# 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.

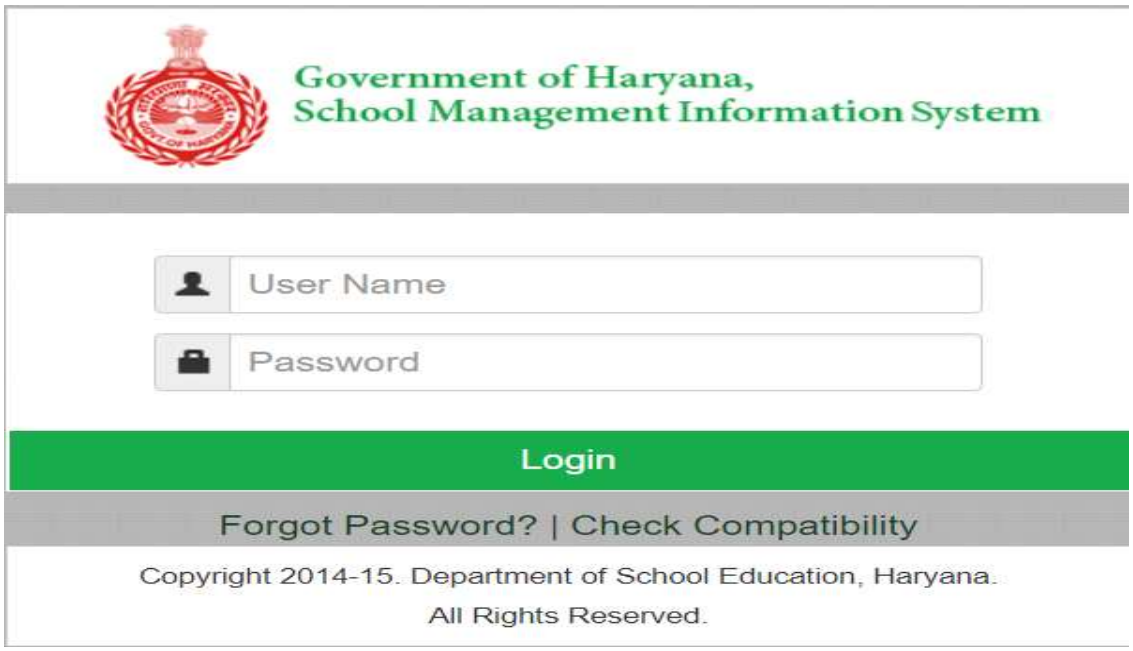
Step 5: - **Update Superannuation Date:** After clicking on "Proceed", the user must update the superannuation date.

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.

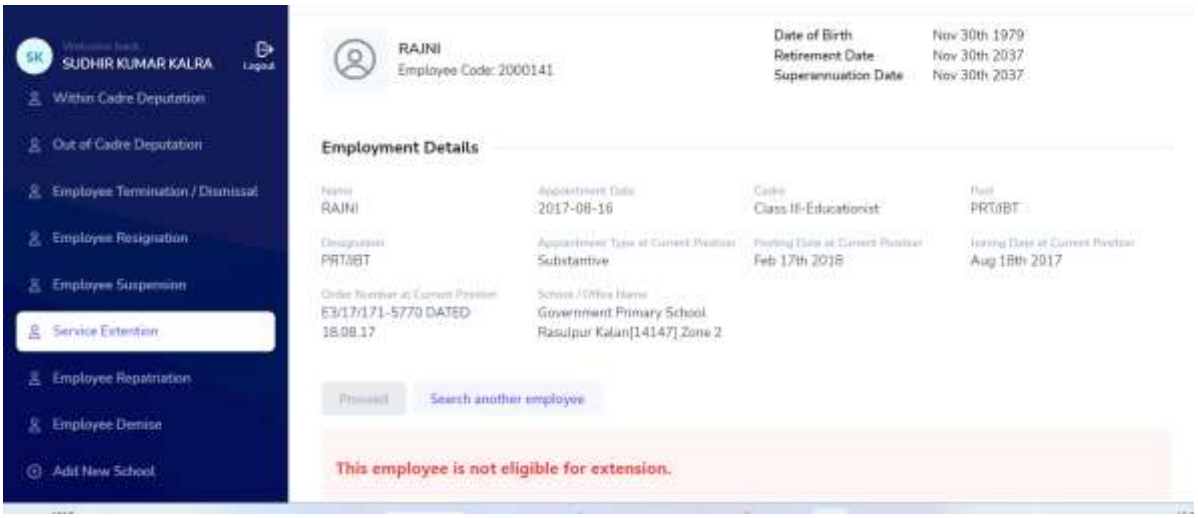
## Steps with Screenshots

- 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.

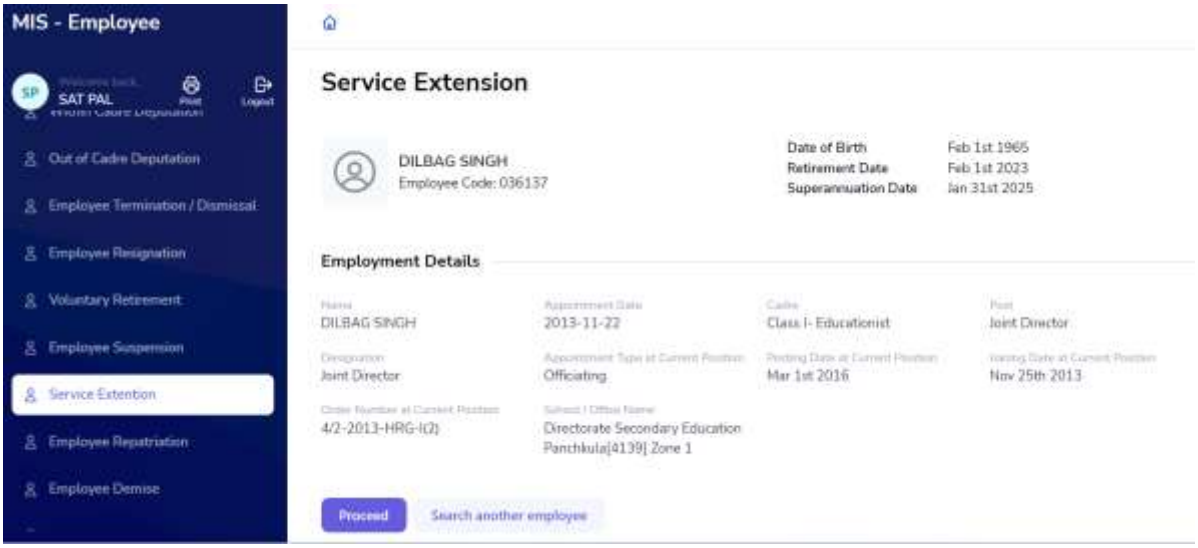



- After Successful Login, user needs to enter **Employee Code**. In this only those employees will get the option of **extension of 2 years** whose age is **57 or above**. If the employee is **under 57 years** so a message will appear that this **Employee is not eligible for extension.**

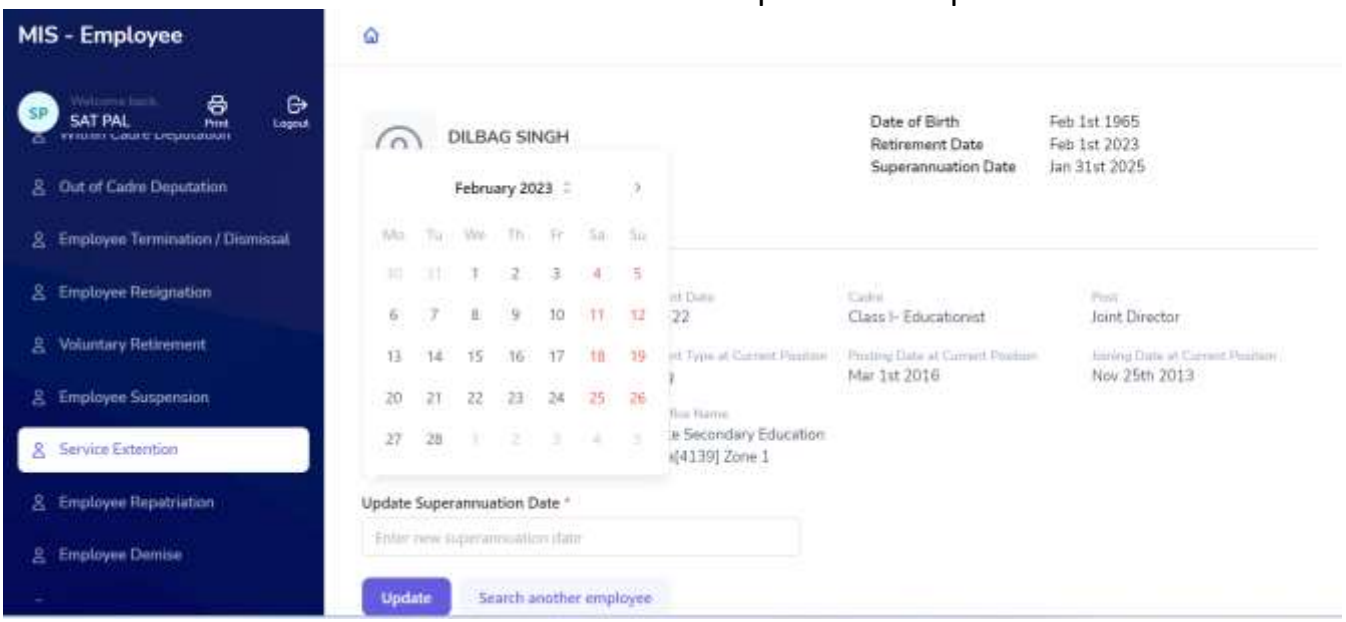
  Note: - Only Jurisdiction based approvals are allowed




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




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




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