GOVERNMENT OF HARYANA

Department of School Education
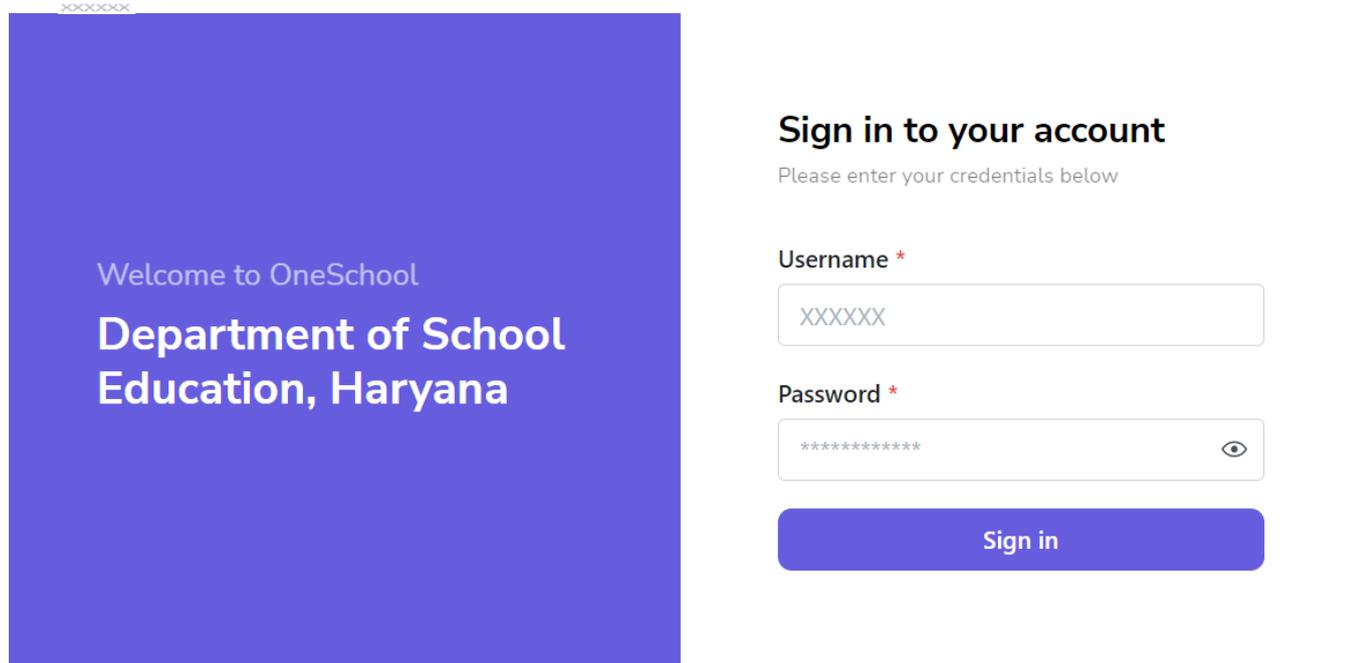

[Management Information System]

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.
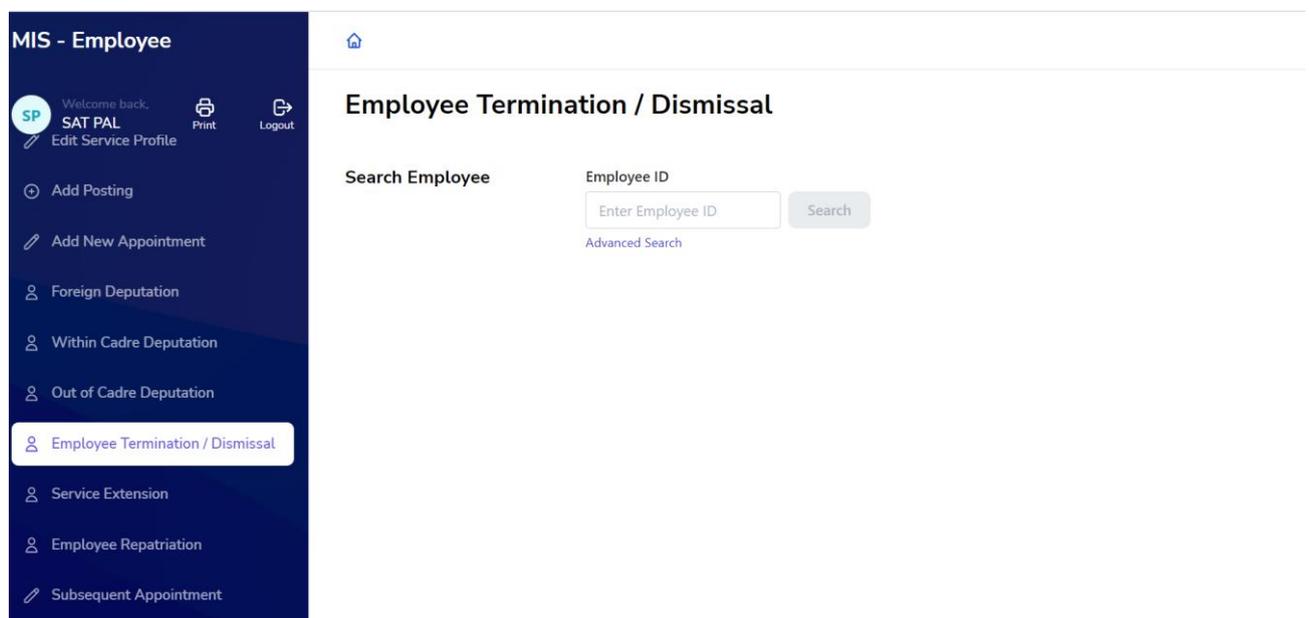
USER MANUAL FOR TERMINATION/DISMISSAL

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 https://mis.oneschoolsuite.com/

Sign in to your account

Please enter your credentials below

Username *

XXXXXX

Password *

****

Sign in

Welcome to OneSchool

Department of School Education, Haryana

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

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

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.

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.

Employee Termination / Dismissal

Employee Code:

Date of Birth
Retirement Date
Superannuation Date

Employment Details

Appointment Date	Cadre	Post	Designation
2006-08-14		PRT/JBT	PRT/JBT

Appointment Type at Current Position	Posting Date at Current Position	Joining Date at Current Position	Order Number at Current Position
Contractual / Ad hoc	Jun 22nd 2016	Oct 12th 2006	15/59/2005CO(3)

School Name

Termination Details

Type of Action

Termination

Order Number *

Enter Termination Order Number

Order Date *

Enter Order Date

Name of Office of Ordering Authority *

Enter Office Name

Place of Office of Ordering Authority *

Enter Office Place

Designation of Ordering Authority *

Enter Designation

Case Summary *

Enter summary

Stamp of Ordering Authority *

Stamp of ordering authority

Employee ID of Issuing Authority *

Enter employee id

Employee Name of Issuing Authority *

Enter name

Employee Designation of Issuing Authority *

Enter designation

Employee Place of Issuing Authority *

Enter place

Date of Issuance of Order *

Enter Date of Issuance of Order

Endorsee1

Endorsee1

Add

☐ I hereby confirm that the employee is being terminated

Save   Back

MIS - Employee   Change Password

Welcome Back,
SP   Print   Logout

- Out of Cadre Deputation
- Employee Termination / Dismissal
- Service Extension
- Employee Repatriation
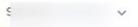- Subsequent Appointment
- Cancel Appointment
- Cancel Posting
- Employee Resignation
- Voluntary Retirement

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