

# GOVERNMENT OF HARYANA

## Department of School Education

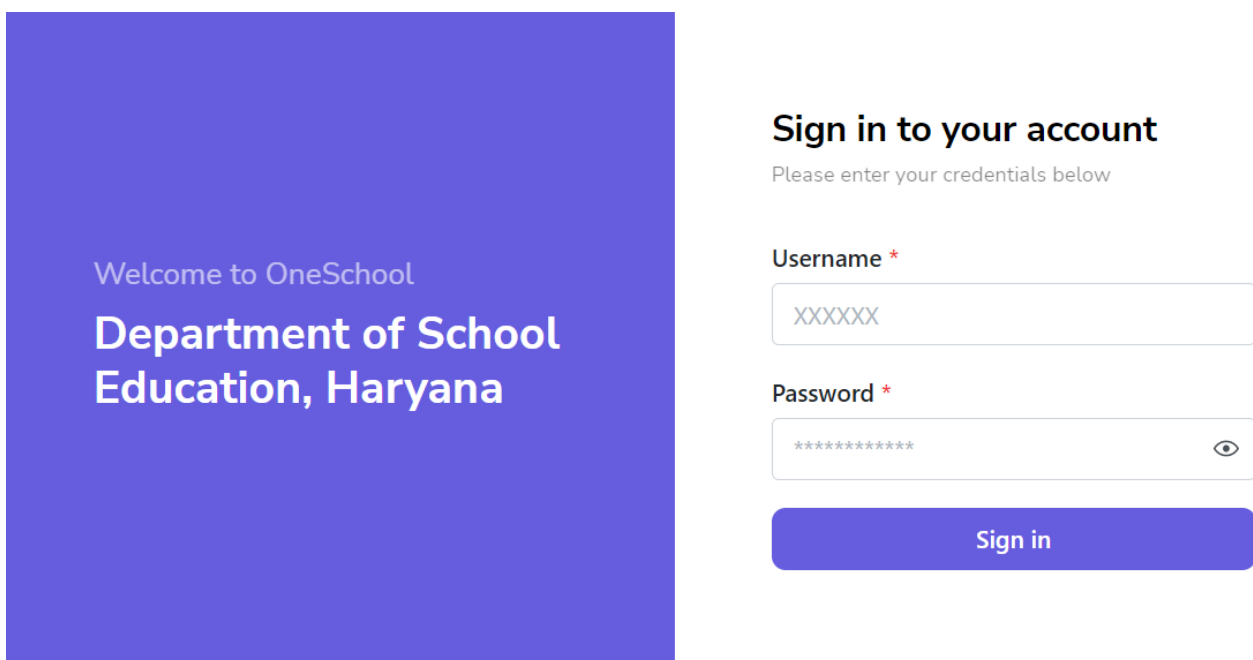


### [Management Information System]

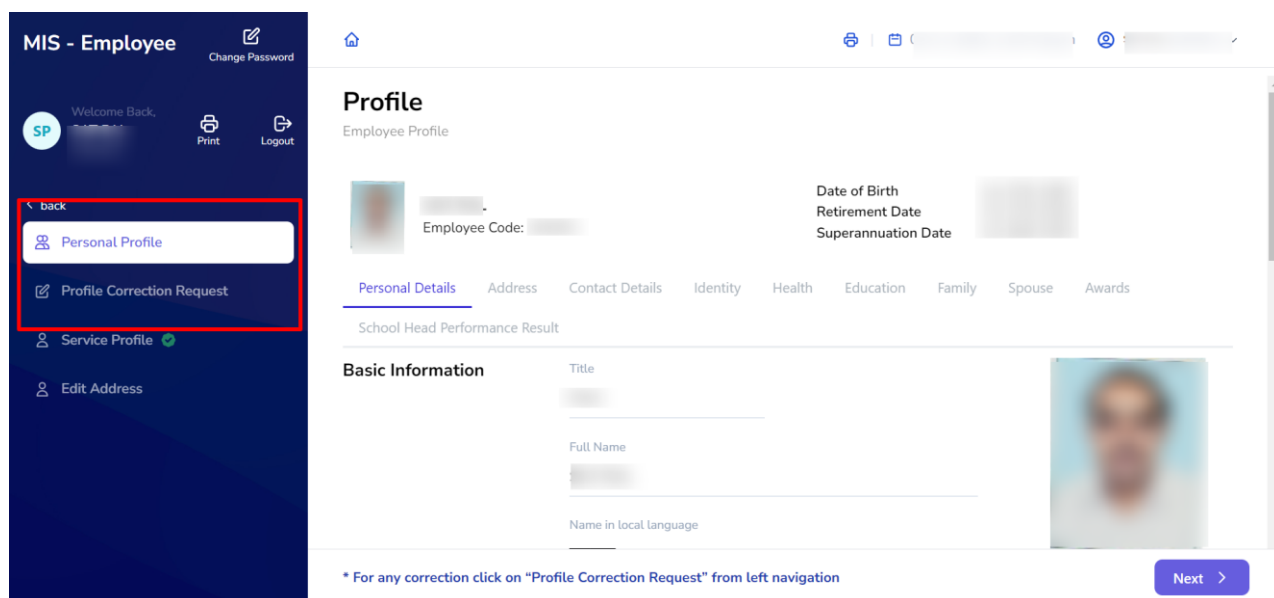
**Introduction:** The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education 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 PROFILE VERIFICATION AND CORRECTION**

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

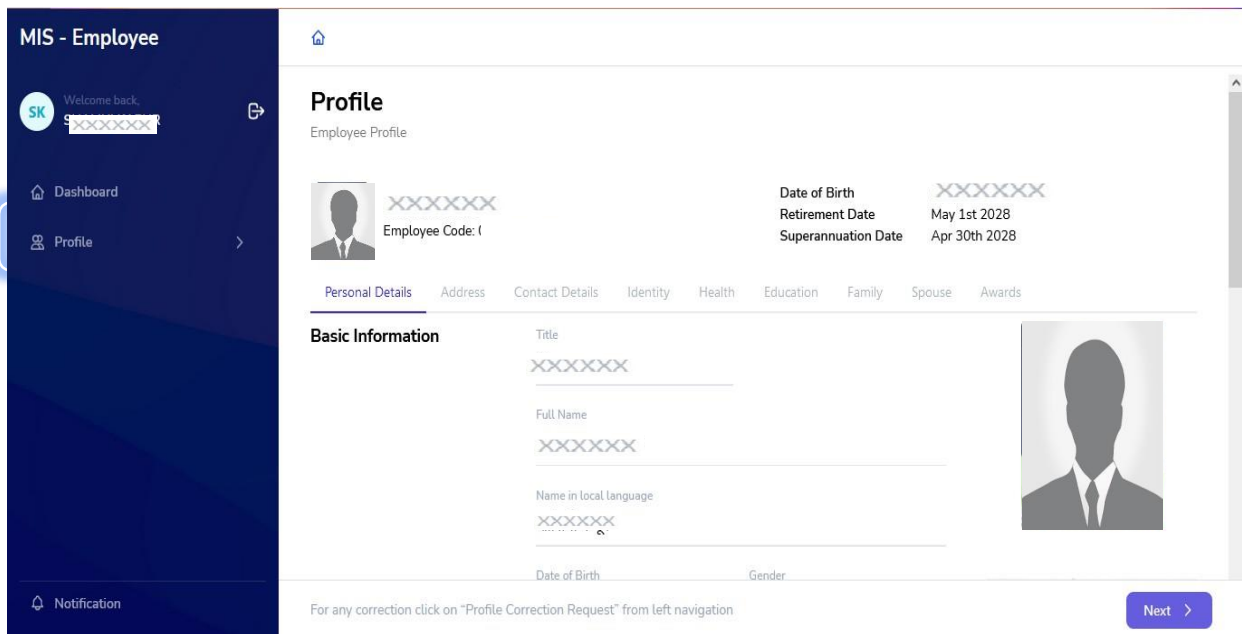


- After Successful Login, user needs to click on **Profile Correction Request** button for **verifying** his/her Personal and Service Profile as well as **requesting** any Profile Correction. Next step is to click on **Update and Verify profile** for further actions.

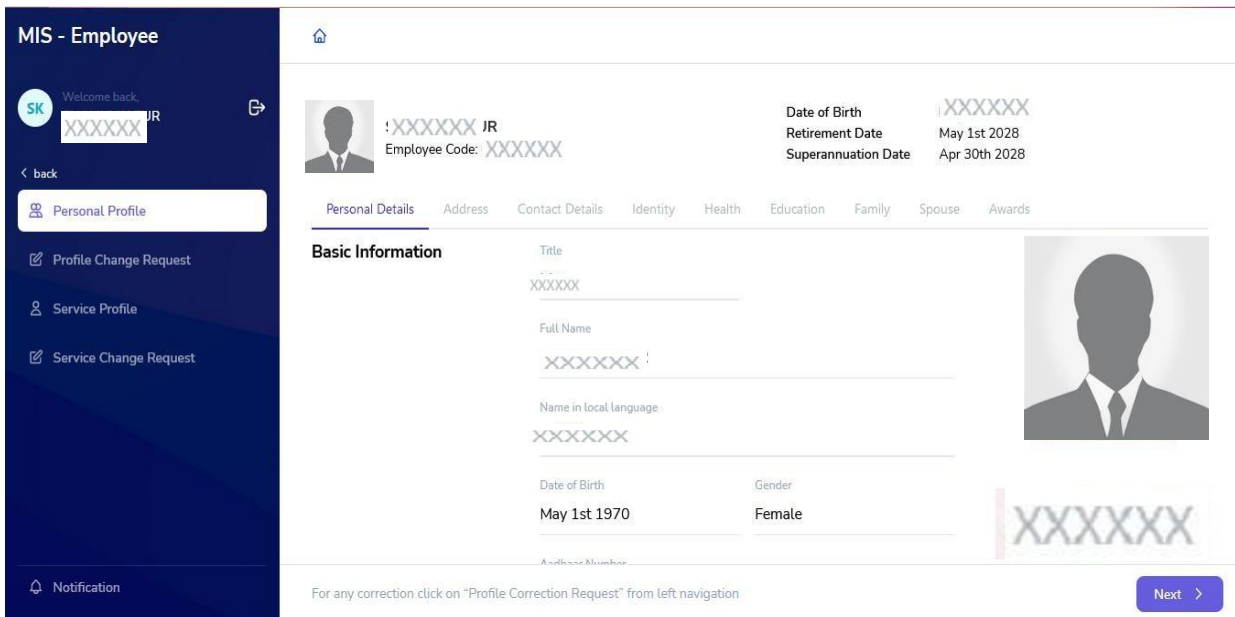


- On clicking update and verify profile button, user will be able to view the following screen.

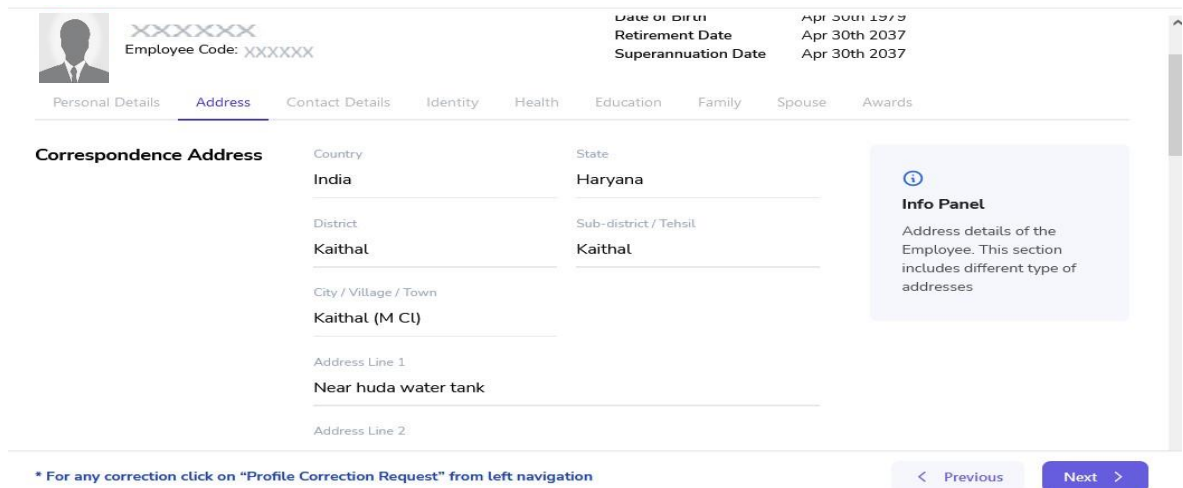
- User can select **Profile** Button available on the left side of the screen to see the Personal and Service Profile Details



- If user selects Personal Profile, he/she will be able to view the following screen with **Personal Profile** details including Personal Details, Address Details, Contact Details, Identity Details, Health Details, Education Details, Family Details, Spouse Details and Award Details.



- On clicking **Next** button i.e. present on the bottom right corner of the screen user will be able to see the **Address** details. If all details are correct, user can select **Next** button again to move to the next section.
- 



- To navigate on the screen from current screen tab to next screen tab or current screen tab to previous screen tab user needs to click on **Next** or **Previous** button.

- User needs to cross verify all the filled details on the portal and if all details are correct, user needs to select **Next** Button present at the bottom of each section.

- Similarly **Contact** and **Identity** details need to be verified by the user.

## Profile

Employee Profile

Print Profile



XXXXXXXX

Employee Code: XXXXXXX

Date of Birth

XXXXXX

Retirement Date

May 1st 2028

Superannuation Date

Apr 30th 2028

Personal Details Address **Contact Details** Identity Health Education Family Spouse Awards

### Contact Details

Landline Number

XXXXXXXX

Primary Mobile Number

+XXXXXXXX ?

Alternate Mobile Number

-XXXXXXXX

Primary Email ID

XXXXXXXXX

Alternate Email ID

XXXXXXXXX 1



#### Info Panel

Employee contact details.

\* For any correction click on "Profile Correction Request" from left navigation

< Previous

Next >



XXXXXXXX ?

Employee Code: XXXXXXX

Date of Birth

May 1st 1970

Retirement Date

May 1st 2028

Superannuation Date

Apr 30th 2028

Personal Details Address Contact Details **Identity** Health Education Family Spouse Awards

### Employee Identity

Document Type	Country Name	Date of Expiry	Date of Issue	Document Number	Passport issuing authority	Place of Issue
PAN Number		-	-	XXXXXX		
GPF Number		-	-	XXXXXX		
PASSPORT Number		Nov 16th 2025	Nov 17th 2015	XXXXXX	Regional Passport Officer, Chandigarh	Chandigarh
DRIVING LICENSE Number		Apr 30th 2020	Jun 12th 1991		Haryana	

\* For any correction click on "Profile Correction Request" from left navigation

< Previous

Next >

- Now, the next section i.e. **Health** needs to be properly verified by the user as it is directly associated with Merit Points. User needs to verify any **Disability, Chronic Disease** and **Vital Measurements**.

**MIS - Employee**

Welcome back, **PD**

< back

- Personal Profile
- Profile Correction Request
- Service Profile
- Service Change Request

Notification

**Health Details**

**Chronic Diseases**

Do you have any chronic diseases?  
No

**Vital Measurements**

Identification Marks  
**Psoriasis on face**

Blood Group	Height (in cms.)
B +ve	5.4
Weight (in Kgs.)	Date of measurement
60	28 Apr, 2022

\* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

- If all details are correct, user needs to move to the next section to verify **Education** details.

**MIS - Employee**

Welcome back, **SD**

XXXXXX  
Employee Code XXXXXXXX

Date of Birth Feb 28th 2000  
Retirement Date Feb 2nd 2046  
Superannuation Date Feb 28th 2046

Personal Details Address Contact Details Identity Health **Education** Family Spouse Awards

**Certifications**

Country	State	Certifying Body	Certifying Body Type	Certificate Name	Specialization	Name of Institution	Date of Passing	Marks Obtained	Maximum Marks	Percentage
India	Haryana	CENTRAL BOARD OF SECONDARY EDUCATION	-	10	-		May 24th 2003	430	500	86.00

\* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

- Next section contains **Family** details; user needs to verify the following details of all immediate family members.

Personal Details Address Contact Details Identity Health Education **Family** Spouse Awards

### Family Members

Name	Relation with Employee	Dependent on Employee	Is Adopted
XXXXXX	Daughter	Yes	No
Marital Status NEVERMARRIED	Aadhaar Number XXXXXX	Mobile Number NA	Date of Birth Dec 21st 2016

No Chronic Disease Found

No Disability Found

\* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >

- **Spouse** details need to be verified along with Spouse's Occupation and Health details i.e. Disability or Disease (if any).

MIS - Employee

Welcome back  
SD SHELLY DUTTA

< back

Personal Profile

Profile Correction Request

Service Profile

Service Change Request

Notification

Profile  
Employee Profile

Personal Details Address Contact Details Identity Health Education Family **Spouse** Awards

Spouse Name	Relation	Aadhaar Number	Mobile Number	Date of Birth	Occupation
VI XXXXXXX	Husband	XXXXXX	XXXXXX	XXXXXX	Self Employed

Chronic Diseases

No Chronic Diseases Found

\* For any correction click on "Profile Correction Request" from left navigation

< Previous Next >



- Last section is **Award** Section; user needs to verify if his/her award details are correct.

**Profile**  
Employee Profile Print Profile

XXXXXXXXXX  
Employee Code: XXXXXXXX

Date of Birth: XXXXXXXX  
Retirement Date: May 1st 2028  
Superannuation Date: Apr 30th 2028

Personal Details | Address | Contact Details | Identity | Health | Education | Family | Spouse | **Awards**

**Awards and Recognition**

Order Number	Award Type	Award Date, Year	Award for Academic Year
20/3-2011-Co(1)	National Teacher Award	05 Sep, 2012	No

\* For any correction click on "Profile Correction Request" from left navigation Previous

- After verifying all details, user will select on **Final Verification** Button.

**MIS - Employee**

Welcome back, SK XXXXXXXX

Personal Profile  
Profile Change Request  
Service Profile  
Service Change Request

Notification

**Profile**  
Employee Profile

S XXXXXXXX !  
Employee Code: XXXXXXXX

Date of Birth: XXXXXXXX  
Retirement Date: May 1st 2028  
Superannuation Date: Apr 30th 2028

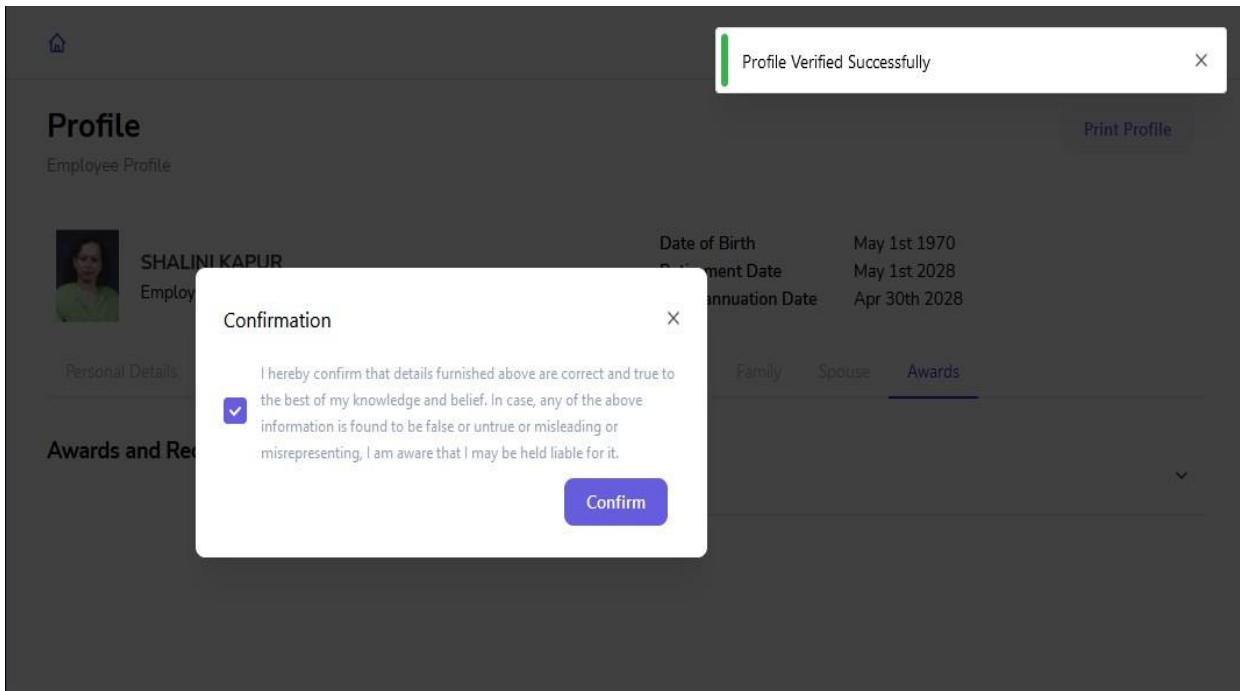
Personal Details | Address | Contact Details | Identity | Health | Education | Family | Spouse | **Awards**

**Awards and Recognition**

National

For any correction click on "Profile Correction Request" from left navigation Previous **Final Verification** >

- On selecting **Final verification** button a pop-up will appear for confirmation, by selecting the check box user needs to select the **Confirm** button and the details will be verified. **Any correction after this will not be allowed.**



- Once the profile details are saved, user can see a green tick beside the personal profile button on left side of the screen and can download or print the profile details by selecting the **Print** button present on top right corner of the screen.

**MIS - Employee**

Welcome back, XXXXXXXX

Personal Profile

**Profile**  
Employee Profile

Print Profile

Date of Birth: XXXXXXXX  
Retirement Date: May 1st 2028  
Superannuation Date: Apr 30th 2028

Personal Details | Address | Contact Details | Identity | Health | Education | Family | Spouse | Awards

**Awards and Recognition**  
National

- If any detail is incorrect, user needs to click on **Profile Change Request** Button present on the left side of the screen.

**MIS - Employee**

Welcome back, XXXXXXXX

Profile Change Request

**Profile Correction Request**

Add Correction Request

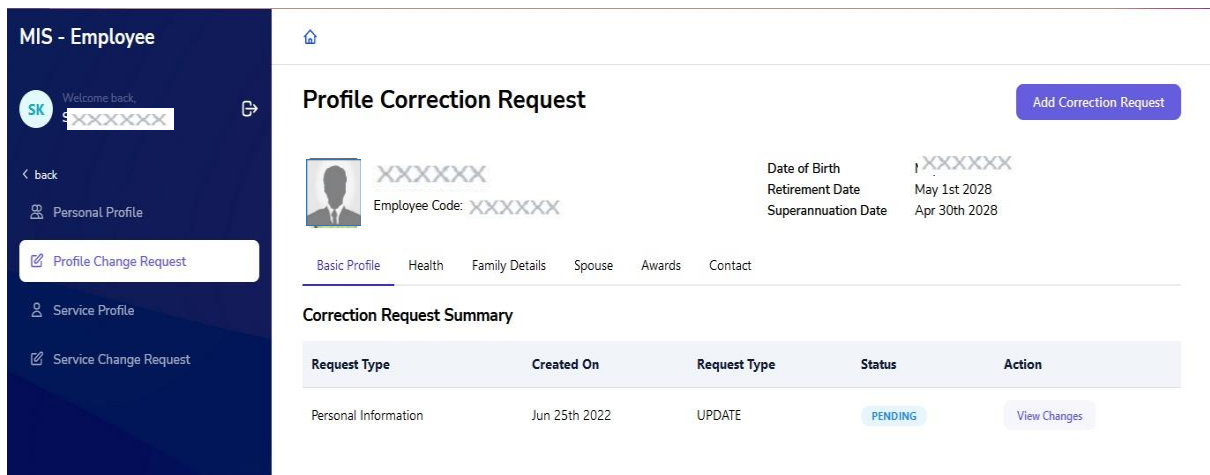
Date of Birth: XXXXXXXX  
Retirement Date: May 1st 2028  
Superannuation Date: Apr 30th 2028

Basic Profile | Health | Family Details | Spouse | Awards | Contact

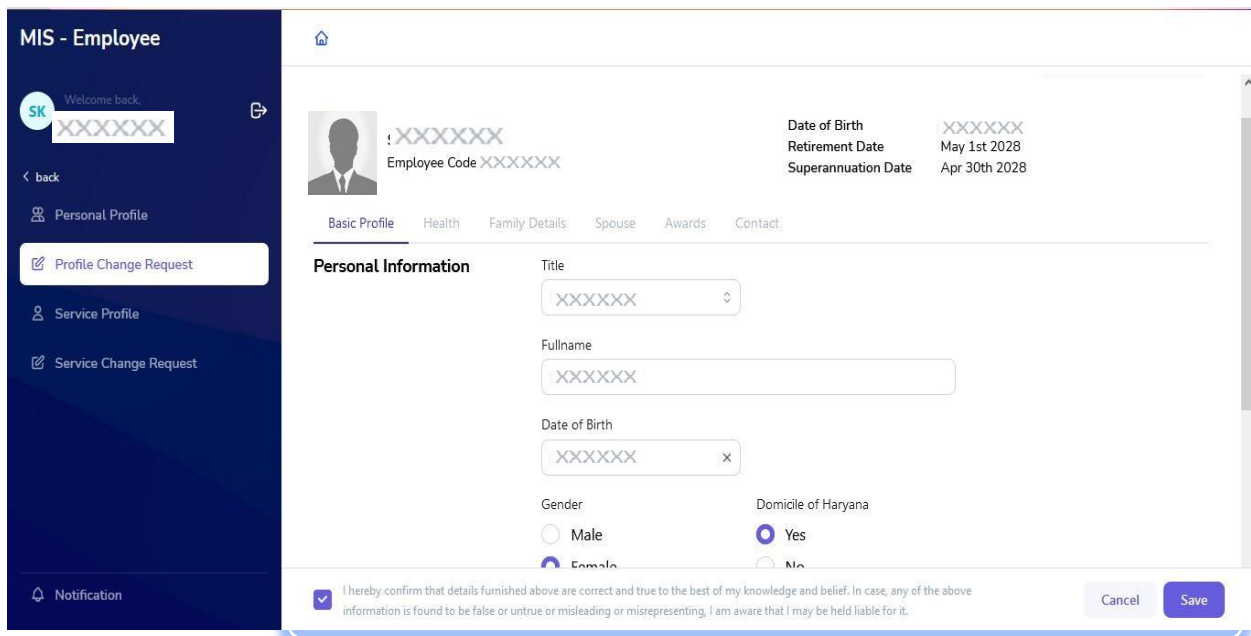
**Correction Request Summary**

Request Type	Created On	Request Type	Status	Action
Personal Information	Jun 25th 2022	UPDATE	PENDING	View Changes

- For any correction select **Add Correction Request** present on Top right corner of the screen.




- Further, on selecting **Add Correction Request**, user will be able to edit the fields of the selected section. (Basic profile, Health, Family details, Spouse, Awards, Contact). After editing user need to verify the check box present on the bottom of the page and click on the save button for creating the change request.



- Correction request for all the changes will be displayed on the screen along with their **Status** (Pending, Approved or rejected) in the form

of a summary report. User can check the status of the request to get an update on their request by clicking on view changes button in **Action** column.

**Profile Correction Request** Add Correction Request



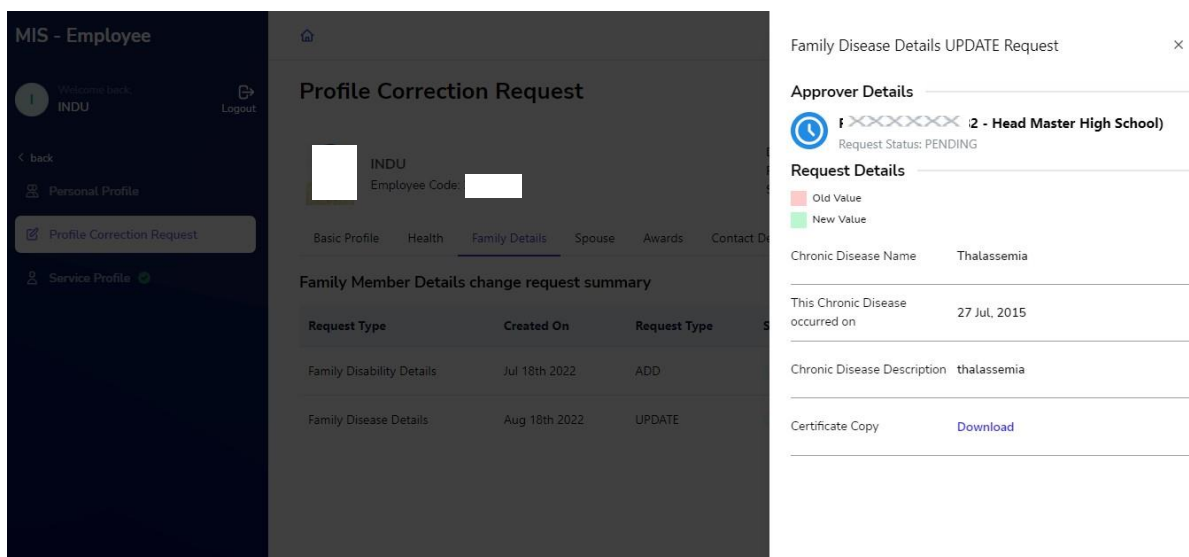
XXXXXXXXX 1  
Employee Code: XXXXXXXX

Date of Birth: XXXXXXXX  
Retirement Date: Dec 15th 2029  
Superannuation Date: Dec 31st 2029

[Basic Profile](#) | [Health](#) | [Family Details](#) | [Spouse](#) | [Awards](#) | [Contact](#)

**Correction Request Summary**

Request Type	Created On	Request Type	Status	Action
Personal Information	Jun 24th 2022	UPDATE	PENDING	<a href="#">View Changes</a>
Personal Information	Jun 24th 2022	UPDATE	PENDING	<a href="#">View Changes</a>



The screenshot shows the 'MIS - Employee' interface. The main content area displays the 'Profile Correction Request' for user 'INDU'. A modal window titled 'Family Disease Details UPDATE Request' is open, showing the following details:

- Approver Details:** f XXXXXXXX 2 - Head Master High School (Request Status: PENDING)
- Request Details:**
  - Chronic Disease Name: Thalassemia
  - This Chronic Disease occurred on: 27 Jul, 2015
  - Chronic Disease Description: thalassemia
  - Certificate Copy: [Download](#)

- If the user selected Add correction request button by mistake or in between editing user feels that change is not required user can go back to the previous screen by selecting the **Cancel Request Process** button present on the top right corner of the screen.

# Profile Correction Request

Cancel Request Process



Employee Code: >>>>>>>>>

Date of Birth >>>>>>>>  
 Retirement Date May 1st 2028  
 Superannuation Date Apr 30th 2028

- Basic Profile
- Health
- Family Details
- Spouse
- Awards
- Contact

## Personal Information

Title >>>>>>>>

Fullname >>>>>>>>>>>>>>

Date of Birth >>>>>>>>

Gender    Domicile of Haryana

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel Save

- While requesting for change in **Health**, if there is a new disability user needs to add the following required details:
  - Disability Name
  - Percentage of Impairment

Further, a valid certificate issued by District Civil Surgeon needs to be uploaded

MIS - Employee

Disability
Chronic Disease
Vital Measurement

**Add Disability**

Disability Name

Type of Disability

Do you have the disability certificate?  
 Yes  No

Date of Issuance

Certificate file:  
 Select

Percentage of Impairment

Date of Validity

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel Save

- If there is a new **chronic disease**, user needs to upload a valid certificate issued by AIIMS (Including its branches in Haryana) / PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh.

**MIS - Employee**

Welcome back, [XXXXXXXXXX]

< back

Personal Profile

Profile Correction Request

Service Profile ✓

Notification

Disability **Chronic Disease** Vital Measurement

**Add Chronic Disease**

Disease Name: [Select]

Date of Occurrence: [Select]

Description: [Enter Description]

Is it a critical illness?  Yes  No

Do you have the disease certificate?  Yes  No

Date of Issuance: [Select]

Date of Validity: [Select]

Certificate file: [Select File...]

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel Save

- If there is any change in family member details or spouse details, user needs to update the same and click on save for creating the correction request.

Basic Profile Health **Family Details** Spouse Awards Contact

**Update Family Member Details**

Fullname: [XXXXXXXXXX]

Relation with Employee: [XXXXXXXXXX]

Dependent on Employee?  Yes  No

Date of Birth: [SXXXXXXXXX]6

Marital Status: [NEVERMARRIED]

I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Cancel Save

## Profile Correction Request

Cancel Request Process



Employee Code: CXXXXXXXX

Date of Birth: Dec 15th 1971  
Retirement Date: Dec 15th 2029  
Superannuation Date: Dec 31st 2029

Basic Profile Health Family Details **Spouse** Awards Contact

### Spouse Details

Title: - [Edit Basic Info](#)

Spouse Name: XXXXXXX

Relation: Wife Aadhaar Number: \_\_\_\_\_

Date of Birth: Mar 2nd 1981 Occupation: Haryana State Government Employee

- Similarly, any changes in Awards and contact details can be requested by editing the fields in the respective sections.
- Further Service profile is also required to be verified by the user. User needs to select **Service Profile** button present on the left side of the screen. All details regarding the service will be displayed on the screen including current and previous appointments.

**MIS - Employee**

Welcome back, XXXXXXX

Personal Profile Profile Change Request **Service Profile** Service Change Request

**My Service Profile**  
Employee Service Profile

Employee Code: XXXXXXX

Date of Birth: \_\_\_\_\_  
Retirement Date: \_\_\_\_\_  
Superannuation Date: \_\_\_\_\_

**Current Appointment Details**

Appointment Order Number	Appointment Type	Recruitment Mode
4/4-2021-HRG-I(1)	Substantive	By Promotion

School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving
Government Senior Secondary School Ambala City (Baldev Nagar)	4/4-2021-HRG-I(1)	Oct 11th	Oct 13th	NA	NA



**MIS - Employee**

Welcome back  
**SATBIR SINGH**

< back

Personal Profile

Profile Change Request

**Service Profile**

Service Change Request

Notification

Government Senior Secondary School Ambala City (Baldev Nagar) Ambala	4/4-2021-HRG-I(1) (Current)	Oct 11th 2021	Oct 13th 2021	NA	NA	<a href="#">View</a>
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**Previous Appointment Details**

Apr 18th 1996	Cadre <b>Class II- Educationist</b>	Job Post <b>PGT/Lecturer (Political Science)</b>	Allocated District <b>NA</b>
Appointment Order Number 6/2-96 ESST(IV)DATED 4.4.1996	Appointment Type Officiating	Recruitment Mode Direct	

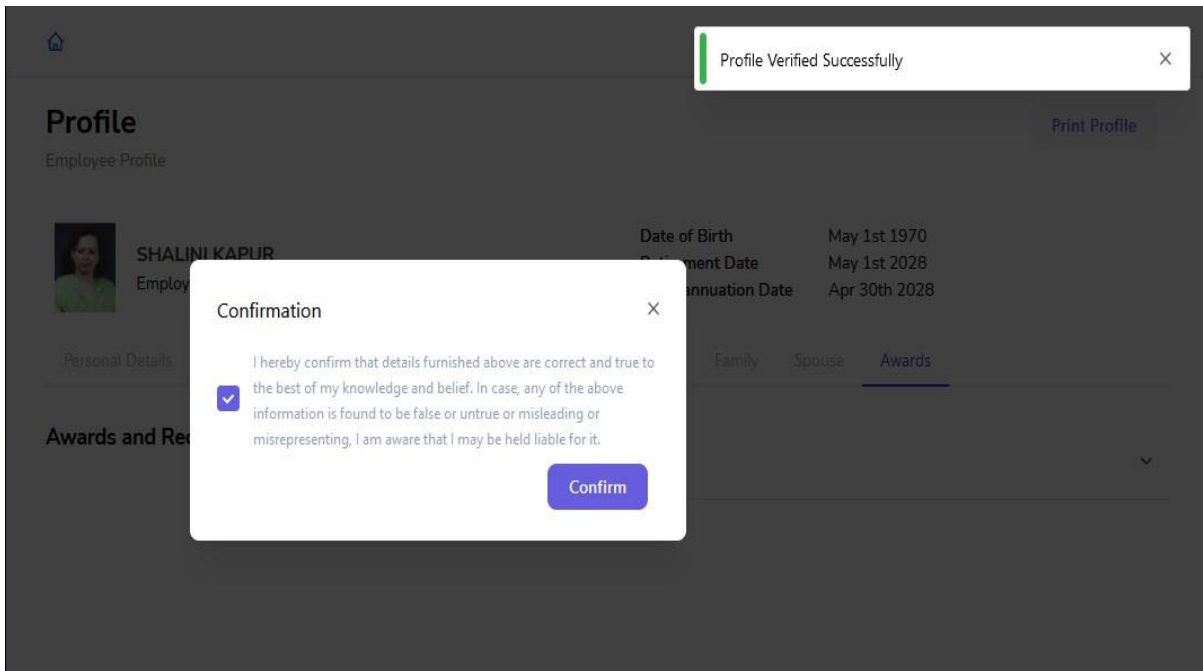
School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving	
Government Senior Secondary School Ambala City (Baldev Nagar)	2/140-2016-PGT-II(1)	Aug 6th 2016	Aug 8th 2016	Oct 12th 2021	Promoted	<a href="#">View</a>

- If all the details are correct, user needs to select the final verification button present on the bottom of the screen to complete service profile verification.

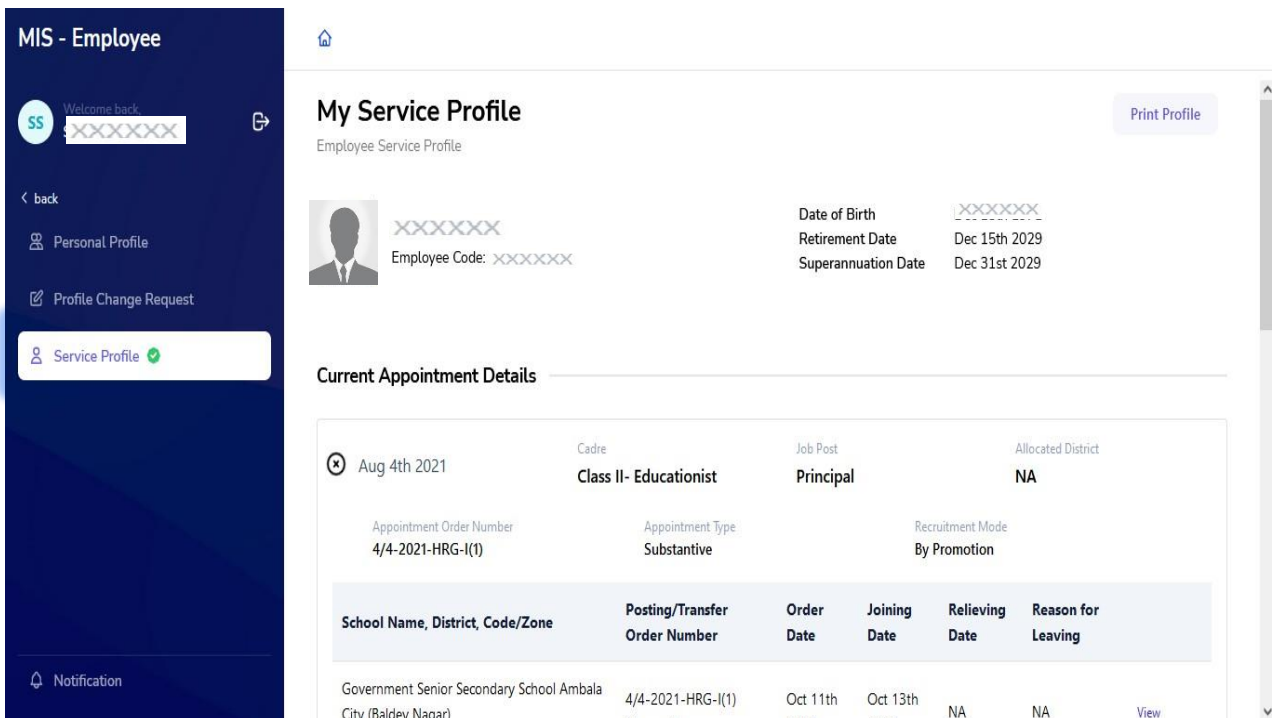
School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving	
Government Senior Secondary School Ambala City (Baldev Nagar) Ambala		Aug 6th 2016	Aug 8th 2016	Oct 12th 2021	Promoted	<a href="#">View</a>
Government Senior Secondary School Ballana Ambala		May 28th 1997	May 29th 1997	Aug 8th 2016	Transferred	<a href="#">View</a>
Government Senior Secondary School Aurangabad Palwal		Apr 18th 1996	Apr 18th 1996	Nov 4th 1996	Terminated	<a href="#">View</a>

Final Verification >

- On selecting final Verification button a pop-up will appear for confirmation, by selecting the check box user needs to select the **Confirm** button and the details will be verified and any correction after this will not be allowed.



- Once the service profile details are saved, user can see a green tick beside the service profile button on left side of the screen and can download or print the service profile details by selecting the **Print** button present on top right corner of the screen.



- If there is any change in the service profile which is not updated (For example: Promotion, Transfer, etc.), user needs to get the correction done from the concerned authority. Employee needs to do service profile verification as data will be synced within every 2 days.