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 EMPLOYEE REPATRIATION

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

Step 2: - **Navigate to Employee Repatriation**: After successful login, users must click on the "Employee Repatriation" tab.

Step 3: - **Enter Employee Code**: Users must enter the employee code for the employee they wish to repatriate. An advance search option is available.

Step 4: - **Select Employee**: After entering the employee code, users will be able to select the employee and view their full details.

Step 5: - **Proceed:** Users must click on "Proceed" and enter details of the school/office where the employee will be repatriated.
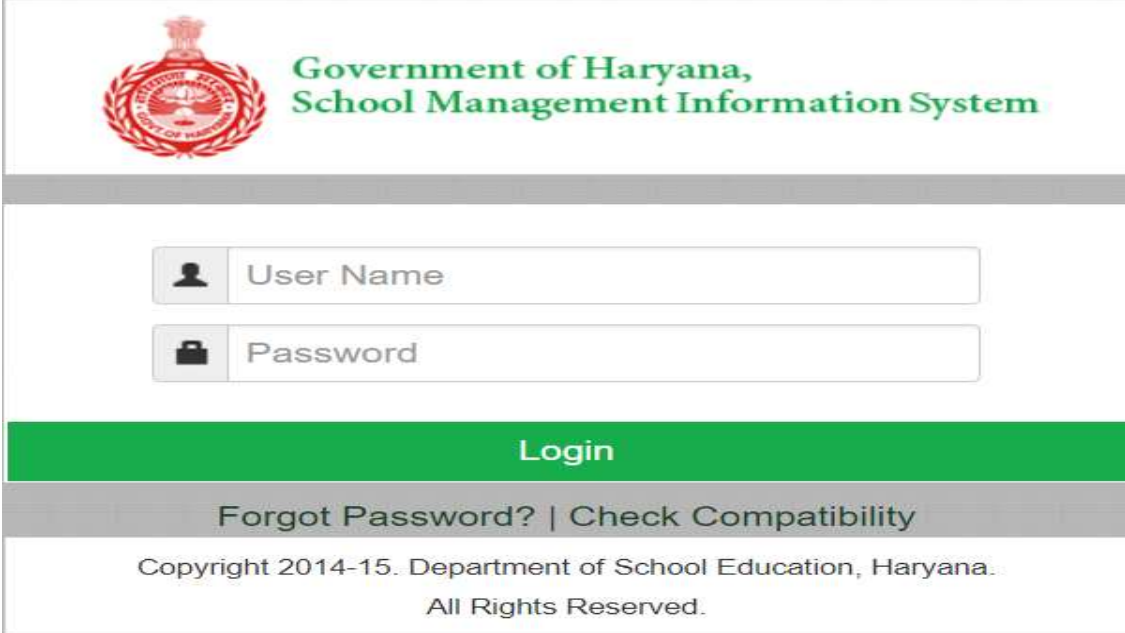
Step 6: - **Search for Vacancies**: Users can search for vacancies at schools/offices using one of the available options.

Select School/Office: Users can select any school/office from the list of available vacancies.

Proceed to Repatriate: Once the user has selected the school/office, they must click on "**Proceed to Repatriate**" and fill in the required information. Some fields are mandatory and must be filled out with official information. The user must also provide approver details.
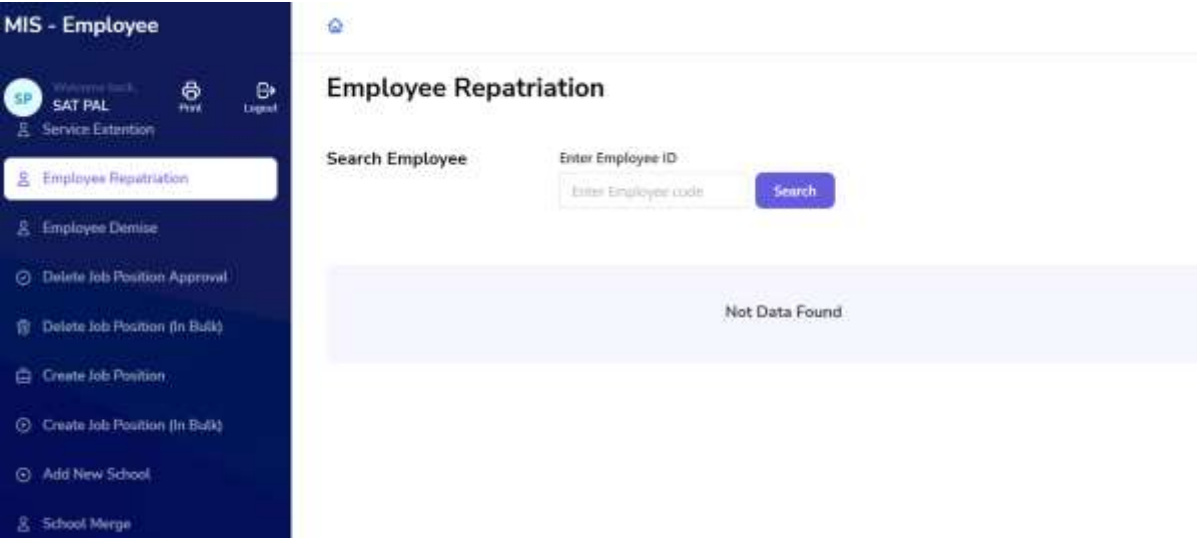
Steps with Screenshots

- 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 click on **"Employee Repatriation"**. User needs to fill the Employee code. User can also opt for Advance Search.

- Once user add Employee Code, he will get the following screen. User will click on "Select" button.

- After Selecting the Employee, he will get the full details of that Particular Employee

- After Click on Proceed, User needs to fill the details of School/Office where he will repatriate. User can fill any of the following detail to search.
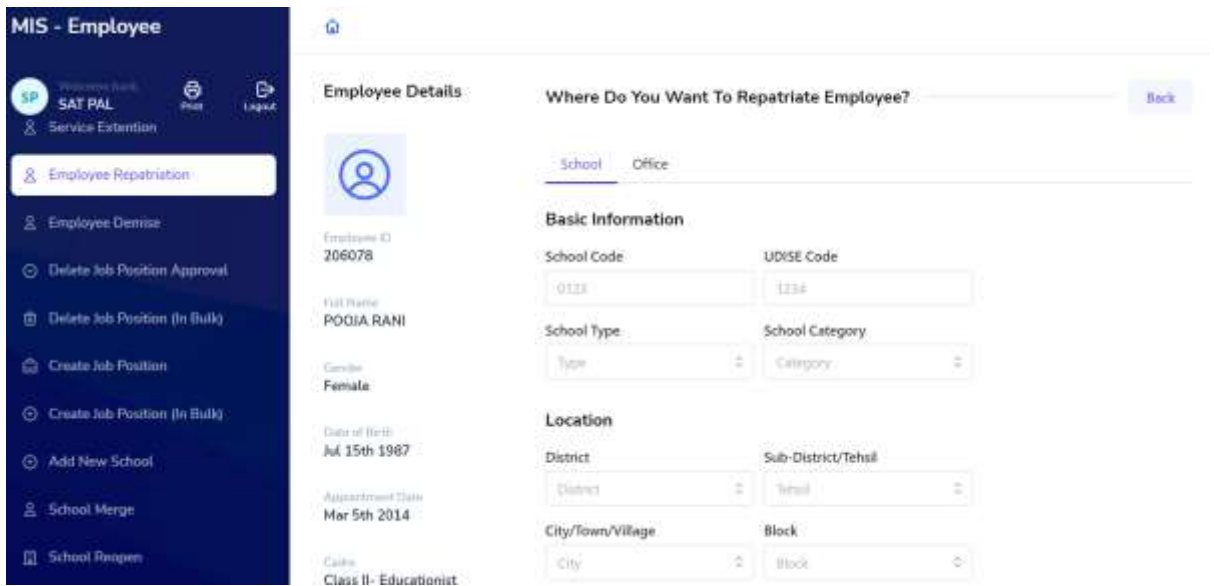
- User will get the list for Schools/ Offices which have vacancy. User can select any school/office from the list
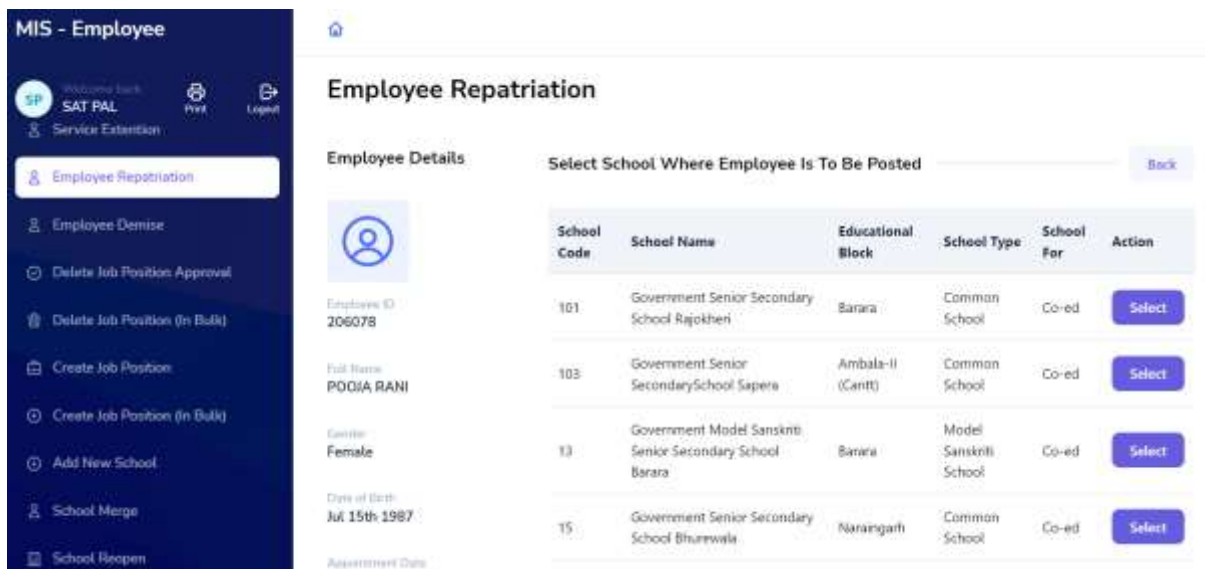
- Once user selected school/office for Repatriation, he will click on "Proceed to Repatriate"

- User have to fill the following information, in this some field are mandatory which user have to fill as per the official information. User will fill his approver details also.

Employee Repatriation

Employee Details

Employee ID
206078

Full Name
POOJA RANI

Gender
Female

Date of Birth
Jul 15th 1987

Appointment Date
Mar 5th 2014

Cadre
Class II- Educationist

Job Post
PGT/Lecturer (English)

Availability Of Job Positions   Back

Select	Job Post ID	School Name [Code]	Job Position Type
⚪	1011016	Government Senior Secondary School Rajokheri [101]	PGT/Lecturer (English)

ⓘ

Following rules needs to be relaxed in order to transfer employees in selected school/office.

• Employee already worked/working in this School/Office for more than 5 years.
• Employee has already completed 5 or more years of service in respective zone.

Do you want to relax above rule(s)? *

○ Yes ⦿ No

Relaxation details in Policy *

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Enter Remarks
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Relieving date from deputation *	Relieving Slot *
Select	Select

Relieving Order Number *	Reason of leaving deputation
abc0123	Select

Posting/Transfer Order Number *	Order Date *
abc0123	Select

Posting Type	Order date of issuance *
Select	Select

Name of Ordering Authority Office *	Place of Ordering Authority Office *
abc0123	abc0123

Designation of Ordering Authority *	Stamp of Ordering Authority *
abc0123	abc0123

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

Endorsee1

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Endorsee1
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Add

Whether include in next transfer drive? *

○ Yes ○ No

☐ I hereby confirm that the employee is being repatriated at the selected school/office.

Confirm