

GOVERNMENT OF HARYANA

Department of School Education



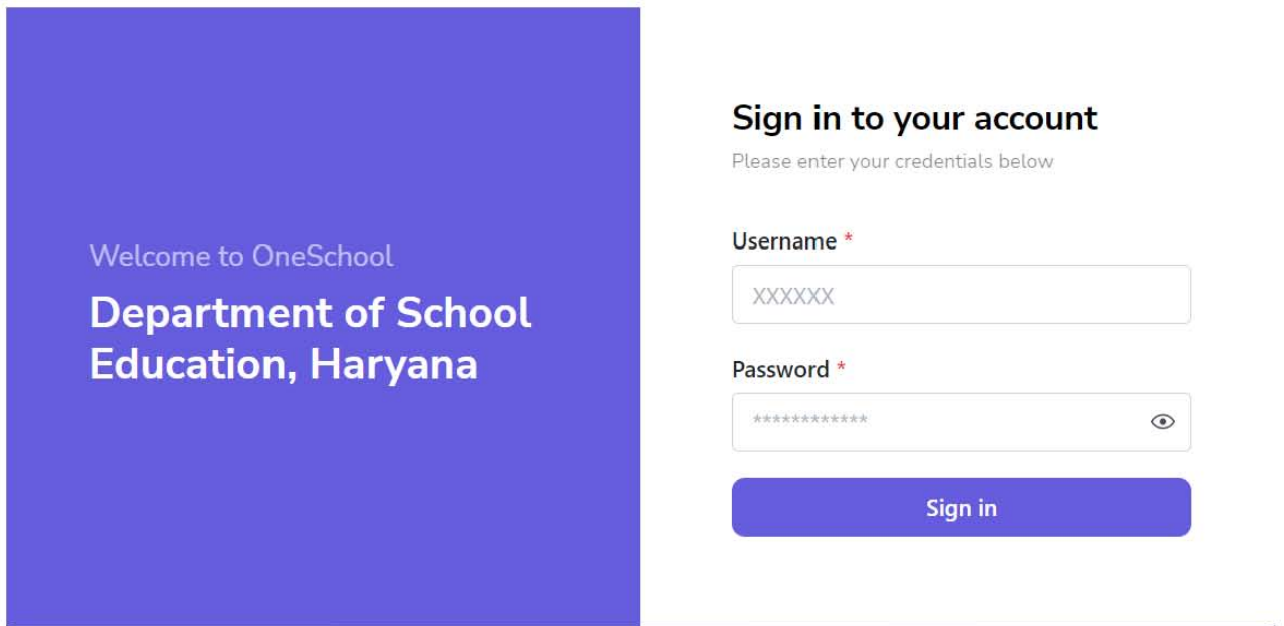
[Management Information System]

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.

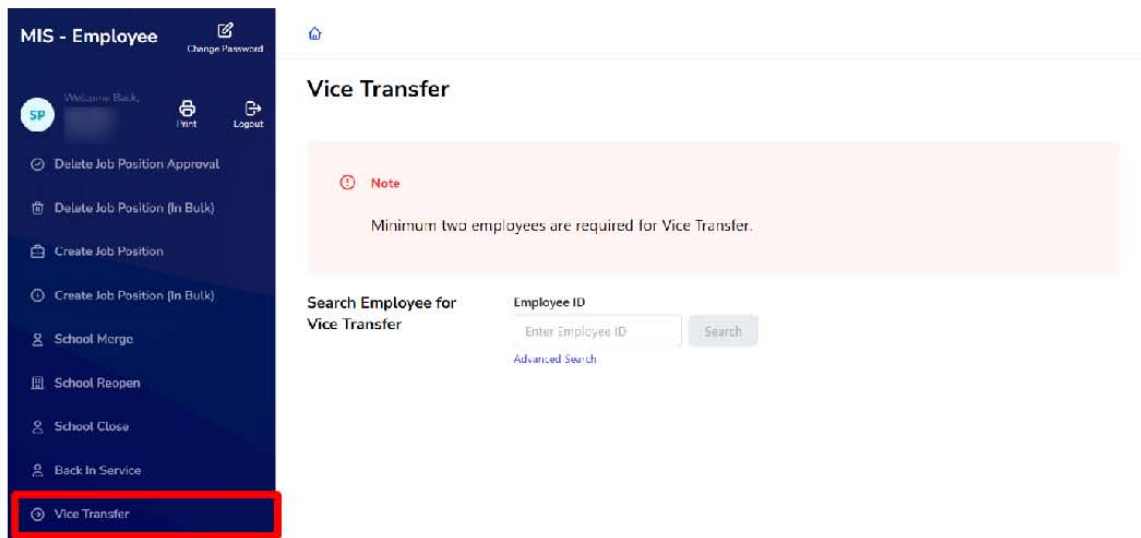
USER MANUAL FOR VICE TRANSFER

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 Vice Transfer details of an Employee: -

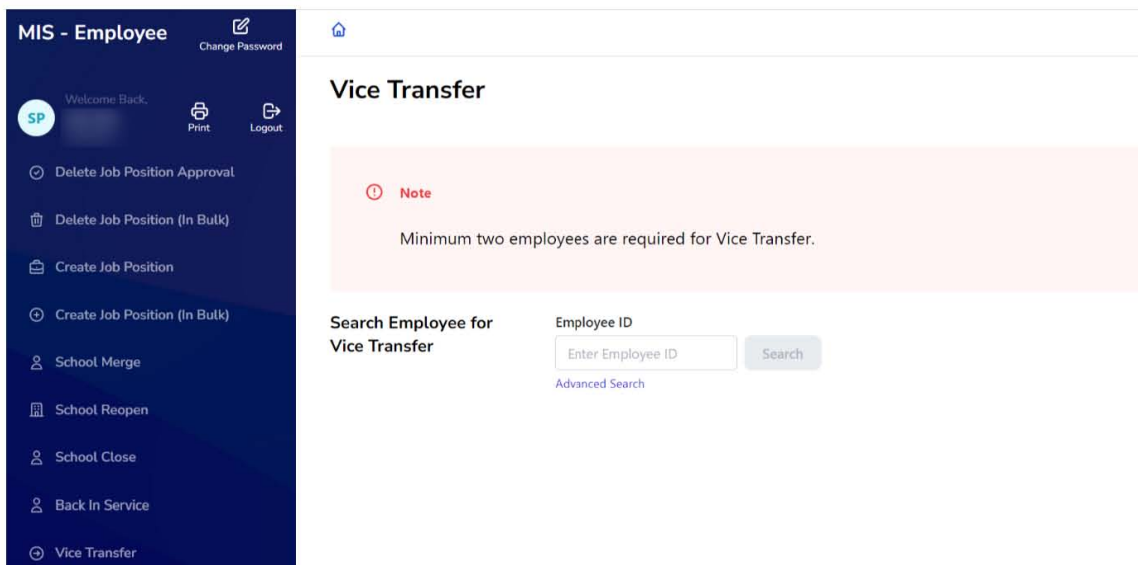
Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



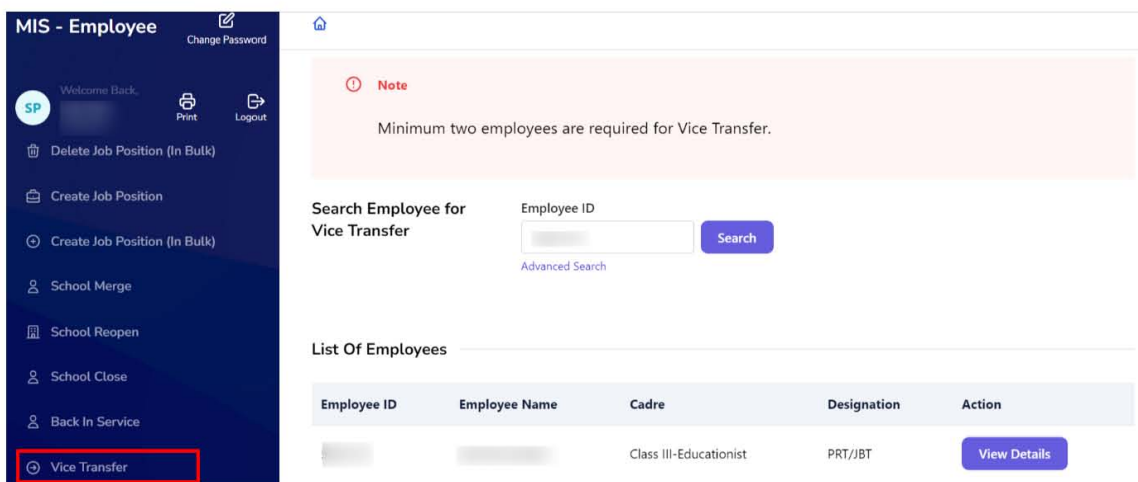
Step 2: - **Navigate to Vice Transfer:** After successful login on Oneschool Suite, user will navigate "Vice Transfer" tab available on the left side panel



Step 3: - **Search for Employee:** User shall search for the employee entering the Employee ID titled as "Vice Transfer".



Step 4: - **View Employee Profile:** Once the employee is located, the profile of the Searched Employee shall be visible to the user by clicking on “**View Details**” button



Step 5: - DEO can view employee service profile, by clicking on "View Details,". DEO will find the suitable school to whom transfer take place. In vice Transfer there will be loop of employees who got transferred until first one gets Clear Vacancy


MIS - Employee Change Password

Welcome Back, Print Logout

- Delete Job Position Approval
- 🗑 Delete Job Position (In Bulk)
- ➕ Create Job Position
- Create Job Position (In Bulk)
- 👤 School Merge
- 📄 School Reopen
- 👤 School Close
- 👤 Back In Service
- Vice Transfer

Vice Transfer

Employee Details



Employee ID

Full Name

Gender
Male

Date of Birth

Appointment Date
Oct 19th 2006

Cadre
Class III-Educationist

Job Post
PRT/BT

Current Appointment Details

Cadre Class III-Educationist	Job Post PRT/BT	Appointment Order Number 15/59-2005-CO(3)
Appointment Type Contractual / Ad hoc	Appointment Date Oct 19th 2006	Recruitment Mode Direct

Current / Previous Posting Details

School Name [School Code] Government Primary School Nara [16338]	Designation PRT/BT	Zone Zone 5
Posting/Transfer Order Number 15/59-2005-CO(3)	Order Date Oct 19th 2006	Joining Date Oct 19th 2006

Consent of the employee is taken?
 Yes No

Include in next transfer drive?
 Yes No

Search for suitable position
Back


MIS - Employee Change Password

Welcome Back, Print Logout

- Delete Job Position Approval
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- Create Job Position (In Bulk)
- 👤 School Merge
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- 👤 Back In Service
- Vice Transfer

School
Office

Employee Details



Employee ID

Full Name

Gender
Male

Date of Birth
Nov 5th 1979

Appointment Date
Oct 19th 2006

Cadre
Class III-Educationist

Job Post
PRT/BT

Basic Information

School Code	UDISE Code
<input type="text" value="0123"/>	<input type="text" value="1234"/>
School Type	School Category
<input type="text" value="Type"/>	<input type="text" value="Category"/>

Location

District	Sub-District/Tehsil
<input type="text" value="District"/>	<input type="text" value="Tehsil"/>
City/Town/Village	Block
<input type="text" value="City"/>	<input type="text" value="Block"/>

Proceed

Step 6: - Once DEO clicks on **“Proceed”** button, he will get a list of schools where Transfer can be done. You can select school from the list.

MIS - Employee Change Password

Welcome Back, Print Logout

- Delete Job Position (In Bulk)
- Create Job Position
- Create Job Position (In Bulk)
- School Merge
- School Reopen
- School Close
- Back In Service
- Vice Transfer

Vice Transfer

Employee Details

Employee ID
Full Name
Gender
Male
Date of Birth
Nov 5th 1979
Appointment Date
Oct 19th 2006
Cadre
Class III-Educationist
Job Post
PRT/JBT

Select School Where Employee Is To Be Posted

Back

School Code	School Name	Educational Block	School Type	School For	Zone	Vacancy Count	Action
	Government Primary School Madlauda	Madlauda	Common School	Co-ed	Zone 3	6	Select
	Government Girls Primary School Farmana New (Near Dhama Wala Johar)	Meham	Common School	Girls	Zone 7	3	Select
	Government Primary School Maniyo	Morni Hills	Common School	Co-ed	Zone 7	2	Select
	Government High School Rampur Khader	Chhachhrauli	Common School	Co-ed	Zone 5	2	Select
	Government Senior Secondary School Pipli	Odhan	Common School	Boys	Zone 6	1	Select

1/1 >

Step 7: - User will get the list of job post that are available in selected school

MIS - Employee Change Password

Welcome Back, Print Logout

- Delete Job Position (In Bulk)
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- Create Job Position (In Bulk)
- School Merge
- School Reopen
- School Close
- Back In Service
- Vice Transfer

Vice Transfer

Employee Details

Employee ID
Full Name
Gender
Male
Date of Birth
Nov 5th 1979
Appointment Date
Oct 19th 2006
Cadre
Class III-Educationist
Job Post
PRT/JBT

Selected School For Vice Transfer

Back

School Code: School Name: **Government Primary School Madlauda** Educational Block: **Madlauda**
School Type: **Common School** School For: **Co-ed** School Zone: **Zone 3**

Following Job Positions Are Available In The Selected School For Above Job Post
Select The Appropriate Job Position For Transfer

Select	Employee Code	Employee Name	Joining Date	Is Protected	Has New Posting	Job Post	Designation	Job Position Type
<input type="radio"/>			Sep 21st 2016	--	0	PRT/JBT	PRT/JBT	--
<input type="radio"/>			Sep 21st 2016	--	0	PRT/JBT	PRT/JBT	--
<input type="radio"/>			May 3rd 2017	--	0	PRT/JBT	PRT/JBT	--
<input type="radio"/>	--	--	--	--	--	PRT/JBT	PRT/JBT	--

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

Proceed Back to Employee Search

Step 8: - Click on Proceed. As Vice Transfer is loop Transfer so as per DEO selection another employee will be displayed. To complete the transfer cycle, click on **“Select for Suitable Person”**.

MIS - Employee Change Password

Welcome Back. Print Logout

- Delete Job Position (In Bulk)
- Create Job Position
- Create Job Position (In Bulk)
- School Merge
- School Reopen
- School Close
- Back In Service
- Vice Transfer

Vice Transfer

Employee Details

Employee ID: [Redacted]

Full Name: [Redacted]

Gender: Male

Date of Birth: Jan 21st 1981

Appointment Date: Jan 3rd 2011

Cadre: Class III-Educationist

Job Post: PRT//BT

Current Appointment Details

Cadre: Class III-Educationist | Job Post: PRT//BT | Appointment Order Number: E-1/10/3928-36 dt 16/12/10

Appointment Type: -- | Appointment Date: Jan 3rd 2011 | Recruitment Mode: Direct

Current / Previous Posting Details

School Name [School Code]: Government Primary School Madlauda [16343] | Designation: PRT//BT | Zone: --

Posting/Transfer Order Number: 13/89-2016-ET-(1) | Order Date: Sep 17th 2016 | Joining Date: Sep 21st 2016

Consent of the employee is taken? Yes No

Include in next transfer drive? Yes No

[Search for suitable position](#) [Back to School/Office Search](#)

Step 9: - If the employee gets Clear Vacancy then he will have posted in that school

MIS - Employee Change Password

Welcome Back. Print Logout

- Delete Job Position (In Bulk)
- Create Job Position
- Create Job Position (In Bulk)
- School Merge
- School Reopen
- School Close
- Back In Service
- Vice Transfer

Vice Transfer

Employee Details

Employee ID: [Redacted]

Full Name: [Redacted]

Gender: Male

Date of Birth: Jan 21st 1981

Appointment Date: Jan 3rd 2011

Cadre: Class III-Educationist

Job Post: PRT//BT

Selected School For Vice Transfer [Back](#)

School Code: [Redacted] | School Name: Government High School Rampur Khader | Educational Block: Chhachhrauli

School Type: Common School | School For: Co-ed | School Zone: Zone 5

Following Job Positions Are Available In The Selected School For Above Job Post Select The Appropriate Job Position For Transfer

Select	Employee Code	Employee Name	Joining Date	Is Protected	Has New Posting	Job Post	Designation	Job Position Type
<input type="radio"/>	--	--	--	--	--	PRT//BT	PRT//BT	--

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

[Proceed](#) [Back to Employee Search](#)

Step 10: - As user gets clear vacancy, user will get the list of all transfer that were made in vice transfer. User have to enter Transfer details. Click on “**Confirm**” button. User will get details of all employees that are looped in Vice Transfer.

MIS - Employee Change Password

Welcome Back. Print Logout

- Delete Job Position (In Bulk)
- Create Job Position
- Create Job Position (In Bulk)
- School Merge
- School Reopen
- School Close
- Back In Service
- Vice Transfer

Vice Transfer

#0

Employee ID: [redacted]

School / Office Name: **Government Primary School Sondhad [11508]**

Cadre: Class III-Educationist	Job Post: PRT/JBT
Consent Taken: Yes	Include in next transfer drive: No

#1

Employee ID: [redacted]

School / Office Name: **Government Primary School Madlauda [16343]**

Cadre: Class III-Educationist	Job Post: PRT/JBT
Consent Taken: Yes	Include in next transfer drive: No

#2

Employee ID: null

School / Office Name: **Government High School Rampur Khader [262]**

Cadre: --	Job Post: PRT/JBT
Consent Taken: No	Include in next transfer drive: No

Enter Transfer Details

Posting/Transfer Order Number *

Posting Type *

Order Date *

Issuance Date *

Approving Authority *

Issuing Authority *

Employee ID of Issuing Authority *

Employee Name of Issuing Authority *

Employee Designation of Issuing Authority *

Employee Place of Issuing Authority *

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