

**GOVERNMENT OF HARYANA**  
**Department of School Education**



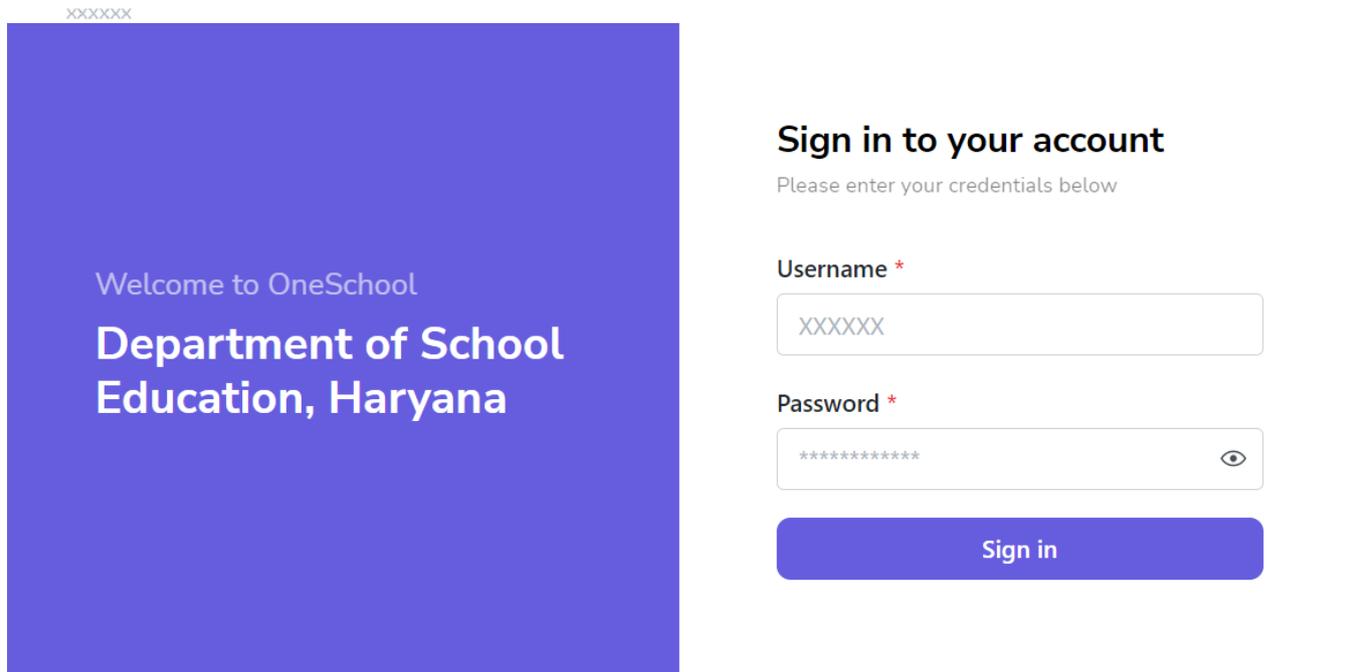
**[Management Information System]**

**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 DEACTIVATE DUPLICATE EMPLOYEE ID**

**This module will be available in the login id of DEO. User will login to his account and shall follow the steps given below: -**

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



Step 2: - **Navigate to Deactivate Duplicate Employee ID:** After successful login on Oneschool Suite, user must click on the " **Deactivate Duplicate Employee ID** " tab available on the left side panel



Step 3: - Users should enter their employee ID in both textboxes labeled "**Employee ID.**" This will allow them to view the details of the employee.

**MIS - Employee** Change Password

Welcome Back, Print Logout

Approved for Post

- Allocated District
- Issue SLC (After Closure Of School)
- Voluntary Participation Report
- Block Preferences Report
- Deactivate Employee ID
- Revoke Service Extension
- Deputation Revocation
- Upload Holiday List

27-10-2023, 4:04:50 pm

## De-activate Duplicate Employee ID

Employee ID:   Change

Employee ID:   Change

### Basic Details

Date of Birth	Aadhar Card	Father's Name
Apr 16th 1980	<span style="background-color: #ccc; padding: 2px 10px;"> </span>	<span style="background-color: #ccc; padding: 2px 10px;"> </span>

### Posting Details

Appointment Date	Cadre	Job Post Subject
<span style="background-color: #ccc; padding: 2px 10px;"> </span>	<b>Class II- Educationist</b>	<b>Economics</b>
Allocated District	Appointment Order Number	Appointment Type
NA	<span style="background-color: #ccc; padding: 2px 10px;"> </span>	<b>Officiating</b>
Recruitment Mode	Is Subsequent Appointment?	School/Office Name [Code]
<b>Direct</b>	<b>No</b>	<b>NA</b>
District	Zone	Posting/Transfer Order Number
NA	NA	NA
Order Date	Joining Date	Relieving Date
NA	NA	NA
Reason for Leaving	Reason of Posting	
NA	NA	

Deactivate

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Recruitment Mode	Is Subsequent Appointment?	School/Office Name [Code]
<b>Direct</b>	<b>No</b>	<b>NA</b>
District	Zone	Posting/Transfer Order Number
NA	NA	<span style="background-color: #ccc; padding: 2px 10px;"> </span>
Order Date	Joining Date	Relieving Date
NA	Jun 25th 2014	Aug 4th 2017
Reason for Leaving	Reason of Posting	
<b>Transferred</b>	NA	

Deactivate

Step 4: - To cancel a specific employee's ID, simply click on the "Deactivate" button associated with that employee's ID.