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 SUBSEQUENT APPOINTMENT

Step 1: **Login with Employee Code and Password**

To access the employment details of an employee in the MIS system, the user needs to first login with their employee code and password.

Step 2: **Click on "Subsequent Appointment"**

After successful login, the user needs to click on the "Subsequent Appointment" option.

Step 3: **Fill Employee Code and Click on "Search"**

In the subsequent appointment page, the user needs to fill in the employee code and click on the "Search" button. This will show the employment details of the employee.

Step 4: **Verify Employment Details**

The employment details of the employee will be displayed. The user needs to verify the details and ensure that they are correct.
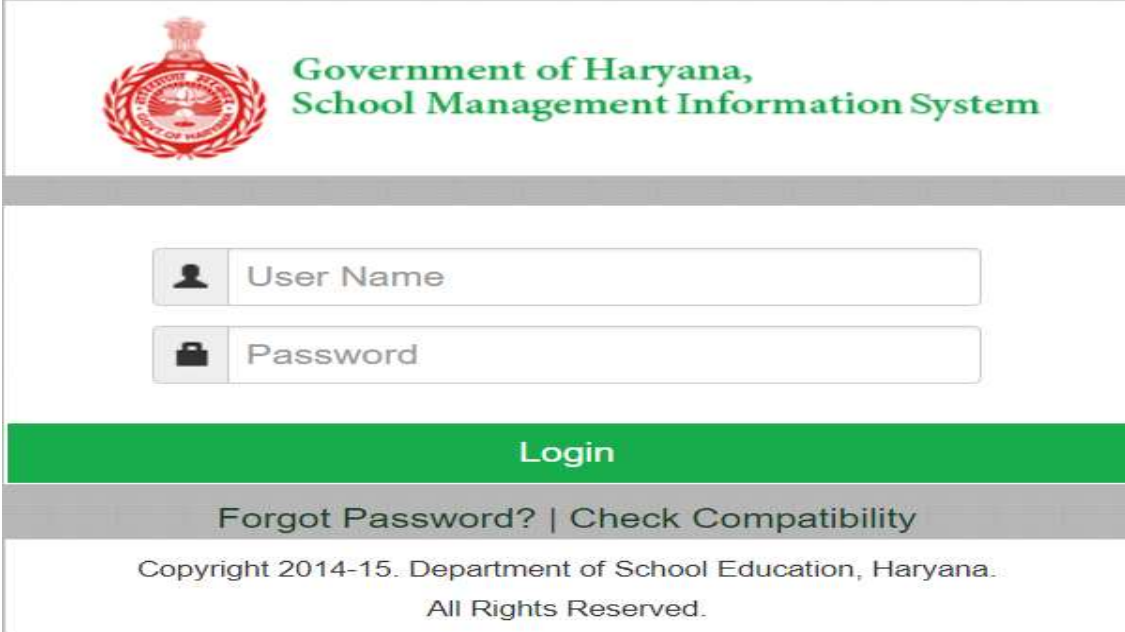
Step 5: Click on "Confirm"

Once the user has verified the employment details, they can click on the "Confirm" button to save the changes.

Step 6: Pop-up Message

After clicking on "Confirm", the user will receive a pop-up message confirming that the changes have been saved.
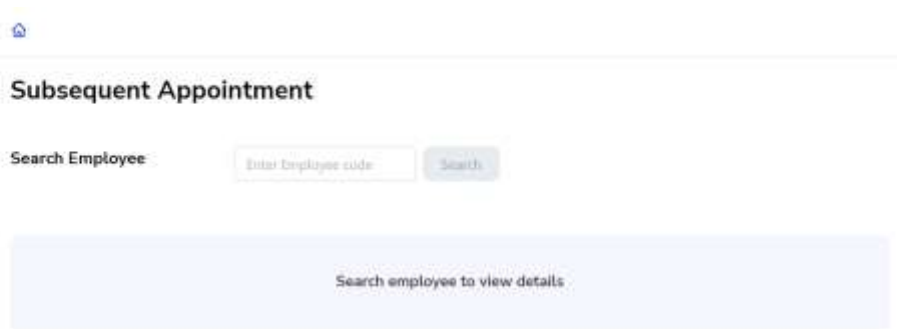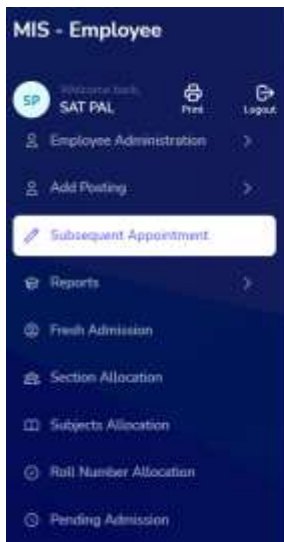
Steps with Screenshots

- 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.
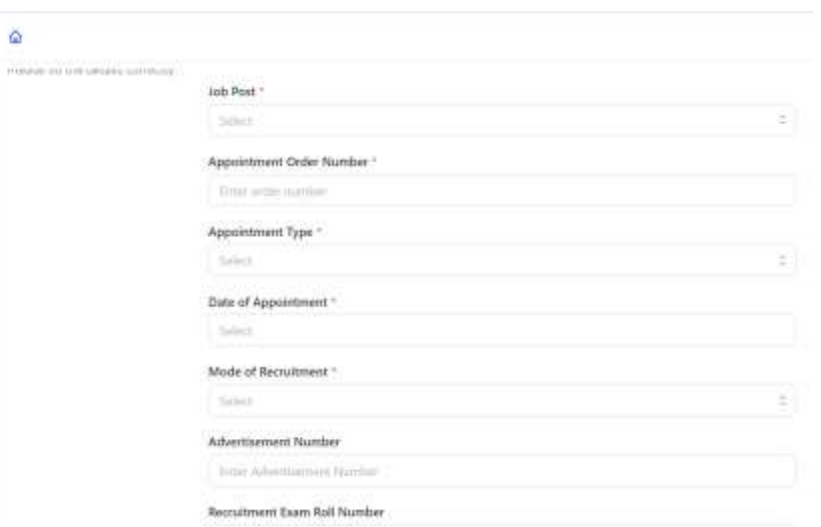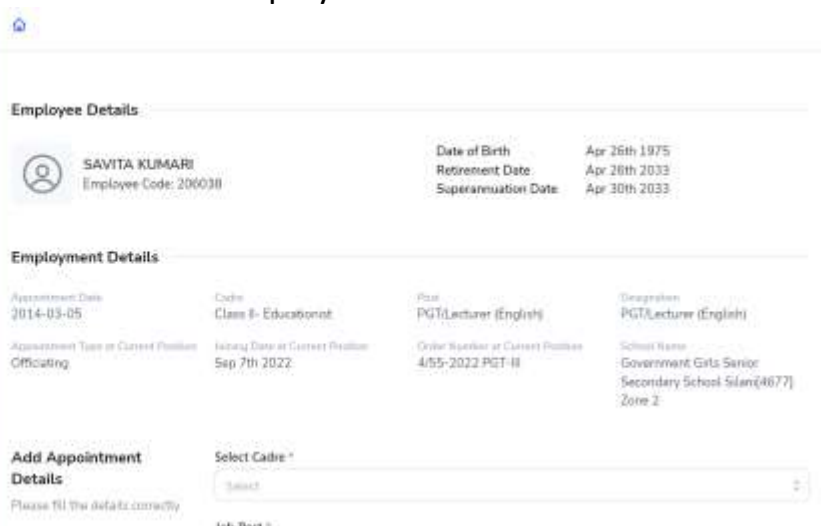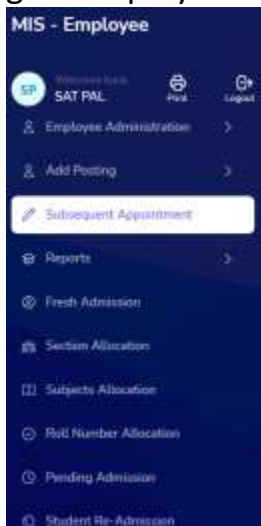

- After Successful Login, user needs to click on **"Subsequent Appointment"**. User needs to fill the Employee code.

- Once user add Employee Code, and Click on "Search button". User will get "Employment Details" of the Employee

- Once user fill all the details, click on "Confirm". User will get the pop-up message confirming that all the details have been submitted