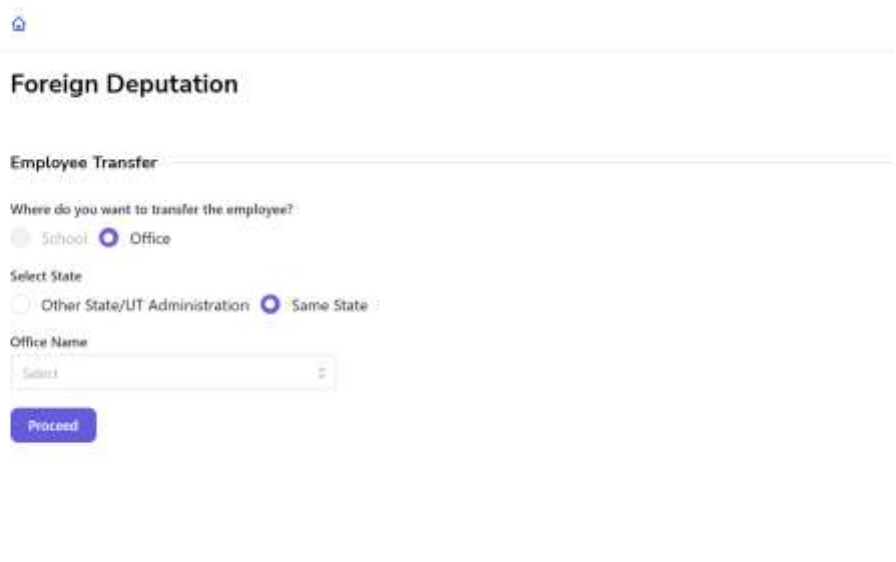
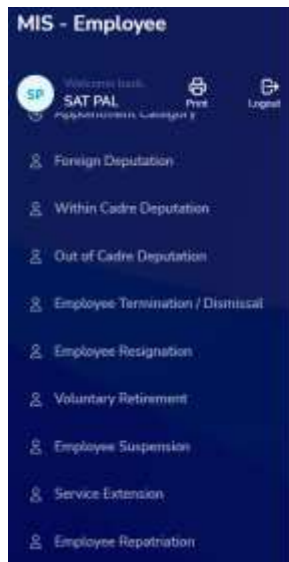
### Foreign Deputation

#### Employee Transfer

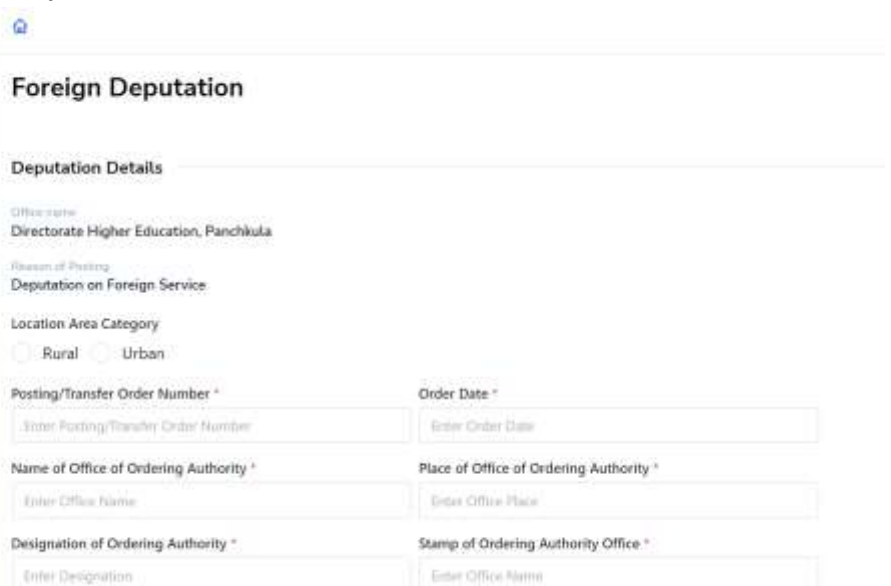
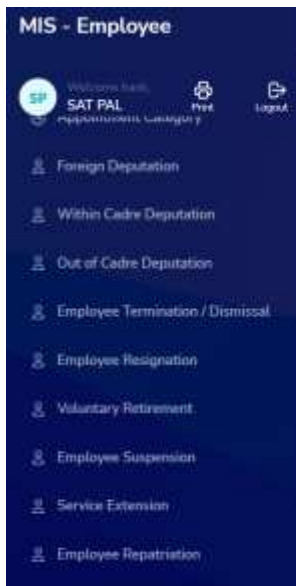
Where do you want to transfer the employee?

School  Office

- User needs to fill details about where and when deputation will take place



- User needs to fill all the details related to the deputation. User have to fill all the mandatory fields



MIS - Employee

Welcome back, SAT PAL

Transfer on Administrative Grounds

Appointment Category

Foreign Deputation

Within Cadre Deputation

Out of Cadre Deputation

Employee Termination / Dismissal

Employee Resignation

Voluntary Retirement

Employee Suspension

Designation of Ordering Authority \*  
test

Stamp of Ordering Authority Office \*  
test

Issuance Order Date \*  
March 10, 2023

Employee ID of Issuing Authority \*  
4000032

Employee Name of Issuing Authority \*  
SURENDER SINGH

Employee Designation of Issuing Authority \*  
Deputy Director IT

Employee Place of Issuing Authority \*  
Directorate Secondary Education Panchkula

Endorsement  
Enclosed

Add

Proceed for Confirmation Back

- After filling all the details, user needs to Click on “Proceed for Confirmation. User will get a popup about confirming the details

MIS - Employee

Welcome back, SAT PAL

Transfer on Administrative Grounds

Appointment Category

Foreign Deputation

Within Cadre Deputation

Out of Cadre Deputation

Employee Termination / Dismissal

Employee Resignation

Employee Suspension

Employee detail submit successfully.

### Foreign Deputation

Search Employee

Employee ID  
Enter Employee ID Search