## **GOVERNMENT OF HARYANA**

## **Department of School Education**



## [Management Information System]

<u>Introduction</u>: 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 TERMINATION/DISMISSAL**

This module will be available in the login id of DEO. User will login to his account and can search for particular employee and shall follow the steps given below to update the Termination/Dismissal details of an Employee: -

Step 1: - Login: User must login to the School account on MIS (OneSchool) Portal. User can login through this link <u>https://mis.oneschoolsuite.com/</u>

	Sign in to your account
	Please enter your credentials below
Velcome to OneSchool	Username *
Department of School	XXXXXX
Education, Haryana	Password *
	*******
	Sign in

Step 2: - Navigate to Employee Termination/Dismissal: After successful login on Oneschool Suite, user will navigate "Employee Termination/dismissal" tab available on the left side panel under Employee Administration

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SP	Welcome back, SAT PAL Print Logout Edit Service Profile	Employee Term	ination / Dismissa	L
Ð	Add Posting	Search Employee	Employee ID	
			Enter Employee ID	Search
0	Add New Appointment		Advanced Search	
å	Foreign Deputation			
Po	Within Cadre Deputation			
Do	Out of Cadre Deputation			
Do	Employee Termination / Dismissal			
Po	Service Extension			
Po	Employee Repatriation			
1	Subsequent Appointment			

Step 3: - Enter Employee ID: Users will enter the Employee ID in the textbox to search for the employee.

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SP Welcome Back, Print Logout	Employee Termination / Dismissal					
Sout of Cadre Deputation	Search Employee	Employee ID	Conrol			
2 Employee Termination / Dismissal		Advanced Search	Search			
Service Extension						
2 Employee Repatriation	List Of Employees					
Ø Subsequent Appointment	Employee ID	Employee Name	Cadre	Designation	Action	
8- Cancel Appointment			Class III-Mewat Educationist	PRT/JBT	View Details	
8- Cancel Posting						
8 Employee Resignation						
2 Voluntary Retirement						

Step 4: -View Employee Details: After entering the employee ID, Employee details will appear under the heading of list of employees. The user shall click on the "View Details" button to see the full details of the employee.

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SP Welcome Back,	Employee Termination /			
A Out of Cadre Deputation	Employee Code:		Date of Birth Retirement Date Superannuation Date	
8 Service Extension	Employment Details			
& Employee Repatriation	Appointment Date Cadre 2006-08-14		Post PRT//BT	Designation PRT//BT
🖉 Subsequent Appointment	Appointment Type at Current Position Posting Da Contractual / Ad hoc Jun 22nd	te at Current Position 2016	Joining Date at Current Position Oct 12th 2006	Order Number at Current Position 15/59/2005CO(3)
8- Cancel Pasting	School Name			
Sector State Posting				
2 Voluntary Retirement	Termination Details Type of Action			
	Termination	0		
	Order Number *	Order Date *		
	Enter Termination Order Number	Enter Order Date		
	Name of Office of Ordering Authority *	Place of Office of O	Ordering Authority *	
	Enter Office Name	Enter Office Place	2	
	Designation of Ordering Authority *			
	Enter Designation			
	Case Summary *			
	Enter summary			
	Stamp of Ordering Authority *			
	Stamp of ordering authority			
	Employee ID of Issuing Authority *	Employee Name o	f Issuing Authority *	
	Enter employee id	Enter name		
	Employee Designation of Issuing Authority *	Employee Place of	Issuing Authority *	
	Enter designation	Enter place		
	Date of Issuance of Order *			
	Enter Date of Issuance of Order			
	Endorsee1			
	Endorsee1			
	Add			
	I hereby confirm that the employee is bein			
	Save Back			

Step 5: **-Fill in Termination/Dismissal Details**: User will fill all the Termination details of Employee. User needs to fill all the mandatory fields mentioned in the form.

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<ul> <li>A control of the control of</li></ul>	SP Welcome Back,	Employee Termination / Di	smissal			
<ul> <li>Since Extension</li> <li>Since Extens</li></ul>	A Out of Cadre Deputation	Employee Code:	Date of Birth Retirement Date Superannuation Date			
<ul> <li>Approver Reparational</li> <li>Subsequent Appointment</li> <li>Cond Appointment</li> <li>Cond Parational</li> <l< th=""><th>Service Extension</th><th>Employment Details</th><th></th></l<></ul>	Service Extension	Employment Details				
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Clancel Posting Employee Resignation Termination Details Type of Action Type of Action Termination Office of Ordering Authority * Place of Office of Ordering Authority * Enter Office Place Designation of Ordering Authority * Enter Office Place Designation of Ordering Authority * Enter Stamp of Ordering Authority * Enter Designation of Issuing Corder * Enter Corder * <	8- Cancel Appointment	School Name				
Voluntary Retrement   Implying Retrement     Termination Details   Type of Action   Implying Retrement     Termination Order Number   Order Date *   Implying Retrement     Termination Order Number   Order Date *   Implying Retrement     Termination Order Number   Order Date *   Implying Retrement   Pace of Office of Ordering Authority *   Implying Retrement   Pace of Office of Date *   Implying Retrement   Pace of Office of Date * Implying Retrement Stamp of Ordering Authority * Implying of Ordering Authority * Stamp of Ordering Authority * Stamp of Ordering Authority * Employee Name of Issuing Authority * Employee Rame of Issu	&- Cancel Posting					
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Enter Designation   Case Summary *   Enter summary   Stamp of Ordering Authority *   Stamp of ordering authority   Employee ID of Issuing Authority *   Employee Id   Enter employee id   Employee Designation of Issuing Authority *   Employee Designation of Issuing Authority *   Employee Dace of Issuing Authority *   Employee Id   Enter designation   Enter place   Date of Issuance of Order *   Enter Date of Issuance of Order   Enter of Issuance of Order   Endorsee1   Add		Designation of Ordering Authority *				
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Stamp of Ordering Authority*   Stamp of ordering authority   Employee ID of Issuing Authority*   Employee ID of Issuing Authority*   Enter employee id   Enter employee losignation of Issuing Authority*   Employee Place of Issuing Authority*   Enter designation   Enter place   Date of Issuance of Order*   Endorsee1   Add		Enter summary				
Stamp of ordering authority   Employee ID of Issuing Authority   Enter employee id   Enter name   Employee Designation of Issuing Authority   Enter designation   Enter place   Date of Issuance of Order *   Enter Date of Issuance of Order   Enter of Issuance of Order   Endorsee1   Add		Stamp of Ordering Authority *				
Employee ID of Issuing Authority * Employee Name of Issuing Authority *   Enter employee id Enter name   Employee Designation of Issuing Authority * Employee Place of Issuing Authority *   Enter designation Enter place   Date of Issuance of Order * Enter Date of Issuance of Order   Enter Date of Issuance of Order Endorsee1   Add		Stamp of ordering authority				
Enter employee id Enter name   Employee Designation of Issuing Authority Employee Place of Issuing Authority   Enter designation Enter place   Date of Issuance of Order * Enter Date of Issuance of Order   Endorsee1 Add		Employee ID of Issuing Authority *	Employee Name of Issuing Authority *			
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Enter designation Enter place Date of Issuance of Order * Enter Date of Issuance of Order Endorsee1 Add		Employee Designation of Issuing Authority $\star$	Employee Place of Issuing Authority *			
Date of Issuance of Order *         Enter Date of Issuance of Order         Endorsee1         Add		Enter designation	Enter place			
Enter Date of Issuance of Order  Endorsee1  Add		Date of Issuance of Order *				
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Add		Endorsee1				
		Add				
I nereby confirm that the employee is being terminated		I hereby confirm that the employee is being terminated				
Save Back		Save Back				

Step 6: -Save: After filling in all the details, the user must click on the "Save" button to complete the process