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 BACK IN SERVICE

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 the Back in service details of an Employee: -

Step 1: - **Login**: Employee must login to his account on MIS portal and it will redirect to the Oneschool Suite by Clicking on "Update and Verify Profile" tab under Profile Correction. User can follow the following images

| Sr.No.	Task Name	Task Description
1	Posting against Appointment -> Individual	Posting against Appointment -> Individual
2	Disciplinary Actions	Disciplinary Actions

Step 2: **- Navigate to Back in service**: After successful login on Oneschool Suite, user will navigate "Back in Service" tab available on the left side panel
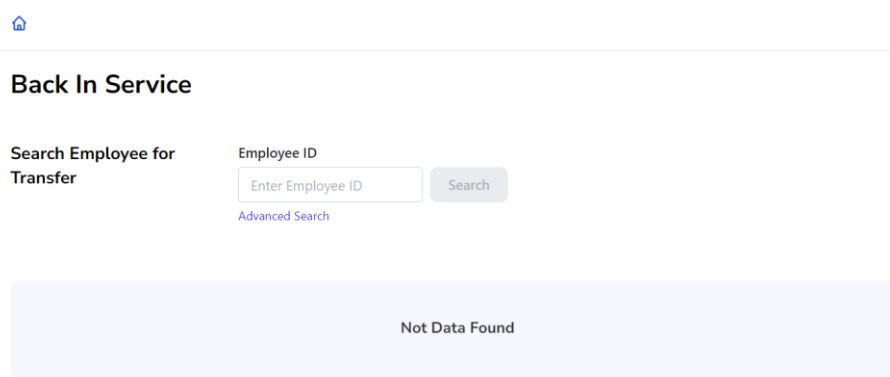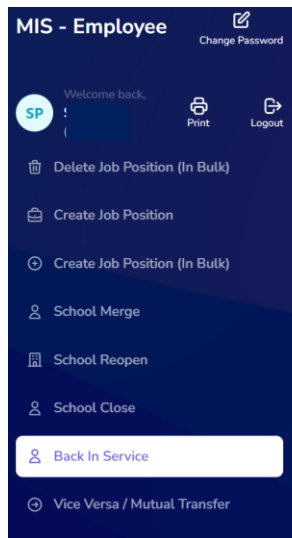
Step 3: **- Search for Employee**: User shall search for the employee entering the Employee ID titled as "**Back in Service**".
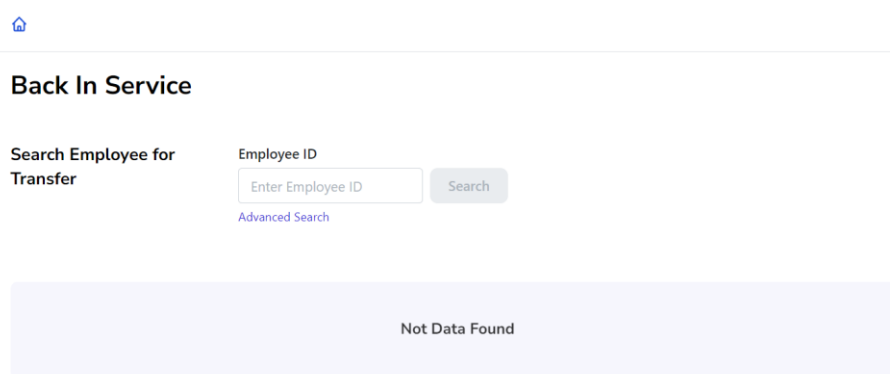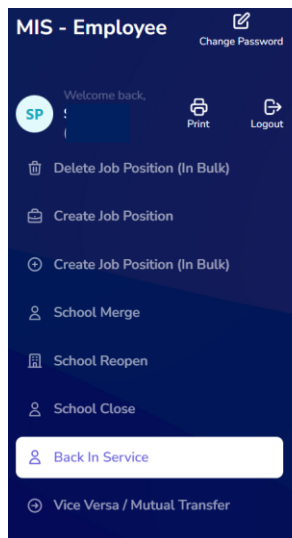
Step 4: - **View Employee Profile**: Once the employee is located, the profile of the Searched Employee shall be visible to the user by clicking on "**View Details**" button
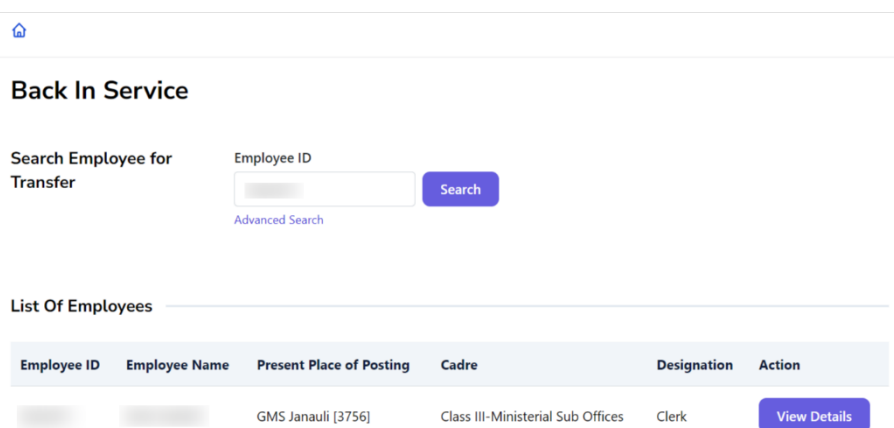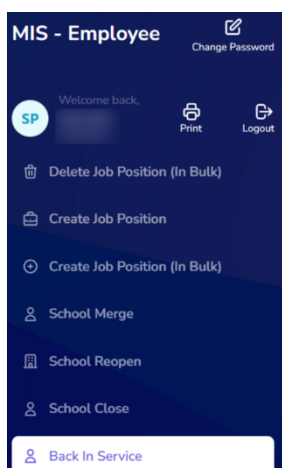
Step 5:- DEO can view employee service profile - By clicking on "**View Details**," the DEO can access the employee's service profile, as shown in the previous screenshot. After reviewing all the details, the DEO should click on the "**Proceed**" button

Step 6: **Vacancy Search** - Users can search for vacancies at schools/offices by providing basic information or location. To view further details, the user must click on the "**Search**" button.

Step 7: Select School/Office - Users can choose any school/office from the available list of vacancies. To make a selection, the user should click on the "**Select**" button.

Step 8: **Provide Posting Details** - Once the user has selected the school/office, they must provide all the necessary details related to the employee's posting. After filling in all the details, the user should click on the "**Confirm**" button.