

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 EMPLOYEE DEMISE

Step 1: - **Login**: Users must login to the MIS with their employee code and password.

Step 2: - **Navigate to Employee Demise**: After successful login, users must click on the "Employee Demise" tab.

Step 3: - **Search for Employee**: Users must search for the employee using their employee ID.

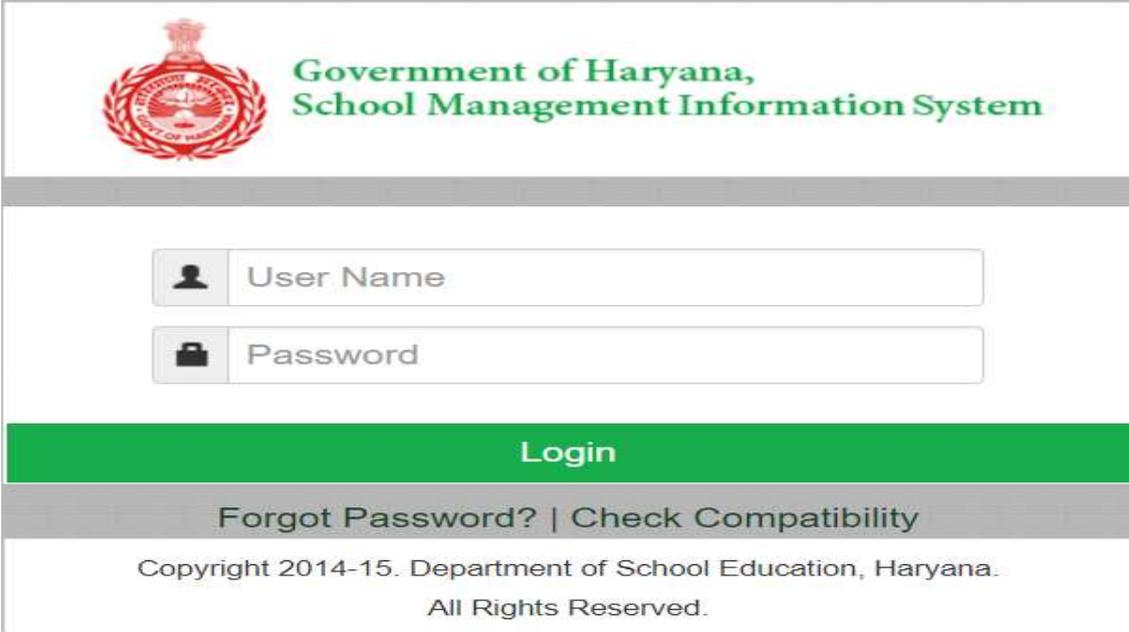
Step 4: - **View Employee Profile**: Once the employee is located, users can view all profile details and select "Proceed".

Step 5: - **Enter Date of Death and Upload Death Certificate**: Users must select the date of death and upload the employee's death certificate.

Step 6: - **Proceed for Confirmation**: After uploading the death certificate, users must click on the "Proceed for Confirmation" button to complete the process.

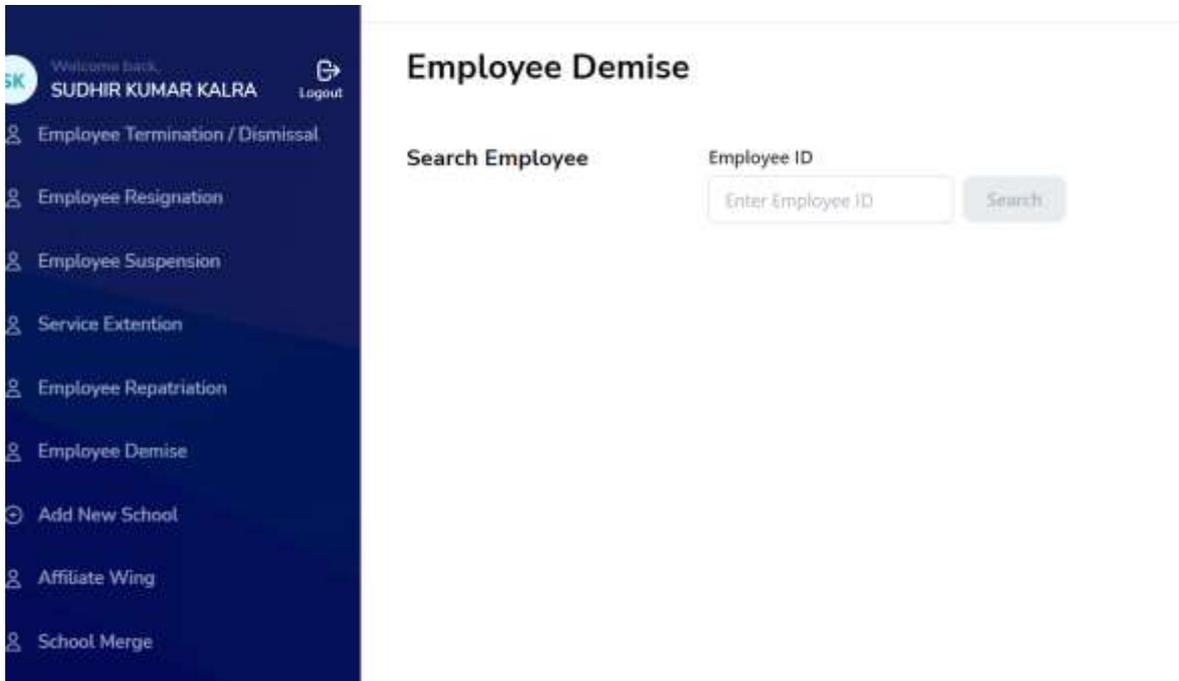
Steps with Screenshots

- 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.



The screenshot displays the login interface for the Government of Haryana School Management Information System. At the top left is the official emblem of the Government of Haryana. To its right, the text "Government of Haryana, School Management Information System" is displayed in green. Below this header is a grey horizontal bar. The main login area contains two input fields: the first is labeled "User Name" with a person icon, and the second is labeled "Password" with a lock icon. A prominent green button labeled "Login" is positioned below the password field. Underneath the login button is a grey bar with the text "Forgot Password? | Check Compatibility". At the bottom of the page, a white footer contains the text "Copyright 2014-15. Department of School Education, Haryana. All Rights Reserved."

- After Successful Login, user needs to click on **Employee demise**. After this user needs to search Employee with **Employee Id**.



- User can see all the profile details of the employee and selects proceed.



- User needs to select Date of Death and upload Employee's Death Certificate.

Class III-Educationist

Head Master Elementary School 7/20-2017-HR/

Appointment Type

Appointment Date

Officiating

21 Jun, 2013

Proceed

Report Death Of Employee

Death Date *

Enter Death Date

Attach Death Certificate *

No file selected

Select

Note :

1. File should be in JPEG / JPG / PDF format only.
2. File size should not exceed 100 KB.

Proceed for Confirmation

Search Another Employee

After uploading the death Certificate , user needs to click on **Proceed for confirmation button**

