

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 SERVICE EXTENSION

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

Step 2: - **Enter Employee Code:** After successful login, users must enter the employee code.

Step 3: - **Check Eligibility:** Only employees who are 57 years of age or above are eligible for a service extension. If the employee is under 57 years, a message will appear indicating that they are not eligible.

Step 4: - **Proceed:** If the employee is eligible for a service extension, the user must click on the "Proceed" button.

Step 5: - **Update Superannuation Date:** After clicking on "Proceed", the user must update the superannuation date.

Step 6: - Click "**Update**": To update the superannuation date, the user must click on the "Update" button.

Note that only jurisdiction based approvals are allowed.

Steps with Screenshots

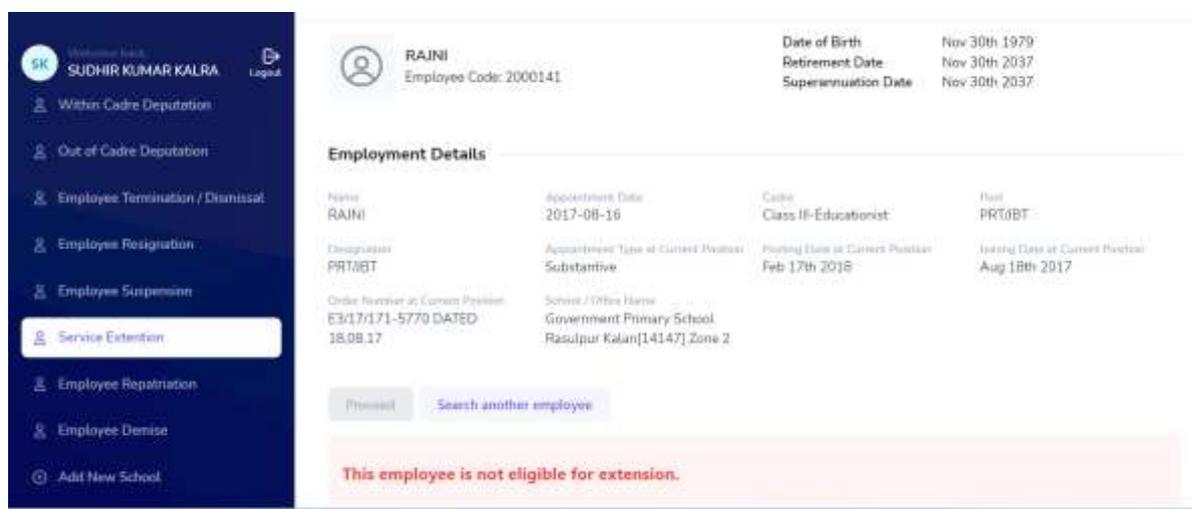
- Users need to login into MIS with their Employee code and password. Open the Haryana MIS portal official website or click [here](#) to open the page directly.



The screenshot shows the login interface for the Government of Haryana School Management Information System. At the top left is the Haryana State Emblem. 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 green "Login" button is positioned below the fields. Underneath the button is a grey bar with the text "Forgot Password? | 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 enter **Employee Code**. In this only those employees will get the option of **extension of 2 years** whose age is **57 or above**. If the employee is **under 57 years** so a message will appear that this **Employee is not eligible for extension**.

Note: - Only Jurisdiction based approvals are allowed



The screenshot displays the employee profile for RAJNI. On the left is a dark blue sidebar with a navigation menu. The main content area shows the employee's details and employment information. A red message at the bottom states "This employee is not eligible for extension." The sidebar menu includes options like "Within Cadre Deputation", "Out of Cadre Deputation", "Employee Termination / Dismissal", "Employee Resignation", "Employee Suspension", "Service Extension", "Employee Reappointment", "Employee Demise", and "Add New School". The profile information includes the name RAJNI, employee code 2000141, date of birth (Nov 30th 1979), retirement date (Nov 30th 2037), and superannuation date (Nov 30th 2037). The employment details table lists the name, appointment date (2017-08-16), cadre (Class-III-Educationalist), post (PRT/BT), designation (PRT/BT), appointment type (Substantive), joining date (Feb 17th 2018), leaving date (Aug 18th 2017), order number (E3/17/171-5770 DATED 18.08.17), and school/office name (Government Primary School, Rasulpur Kalan[14147] Zone 2).

Employment Details			
Name	Appointment Date	Cadre	Post
RAJNI	2017-08-16	Class-III-Educationalist	PRT/BT
Designation	Appointment Type at Current Postion	Joining Date at Current Postion	Leaving Date at Current Postion
PRT/BT	Substantive	Feb 17th 2018	Aug 18th 2017
Order Number at Current Postion	School / Office Name		
E3/17/171-5770 DATED 18.08.17	Government Primary School, Rasulpur Kalan[14147] Zone 2		

- If the user is eligible for Service extension then click on "Proceed" button

MIS - Employee

Welcome back, **SAT PAL** (Print) (Logout)

- Out of Cadre Deputation
- Employee Termination / Dismissal
- Employee Resignation
- Voluntary Retirement
- Employee Suspension
- Service Extension**
- Employee Repatriation
- Employee Demise

Service Extension

DILBAG SINGH
Employee Code: 036137

Date of Birth: Feb 1st 1965
Retirement Date: Feb 1st 2023
Superannuation Date: Jan 31st 2025

Employment Details

Name: DILBAG SINGH	Appointment Date: 2013-11-22	Grade: Class-I- Educationist	Post: Joint Director
Designation: Joint Director	Appointment Type at Current Position: Officiating	Posting Date at Current Position: Mar 1st 2016	Joining Date at Current Position: Nov 25th 2013
Class Number at Current Position: 42-2013-HRG-IC2	School / Office Name: Directorate Secondary Education Panchkula[4139] Zone 1		

Proceed Search another employee

- Once the user click on Proceed then update the Superannuation Date

MIS - Employee

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Service Extension

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Update Superannuation Date *

Enter new superannuation date

Update Search another employee

- To update the superannuation date, Click on **“Update”**

