# GOVERNMENT OF HARYANA

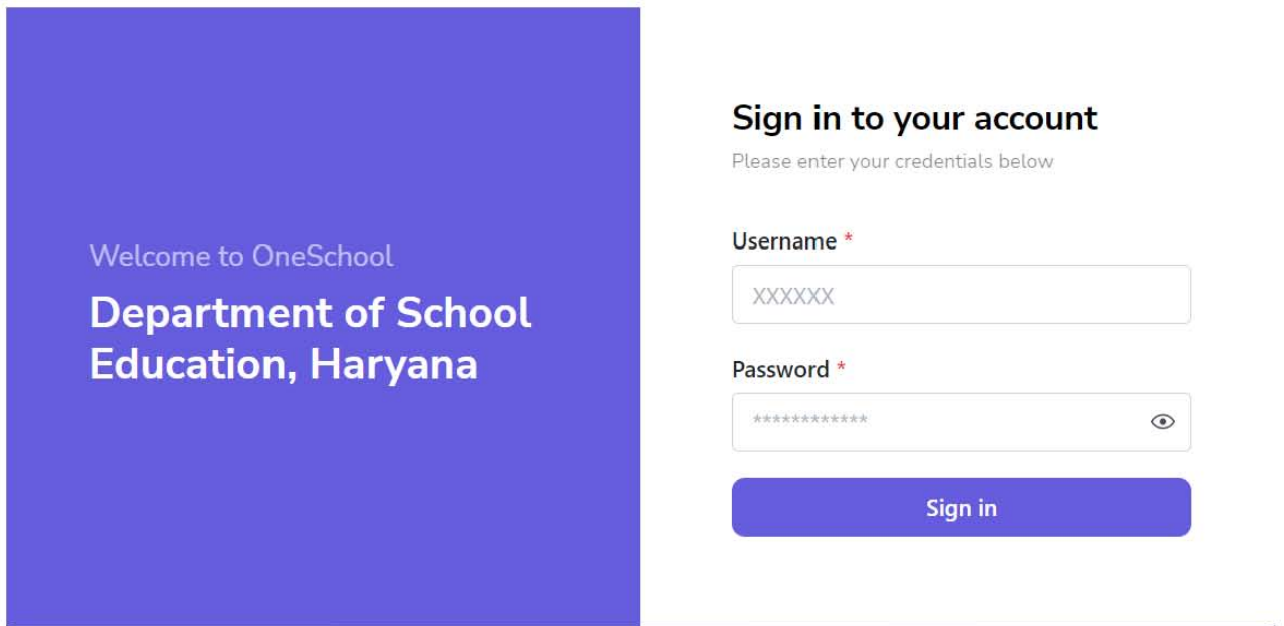# Department of School Education



# [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.
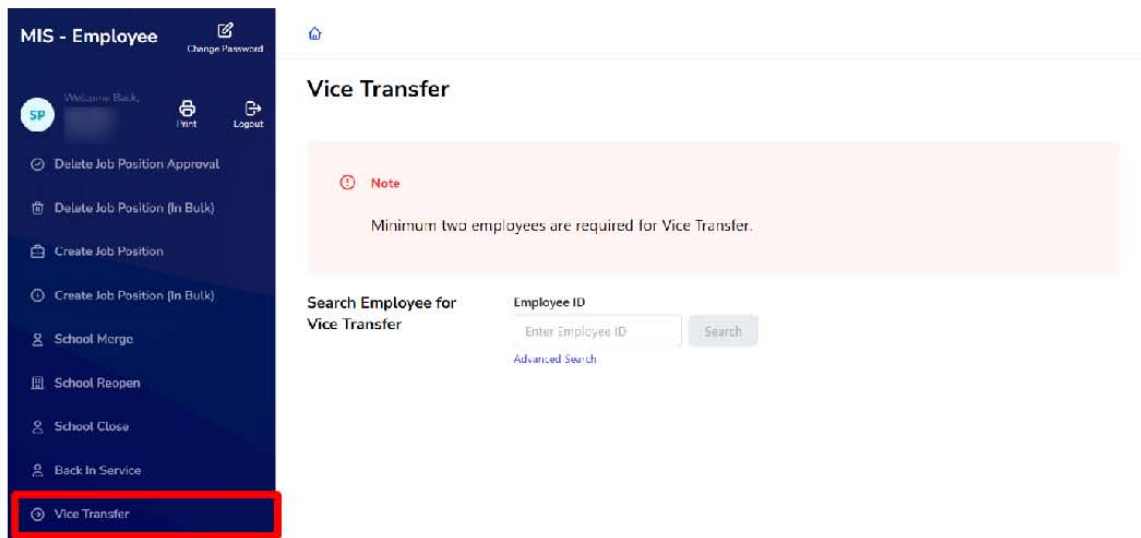
## USER MANUAL FOR VICE TRANSFER

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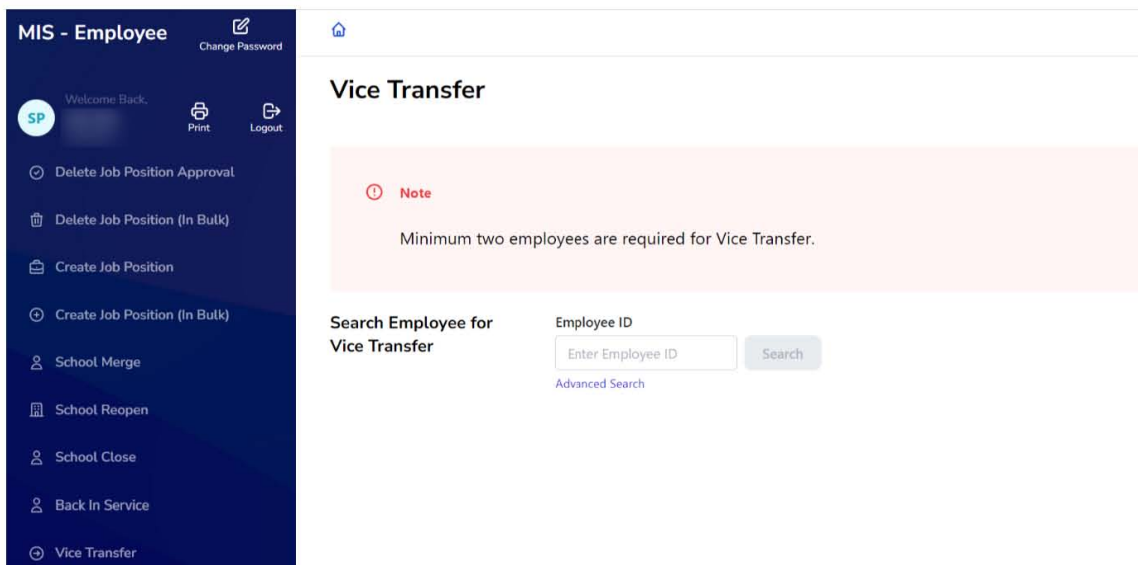
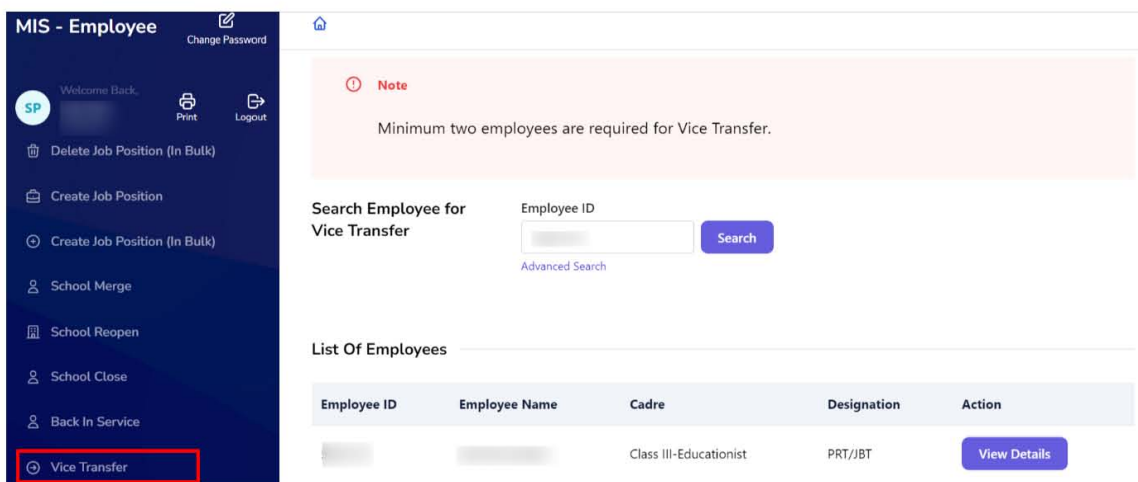Step 1: - **Login**: User must login to the School account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

## Sign in to your account

Please enter your credentials below

**Username** *

XXXXXX

**Password** *

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**Sign in**

Welcome to OneSchool

**Department of School Education, Haryana**

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**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

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

**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 Manjyo | 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 |

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

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## MIS - Employee

**Vice Transfer**

### Employee Details

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Full Name

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Male

Date of Birth
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Appointment Date
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Cadre
Class III-Educationist

Job Post
PRT/JBT

**Selected School For Vice Transfer**    Back

| School Code | School Name | Educational Block |
|---|---|---|
| | Government Primary School Madlauda | Madlauda |

| School Type | School For | School Zone |
|---|---|---|
| Common School | Co-ed | 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 |
|---|---|---|---|---|---|---|---|---|
| ○ | | | Sep 21st 2016 | -- | 0 | PRT/JBT | PRT/JBT | -- |
| ○ | | | Sep 21st 2016 | -- | 0 | PRT/JBT | PRT/JBT | -- |
| ○ | | | May 3rd 2017 | -- | 0 | PRT/JBT | PRT/JBT | -- |
| ○ | -- | -- | -- | -- | -- | 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**".



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

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.