

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 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.

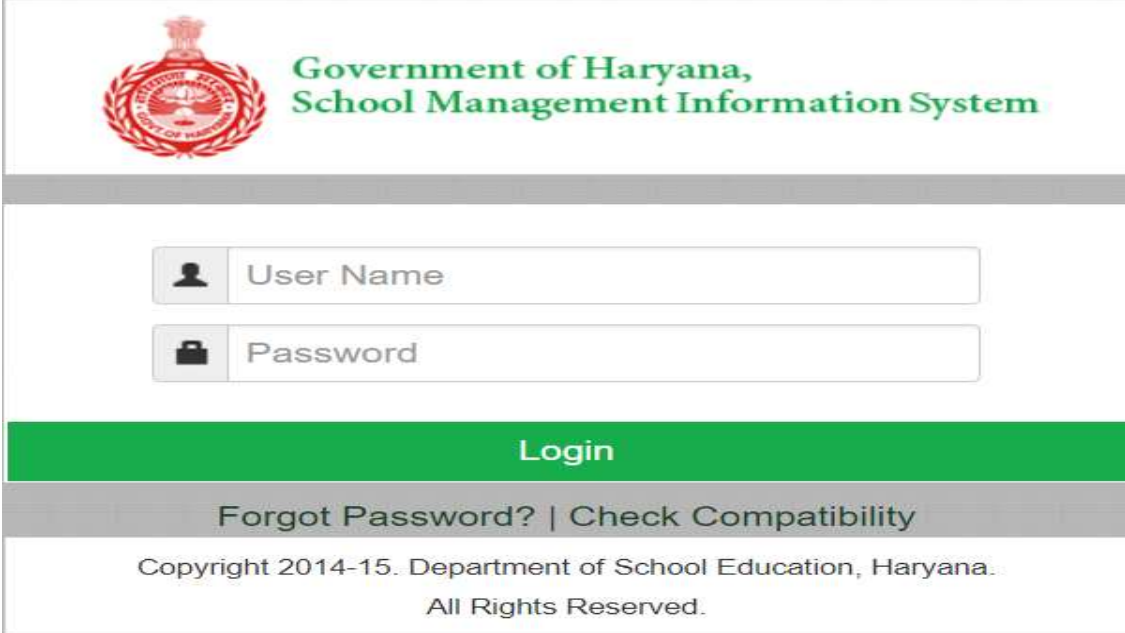
Step 6: - **Search for Vacancies:** Users can search for vacancies at schools/offices using one of the available options.

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.

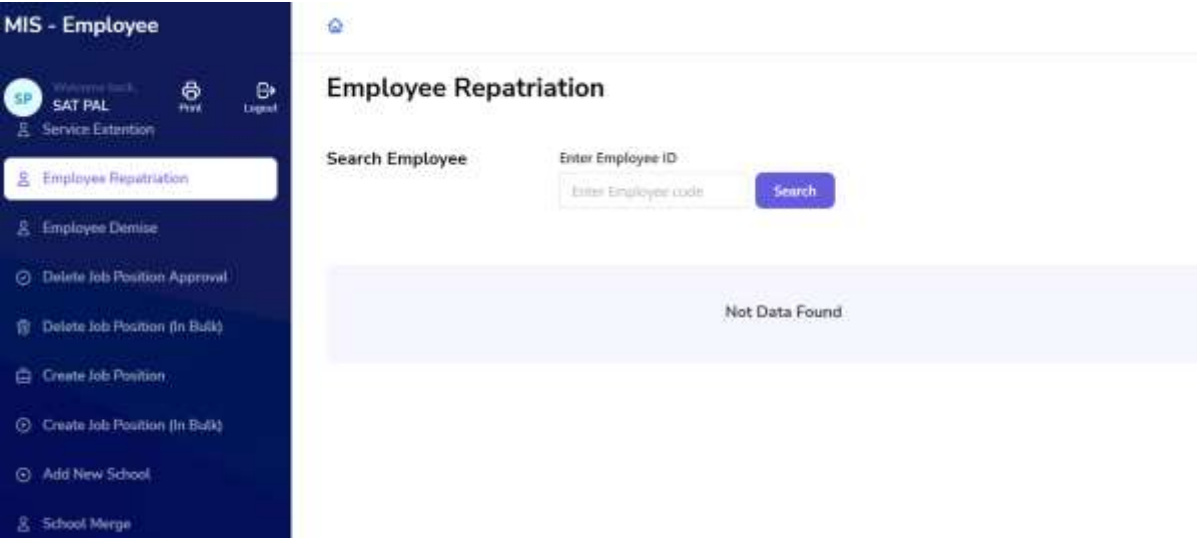
Steps with Screenshots

- 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.



The screenshot shows the login interface for the Government of Haryana School Management Information System. At the top left is the Haryana State Emblem. To its right, the text reads "Government of Haryana, School Management Information System". Below this, there are two input fields: "User Name" with a person icon and "Password" with a lock icon. A green "Login" button is positioned below the password field. Underneath the button is a grey bar with the text "Forgot Password? | Check Compatibility". At the bottom, the copyright notice states "Copyright 2014-15. Department of School Education, Haryana. All Rights Reserved."

- After Successful Login, user needs to click on **“Employee Repatriation”**. User needs to fill the Employee code. User can also opt for Advance Search.



The screenshot displays the "MIS - Employee" dashboard. On the left is a dark blue sidebar with a menu of options: "Employee Repatriation" (highlighted), "Employee Demise", "Delete Job Position Approval", "Delete Job Position (In Bulk)", "Create Job Position", "Create Job Position (In Bulk)", "Add New School", and "School Merge". The main content area is titled "Employee Repatriation" and features a "Search Employee" section. This section includes a text input field labeled "Enter Employee ID" with a sub-label "Enter Employee code" and a blue "Search" button. Below the search area, a light blue box contains the text "Not Data Found".

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

MIS - Employee

Welcome back, **SAT PAL**
Service Extension

Employee Repatriation

Employee Repatriation

Employee Demise

Delete Job Position Approval

Delete Job Position (In Bulk)

Create Job Position

Create Job Position (In Bulk)

Add New School

School Merge

Employee Repatriation

Search Employee: Enter Employee ID
206078 [Search]

Deputed Employee

Employee ID	Employee Name	Present Place of Posting	Cadre	Job Post	Action
206078	POOJA RANI	Directorate Higher Education, Panchkula [6442]	Class II- Educationist	PGT/Lecturer (English)	Select

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

MIS - Employee

Welcome back, **SAT PAL**
Service Extension

Employee Repatriation

Employee Demise

Delete Job Position Approval

Delete Job Position (In Bulk)

Create Job Position

Create Job Position (In Bulk)

Add New School

School Merge

School Propose

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)

Cadre: Class II- Educationist

Job Post: PGT/Lecturer (English)

Appointment Order Number: 2/1/2013-HSTSB/2013/CA/44 dated 13.01.2014

Appointment Type: Substantive

Appointment Date: 05-Mar-2014

Recruitment Mode: Direct

Current Posting Details

School / Office Name (State): Directorate Higher Education, Panchkula [6442]

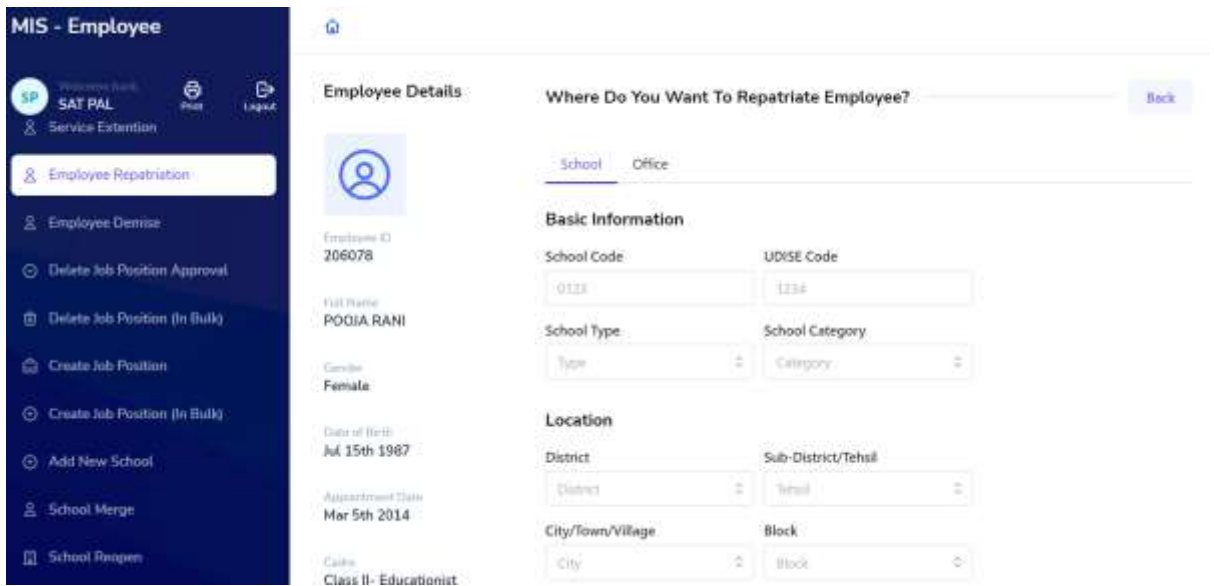
Zone: Zone 1

Posting/Transfer Order Number: 793/01

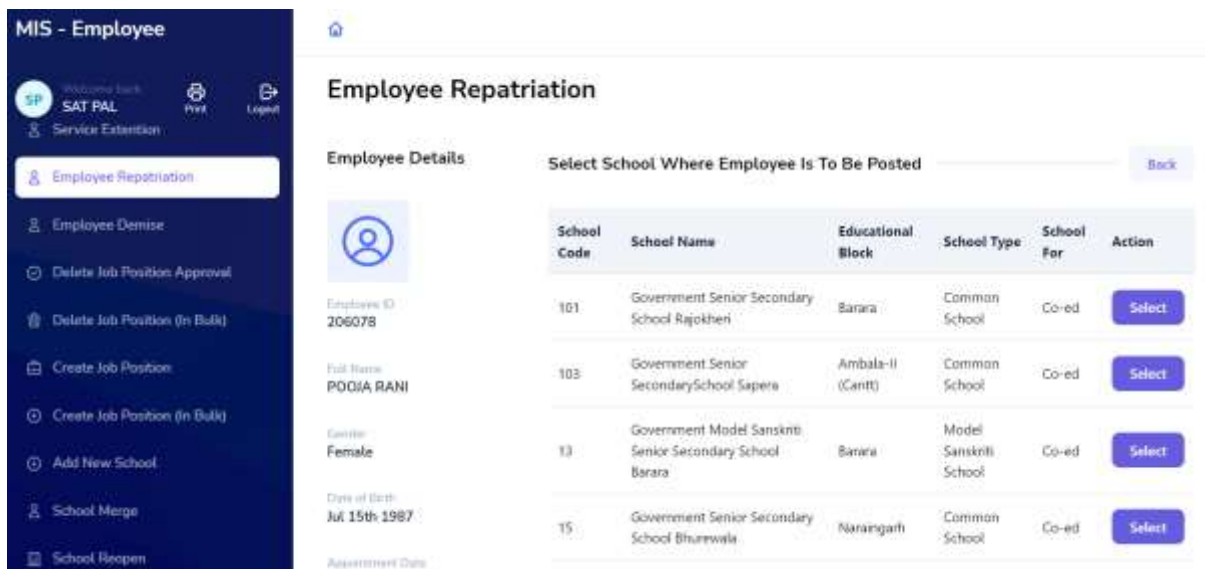
Date of Order: Jan 9th 2018

[Proceed] [Back]

- 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”

The screenshot displays the 'MIS - Employee' application interface. On the left is a dark blue sidebar menu with the following options: 'Employee Repatriation' (highlighted), 'Employee Demise', 'Delete Job Position Approval', 'Delete Job Position (In Bulk)', 'Create Job Position', 'Create Job Position (In Bulk)', 'Add New School', and 'School Merge'. The top header shows the user 'SAT PAL' with a profile icon, a 'Print' button, and a 'Logout' button. The main content area is titled 'Employee Repatriation' and is divided into two sections. The 'Employee Details' section shows a profile icon, 'Employee ID: 206078', 'Full Name: POOJA RANI', 'Gender: Female', and 'Date of Birth: Jul 15th 1987'. The 'Selected School/Office Details For Repatriation' section features a table with the following data:

School Code	School Name	School Zone	Available Vacancies
101	Government Senior Secondary School Rajokheri	Zone 5	1

Below the table is a 'Proceed to Repatriate' button and a 'Back' button in the top right corner.

- 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.

- 👤 Welcome back,
SAT PAL 🔒 **Profile** | 🚪 **Logout**
- 👤 Create Job Position (In Bulk)
- 🏫 Add New School
- 🔗 School Merge
- 🗑️ School Reopen
- 🏠 School Close
- 👤 Affiliate Wing
- 👤 View Student Profile
- ✎️ Edit Student Profile
- 👤 Revert Ex-Student
- 🔄 Student Repeat Reversal



Employee Repatriation

Employee Details



Employee ID
206078

Full Name
POOJA RANI

Gender
Female

Date of Birth
14 15th 1987

Appointment Date
Mar 5th 2014

Class
Class 8- Educationist

Job Post
PGT/Lecturer (English)

Availability Of Job Positions

[Back](#)

Select	Job Post ID	School Name (Code)	Job Position Type
<input checked="" type="radio"/>	1011016	Government Senior Secondary School Rajokher (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 rules? *

Yes No

Relaxation details in Policy *

Relieving date from deputation *	Relieving Slot *
<input type="text" value="Select"/>	<input type="text" value="Select"/>

Relieving Order Number *	Reason of leaving deputation
<input type="text" value="4001120"/>	<input type="text" value="Select"/>

Posting/Transfer Order Number *	Order Date *
<input type="text" value="4001120"/>	<input type="text" value="Select"/>

Posting Type	Order date of issuance *
<input type="text" value="Select"/>	<input type="text" value="Select"/>

Name of Ordering Authority Office *	Place of Ordering Authority Office *
<input type="text" value="4001120"/>	<input type="text" value="4001120"/>

Designation of Ordering Authority *	Stamp of Ordering Authority *
<input type="text" value="4001120"/>	<input type="text" value="4001120"/>

Employee ID of Issuing Authority *	Employee Name of Issuing Authority *
<input type="text" value="Enter employee id"/>	<input type="text" value="Select name"/>

Employee Designation of Issuing Authority *	Employee Place of Issuing Authority *
<input type="text" value="Enter designation"/>	<input type="text" value="Select place"/>

Endorsed!

[Add](#)

Whether include in next transfer drive? *

Yes No

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

[Confirm](#)