

# 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



Government of Haryana,  
School Management Information System



User Name




Password


Login

Forgot Password? | Check Compatibility

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Government of Haryana  
Department of School Education



सक्षम  
हरियाणा

SAKSHAM HARYANA EDUCATION PORTAL

MANAGEMENT INFORMATION SYSTEM

Reports

Officers Administrative Reports

My Profile ▾

Profile Correction Request ▾

Master Definition ▾

My Service Record ▾

Academic Administration ▾

My Applications ▾

Manage Organisation Structure

En

Update and Verify Profile

Student Management ▾

Transfer Preference ▾

User Management ▾

Da

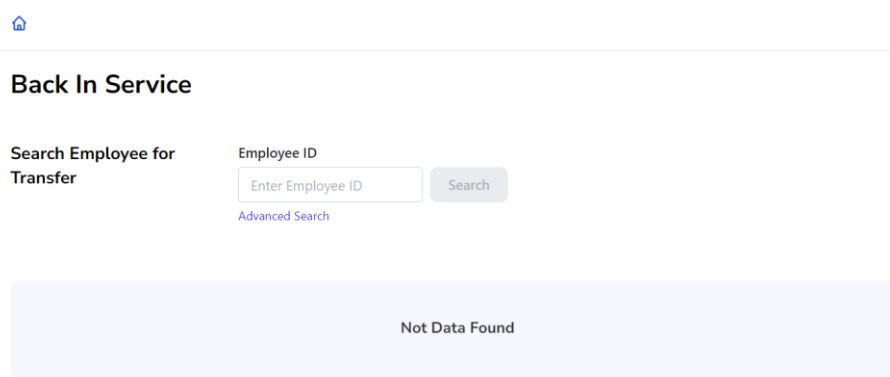
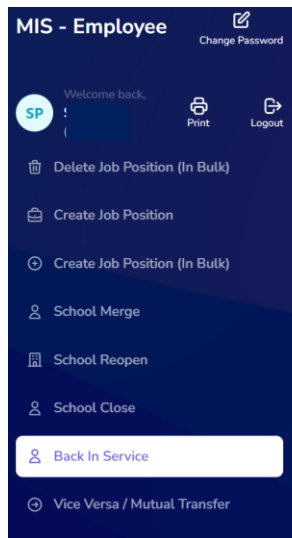
Survey on line

More

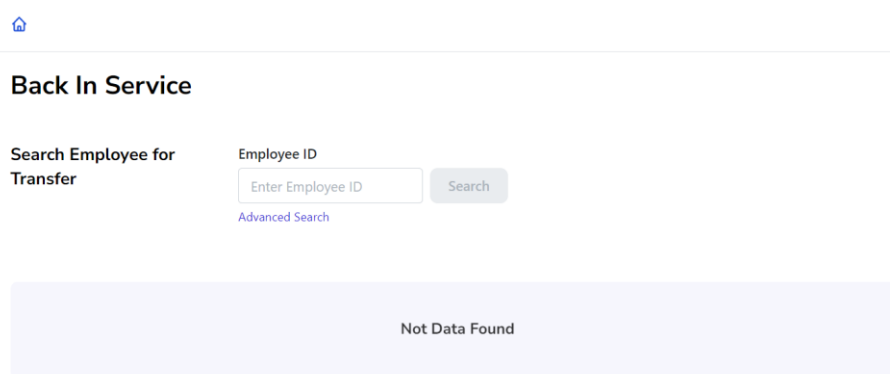
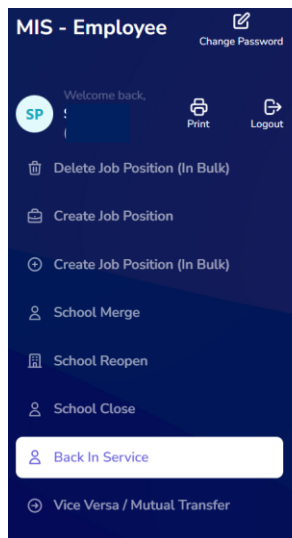
MANAGEMENT INFORMATION SYSTEM

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

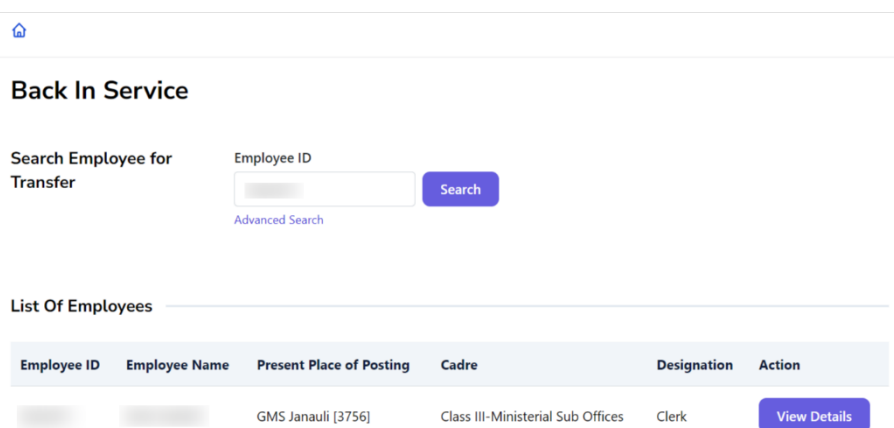
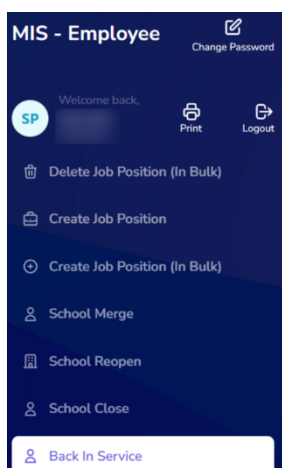
**Step 2: - Navigate to Back in service:** After successful login on Oneschool Suite, user will navigate "Back in Service" tab available on the left side panel



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

The screenshot shows the 'Back In Service' page with a sidebar on the left containing various options like 'Delete Job Position (In Bulk)', 'Create Job Position', 'School Merge', 'School Reopen', 'School Close', 'Back In Service' (highlighted), 'Vice Versa / Mutual Transfer', and 'Rationalization'. The main content area is divided into three sections: 'Employee Details', 'Previous Appointment Details', and 'Previous Posting Details'. The 'Employee Details' section includes fields for Employee ID, Full Name, Date of Birth, Gender (Male), and Cadre (Class III-Ministerial Sub Offices). The 'Previous Appointment Details' section includes fields for Appointment Type (Substantive), Appointment Date (Sep 7th 2020), Job Post (Clerk), and Appointment Order Number (HSSC/Confid./recomm/2020/453). The 'Previous Posting Details' section includes fields for Designation (Clerk), Zone (Zone 4), Posting/Transfer Order Number (HSSC/Confid./recomm/2020/453), Order Date (Sep 24th 2020), Joining Date (Oct 5th 2020), Relieving Date (Jul 6th 2022), and Job Post (Clerk). At the bottom of the 'Previous Posting Details' section, there are two buttons: 'Proceed' and 'Back to Listing'.

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.

The screenshot shows the 'Back In Service' page with a sidebar on the left containing various options like 'Delete Job Position (In Bulk)', 'Create Job Position', 'School Merge', 'School Reopen', 'School Close', 'Back In Service' (highlighted), 'Vice Versa / Mutual Transfer', and 'Rationalization'. The main content area is divided into three sections: 'Employee Details', 'Employee Transfer Details', and 'Basic Information'. The 'Employee Details' section includes fields for Employee ID, Full Name, Date of Birth (Aug 29th 1999), Gender (Male), and Cadre (Class III-Ministerial Sub Offices). The 'Employee Transfer Details' section includes fields for School Code (0123), UDISE Code (1234), School Type (Type), School Category (Category), District (Ambala), Sub-District/Tehsil (Tehsil), City/Town/Village (City), and Block (Block). At the bottom of the 'Employee Transfer Details' section, there is a red arrow pointing to a '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.

MIS - Employee

Change Password

SP

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 Versa / Mutual Transfer

Rationalization

Back In Service

Employee Details

Employee ID

Full Name

Date of Birth

Gender  
Male

Cadre  
Class III-Ministerial Sub

Select School Where Employee Is To Be Posted

Back

School Code	School Name	Educational Block	School Type	School For	Vacant Job Position	Action
1000	Government Girls Senior Secondary School Tigaon	Faridabad	Common School	Girls	1	Select
1001	Government Senior Secondary School Uttawar	Hathin	Common School	Co-ed	1	Select
1008	Government Senior Secondary School Palwal	Palwal	Common School	Boys	1	Select

Government Senior

**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.

MIS - Employee

Change Password

SP

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 Versa / Mutual Transfer

Rationalization

Back In Service

Employee Details

Employee ID

Full Name

Date of Birth

Gender  
Male

Cadre  
Class III-Ministerial Sub

Job Post  
Clerk

Posting Type  
Back In Service

Posting/Transfer Order Number \*

Order Date \*

Reason of back in service \*

Approving Authority \*

Issuing Authority \*

Employee ID of Issuing Authority \*

Employee Name of Issuing Authority \*

Employee Designation of Issuing Authority \*

Employee Place of Issuing Authority \*

Whether include in next transfer drive?

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

Confirm

Back to Employee Search

