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 <u>https://mis.oneschoolsuite.com/</u>

	Sign in to your account Please enter your credentials below
Welcome to OneSchool Department of School Education, Haryana	Username * XXXXXX Password *

	Sign in

 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.

MIS - Employee	۵		6 E (1 (2)
SP Welcome Back, B B Print Logout	Profile Employee Profile			•
S back	Employee Code:		Date of Birth Retirement Date Superannuation Date	
Profile Correction Request Service Profile	Personal Details Address Con School Head Performance Result	ntact Details Identity Health	Education Family Spouse	Awards
은 Edit Address	Basic Information	e		0
	Full	l Name		
	Nam	me in local language	tion	
	For any concedenctick on Profile Co	orrector nequest from tert haviga	uon	Next

• 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

•

MIS - Employee	<u>۵</u>
SK Welcome back,	Profile Employee Profile
습 Dashboard 路 Profile >	Date of Birth May 1st 2028 Retirement Date May 1st 2028 Superannuation Date Apr 30th 2028
	Personal Details Address Contact Details Identity Health Education Family Spouse Awards Basic Information Title
	Name in local Language
Q Notification	Date of Birth Gender For any correction click on "Profile Correction Request" from left navigation Next >

• 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.

MIS - Employee	۵			
Sic Welcome back, XXXXXXXXXVIR ↔ K back	: XXXXXX JR Employee Code: XX	0XXXX	Date of Birth Retirement Date May Superannuation Date	1st 2028 30th 2028
😤 Personal Profile	Personal Details Address	Contact Details Identity Health	Education Family Spouse	Awards
ピ Profile Change Request	Basic Information	Title		
2 Service Profile		Full Name		
Service Change Request		XXXXXX		
		Name in local language		
		Date of Birth	Gender	
		May 1st 1970	Female	XXXXXX
		Andhane Alumber		0.512.02.02.02.02
	For any correction click on "Profile	Correction Request" from left navigation		Next >

• 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.

Employee Code: XX	0000	Retirement Date Apr 30th Superannuation Date Apr 30th	2037 2037
Personal Details Address	Contact Details Identity Health	Education Family Spouse /	Awards
Correspondence Address	Country	State	0
	District Kaithal	Sub-district / Tehsil Kaithal	Info Panel Address details of the Employee. This section
	City / Village / Town Kaithal (M Cl)		addresses
	Address Line 1 Near huda water tank		
	Address Line 2		

• 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.

Basic Information	Title		
	XXXXXX		
	Full Name		
	XXXXXX		
	Name in local language		
	XXXXXX		
	Date of Birth	Gender	
	XXXXXX	Female	XXXXXX
	Aadhaar Number		100000
	XXXXXX		
	Have you ever changed your name	2	
	No		

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

nployee Profile							
Employee	XXXX Code: XXXXXXX			Date of Birth Retirement Date Superannuation [Ma Date Ap	r 30th 2028	
Personal Details A	ddress Conta	oct Details Ider	ntity Health	Education Family	Spouse	Awards	
ontact Details	X	andline Number				G	
	F	rimary Mobile Numb	per 2	Alternate Mobile Number		Info Pa Employe	nel ee contact details.
	P	rimary Email ID		Alternate Email ID			
		xxxx	\sim	XXXXXX	1		
For any correction clic	k on "Profile Cor	rection Request"	from left naviga	tion שנוני טו סורעו	IMIC	y ist 1970	ious Next >
For any correction clic Employee Personal Details	k on "Profile Cor Code: XXXXX	rection Request" 1	from left naviga	tion Date of Dirtri Retirement Date Superannuation I	Ma Ma Date Ap	ay 1st 1970 ay 1st 2028 ar 30th 2028 e Awards	ious Next >
For any correction clic Employee Personal Details	k on "Profile Cor Code: XXXX Address Cont Country	rection Request" 1	from left naviga entity Health Date of	tion Date of Dirtri Retirement Date Superannuation I Education Family Document	м Ма Date Ар	ay 1st 1970 ay 1st 2028 ar 30th 2028 e Awards	ious Next >
For any correction clic Employee Personal Details mployee Identity Document Type	k on "Profile Cor Code: XXXX Address Cont	ection Request" 1	from left naviga entity Health Date of Issue	tion Date of Dirun Retirement Date Superannuation I Education Family Document Number	Date Ap 7 Spous Passport	ay 150 1970 ay 150 1970 ay 1st 2028 ar 30th 2028 e Awards	ious Next > Place of Issue
For any correction clic Employee Personal Details Pocument Type 2AN Number	k on "Profile Cor Code: XXXX Address Cont Country Name	ection Request" 1	from left naviga entity Health Date of Issue	tion Date of Dirun Retirement Date Superannuation I Education Family Document Number XXXXXX	Ma Ma Date Ap 7 Spous 7 Passport	ay 1st 1970 ay 1st 2028 ar 30th 2028 e Awards	ious Next > Place of Issue
For any correction clic Employee Personal Details Document Type PAN Number SPF Number	k on "Profile Cor Code: XXXX Address Cont Country Name	ection Request" 1	from left naviga entity Health Date of Issue -	tion Date of Diruf Retirement Date Superannuation I Education Family Document Number XXXXXXX	Ma Ma Date Ap 7 Spous 7 Passport	ay 1st 1970 ay 1st 2028 or 30th 2028 e Awards	ious Next >
For any correction clic Employee Personal Details Personal Details Personal Details Personal Details Pan Number SPF Number	k on "Profile Cor Code: Cont Address Cont	act Details Ide Cate of Expiry - - Nov 16th 2025	from left naviga	tion Uate of Diruf Retirement Date Superannuation I Education Family	Passport Regional F Chandigar	ay 1st 1970 ay 1st 2028 or 30th 2028 e Awards Passport Officer, th	ious Next > Place of Issue Chandigarh

• 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	<u></u>		
PD Welcome back,	Health Details	Chronic Diseases	^
< back		Do you have any chronic diseases? No	
Profile Correction Request	1	Vital Massuramenta	
8 Service Profile		Identification Marks	
ල Service Change Request		Psoriasis on face	
		Blood Group B +ve	Height (in cms.) 5.4
		Weight (in Kgs.) 60	Date of measurement 28 Apr, 2022
A Notification	* For any correction click on "Profile	e 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	۵											
SD Welcome back.		XXXX Employee	Code XXXX	(XX		Da Re Su	ate or birtin etirement Date uperannuation	re Fe Date Fe	b 2110 1900 b 2nd 2046 b 28th 2046			^
< back	Personal	Details	Address Co	ntact Details	Identity	Health Educ	ation Famil	y Spous	e Award	S		
😤 Personal Profile												
Profile Correction Request	Certifica	tions										- 1
2 Service Profile				Certifying								e 1
図 Service Change Request	Country	State	Certifying Body	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	•
Q Notification	* For any c	orrection cl	ick on "Profile (Correction Ree	quest" from le	ft navigation				< Previous	Next	>

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

Employee Code: { XX	XXXX	Retirement Date Superannuation Date	Feb 2nd 2006 Feb 2nd 2046 Feb 28th 2046	
Personal Details Address amily Members	Contact Details Identity Hea	llth Education Family Sp	ouse Awards	
N ame	Relation with Employee	Dependent on Employee	Is Adopted	
×xxxxxx	Daughter	Yes	No	
Marital Status NEVERMARRIED	Aadhaar Number	Mobile Number NA	Date of Birth Dec 21st 2016	
	No Chro	onic Disease Found		
		The second sec		

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

MIS - Employee	۵	
SD Welcome back, SHELLY DUTTA	Profile Employee Profile	^
く back 翌 Personal Profile	Date of Birth XXXX Retirement Date Feb 2nd 2046 Superannuation Date Feb 28th 2046	
Profile Correction Request Service Profile	Personal Details Address Contact Details Identity Health Education Family Spouse Awards	
Service Change Request	Spouse Name Relation Aadhaar Number Mobile Number Date of Birth Occupation VI XXXXX Husband Self Employed	
	Chronic Diseases	
	No Chronic Diseases Found	
404 Notification	* 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.

×x	Date of Birth Retirement Date Superannuation D	May 1st 2028 Date Apr 30th 2028	×
ontact Details Identity	Health Education Family	Spouse Awards	
Award name- Natio	onal		
Order Number 20/3-2011-Co(1)	Award Type National Teacher Award	Award Date, Year 05 Sep, 2012	Award for Academic Year No
	Award name- Natio Order Number 20/3-2011-Co(1)	Award name- National Order Number 20/3-2011-Co(1) Date of Birth Retirement Date Superannuation I Award Type National Teacher Award	Award Date of Birth May 1st 2028 Superannuation Date May 1st 2028 Apr 30th 2028 Apr 30th 2028 Award Details Identity Health Education Family Spouse Awards Award name- National Teacher Award Of Sep, 2012 Award Date, Year

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



 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	۵	
	Profile Employee Profile	Print Profile
K back	SXXX R Employee Code: XXXX R Retirement Date May 1st 2028 Superannuation Date Apr 30th 2028	
 Service Profile Service Change Request 	Personal Details Address Contact Details Identity Health Education Family Spouse Awards	
	Awards and Recognition National	\sim

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

MIS - Employee	۵				
	Profile Correctior	n Request			Add Correction Request
ৎ back क्ष Personal Profile	Employee Code: 1 X	XXXXX	Date of Bir Retiremen Superannu	th Xi Date Ma ation Date Ap	y 1st 2028 r 30th 2028
Profile Change Request	Basic Profile Health Fa	mily Details Spouse Av	vards Contact		
2 Service Profile	Correction Request Summ	nary			
Service Change Request	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.

MIS - Employee	۵					
	Profile Correction R	equest				Add Correction Request
< back 쫖 Personal Profile	Employee Code: XXX	XXX		Date of Birth Retirement Date Superannuation Date	May 1st 2028 Apr 30th 2028	
Profile Change Request	Basic Profile Health Family I	Details Spouse Awards	Contact			
2 Service Profile	Correction Request Summary					
🖄 Service Change Request	Request Type	Created On	Request Ty	/pe Status	ļ	Action
	Personal Information	Jun 25th 2022	UPDATE	PENDI	NG	View Changes

• 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.

MIS - Employee	۵				
Welcome back.	Employee Code XXX Basic Profile Health Fam	XXXX ily Details Spouse Awards C	Date of Birth Retirement Date Superannuation Date	May 1st 2028 Apr 30th 2028	^
Profile Change Request	Personal Information	Title			
& Service Profile					
		Fullname			
B Service Change Request		XXXXXX			
		Date of Birth			
		xxxxxx x			
		Gender	Domicile of Haryana		
		Male	O Yes		
		A Eamala	- No		
	I hereby confirm that details furnish information is found to be false or the false of the false	ned above are correct and true to the best of my untrue or misleading or misrepresenting, I am av	knowledge and belief. In case, any of vare that I may be held liable for it.	the above	Cancel Save

• 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 Correctio	n Request				Add Correction Request
Basic Profile Health F	amily Details Spouse A	C F S wards Contact	Date of Birth letirement Date superannuation Date	Dec 15th 2029 Dec 31st 2029	
Correction Request Sum	mary				
Request Type	Created On	Request Type	Status		Action
Personal Information	Jun 24th 2022	UPDATE	PENDI	NG	View Changes
Personal Information	Jun 24th 2022	UPDATE	PENDI	NG	View Changes
MIS - Employee	۵ Profile Correction	Poquost	Fan	nily Disease Details	JPDATE Request ×
INDU Logout		Request			2 - Head Master High School)
< back	INDU Employee Code		Rec	quest Details	
Profile Correction Request	Basic Profile Health Far	mily Details Spouse 4	wards Contact De	vew Value onic Disease Name	Thalassemia
	Family Member Details ch	ange request summary	This	Chronic Disease	27 Jul, 2015
	Family Disability Details	Jul 18th 2022 Af	DD Chro	nic Disease Description	thalassemia
	Family Disease Details	Aug 18th 2022 UF	'DATE Cert	ificate 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: XX	XXXXX	Date of Birth Retirement Date Superannuation Date	May 1st 2028 Apr 30th 2028	
Basic Profile Health Fan	ily Details Spouse Awards Conta	act		
Personal Information	Title			
	Fullname			
	******* 2			
	Date of Birth			
	x xxxxxx			
	Gender D	omicile of Haryana		

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

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



 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	۵			
SS Welcome back,	Disability Chronic Disease	Vital Measurement		
< back	Add Chronic Disease	Disease Name	Date of Occurrence	
器 Personal Profile		Delect	V Select	
Profile Correction Request		Description		
2 Service Profile 🥥		Enter Description		
		Do you have the disease certific	cate?	
		Date of Issuance	Date of Validity	
		Select	Select	
		Certificate file		
		Select File	Select	
۵ Notification	I hereby confirm that details furni information is found to be false o	ished above are correct and true to the best (r untrue or misleading or misrepresenting, I	of my knowledge and belief. In case, any of the above 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.

Jpdate Family Member	Fullname		
Petails	•XXXXXXX		
	Relation with Employee		
	Dependent on Employee?		
	O Yes		
	No		
	Date of Birth		
	S XXXXXX 16 X		
	Marital Status		
	NEVERMARRIED	0	

Profile Correctio	on Request		Cancel Request Process
Employee Code: (XXXXXXX	Date of BirthDec 1Retirement DateDec 1Superannuation DateDec 3	5th 1971 5th 2029 1st 2029
Basic Profile Health I	Family Details Spouse Awards Co	ontact	
Spouse Details	Title		Edit Basic Info
	Spouse Name		
	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	۵							
SS Welcome back,	My Service Profile Employee Service Profile							^
K back R Personal Profile Profile Change Request	Employee Code:		Date of I Retireme Superan	Birth ent Date nuation Date				
8 Service Profile	Current Appointment Details							-
🖉 Service Change Request	• Aug 4th 2021	Cadre Class II- Educationist	Job Post Principa	1		Allocated District		
	Appointment Order Number 4/4-2021-HRG-I(1)	Appointment Type Substantive		Rec	ruitment Mode Promotion			
	School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving		
A Notification	Government Senior Secondary School Am City (Baldev Nagar)	bala 4/4-2021-HRG-I(1)	Oct 11th	Oct 13th	NA	NA	View	~

MIS - Employee		۵							
SS Welcome back, SATBIR SINGH	€	Government Senior Secondary School Amb City (Baldev Nagar) Ambala	oala 4/4-2021-HRG-I(1) (Current)	Oct 11th 2021	Oct 13th 2021	NA	N	Ą	View
< back									
😤 Personal Profile									
🖄 Profile Change Request		Previous Appointment Details							
8 Service Profile			Cadre	Job Post			Alloc	sted District	
Service Change Request		Apr 18th 1996	Class II- Educationist	PGT/Lectu Science)	irer (Politio	al	NA		
		Appointment Order Number 6/2-96 ESST(IV)DATED 4.4.1996	Appointment Type Officiating		Rec Dir	ruitment ect	: Mode		
		School Name, District, Posti Code/Zone	ng/Transfer Order Number	Or Da	der Jo ite Da	ining Ite	Relievin g Date	Reason for Leaving	
Q Notification		Government Senior Secondary School Ambala City (Baldev 2/140 Nagar)	D-2016-PGT-II(1)	Au 20	ig 6th Au 16 20	g 8th 16	Oct 12th 2021	Promoted	View

• 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.

6/2-96 ESST(IV)DATED 4.4.1	996 Officiating		Direct			
School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relievin g Date	Reason for Leaving	
Government Senior Secondary School Ambala City (Baldev Nagar) Ambala		Aug 6 2016	h Aug 8th 2016	Oct 12th 2021	Promoted	View
Government Senior Secondary School Ballana Ambala		May 28th 1997	May 29th 1997	Aug 8th 2016	Transferred	View
Government Senior Secondary School Aurangabad Palwal		Apr 18th 1996	Apr 18th 1996	Nov 4th 1996	Terminated	View
					Final V	erification >

• 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.

MIS - Employee	۵							
SS Welcome back,	My Service Profile Employee Service Profile						Print Profile	^
く back 盈 Personal Profile 図 Profile Change Request	Employee Code: XXXXXX	Date of F Retireme Superan	Birth ent Date nuation Date	Dec 15th 2 Dec 31st 2	XXX 2029 2029			
🙎 Service Profile 🔮	Current Appointment Details							
	Aug 4th 2021 Ca	Cadre Class II- Educationist		Job Post Principal		Allocated District		
	Appointment Order Number 4/4-2021-HRG-I(1)	Appointment Type Substantive	Recruitment Mode By Promotion					
	School Name, District, Code/Zone	Posting/Transfer Order Number	Order Date	Joining Date	Relieving Date	Reason for Leaving		
↓ Notification	Government Senior Secondary School Amba City (Baldev Nagar)	ala 4/4-2021-HRG-I(1)	Oct 11th	Oct 13th	NA	NA	View	~

• 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.