## User Manual – Relieving & Joining

After login into MIS Haryana portal, for <u>Relieving and joining</u> process of employees, School needs to select Employee Joining or Employee relieving button. After that new <u>Relieving and joining portal</u> will appear.

MIS - Portal	Change Password	
Welcome Back,	⊖ ⊖ Print Locaut	Employee Administration
	rint coyour	Employee Relieving
ff] School Dashboard		
Student Managemen	t >	• Employee Kelleving
S Employee Demise		There are no pending releving for the school.
Employee Relieving		
2 Employee Joining		
■ Staff Statement		
器 Working Staff		
은 Temporary Post		

The user will be able to see <u>3 options on left side</u> of the page as shown below:

- 1. Employee Joining
- 2. Employee Relieving



## **Employee Relieving:**

 After clicking on this button the user will see the list of all teachers who are transferred from this school in current Transfer Drive. The details visible includes Employee Name, Employee ID, Cadre, Current Designation and Joining Date of current school and Order Number.



 On selecting Relieve button, the user will have to select the reason 'Transferred' for relieving the employee from the dropdown list (Transferred/Promoted/Deputation on Foreign Service etc.), Relieving slot (Before noon or after noon), Relieving Date and Order Book Number. The user will select the checkbox for confirming the relieving of the employee and then select Relieve button to relieving the employee from the school.

MIS - Portal	۵			Employee Relieving		×
Welcome heck. 17 - Government Senior Secondary School Bharog	Employee Administra	ation		V- ^^^^	77	
Employee Relieving	Employee Relieving			Current Cadre Class III-Educationist		
<u>2</u> Employee Joining	Employee Information	Current Cadre	Current Designation	Current Designation	ary School	
🚖 Working Staff		Class III-Educationist	Head Master Elementary School	Joining Date 29-Apr-2021		
				Reason for Relieving		
				Select Reason	0	)
				Relieving Slot		
				Select Slot	\$	
				Relieving date	Book Order Number	
				Pick date	0123456	
				I hereby relieve the e	employee from this school / office.	1
					Relieve	

## **Employee Joining:**

• For joining any new transferred employee to the school, user needs to click on employee joining button and the list of new teachers will automatically be visible.

Working Staff	Employe	e Information	Current Cadre	Current Designation	Relieving Date	Order	Action
	Į.	XXXXXX	Class II- Educationist	PGT/Lecturer (Political Science)	NA		Not Relieved
	0	XXXXXX	Class III-Educationist	Classical & Vernacular Teacher (Hindi)	NA		Join

 To start the process of joining of the new employee, user need to click on Join button shown against the name of the employee. Then the user will have to select the slot for relieving from the dropdown (Before noon or after noon), Joining Date and Order Book Number. The user will select the checkbox for confirming the joining of the employee.

MIS - Portal	۵			Employee Joining		×
Welcomet lack, 906 - Government Girls Senior Secondary School Kasan	XXXXXX	Class III- Educationist	Classical & Vernacular Teach (Drawing)	Current Cadre Class III-Educationist Current Designation		1
Employee Relieving	XXXXXXX	Class II- Educationist	PGT/Lecturer (Physical Educ	TGT/Master (Mathematics) Relieving Date 30-Aug-2022		
名 Employee Joining		Class II- Educationist	PGT/Lecturer (Geography)	Joining Slot		
	XXXXXXX	Class III- Educationist	TGT/Master (Mathematics)	Select Slot Joining date Pick date	Book Order Number	\$
		Class II- Educationist	PGT/Lecturer (Mathematics	I hereby join the employee	to this school / office.	n
		Class II- Educationist	PGT/Lecturer (Chemistry)			

## Working staff:

 School can view the details of working staff on this page. The view includes Teaching Staff's Designation wise employee details as below:

MIS - Portal	
Welcome back, 17 - Government Senior Secondary School Bharo	G Logout
Employee Relieving	
은 Employee Joining	
器 Working Staff	

Vorking Staff De	etails									
Employee Name [ID]	Cadre	Job Post	Designation	Date of Birth	Gender	Category	Date of Joining School/Office	Father's Name	Mother's Name	Spouse Name
	Class II- Educationist	Principal	Principal	Oct 16th 1968	FEMALE	GEN	Jul 13th 2022	NA	NA	
	Class IV-Sub Offices	Class IV	Class IV	Jul 31st 1985	MALE	SC	Feb 12th 2019	NA	NA	NA
	Class III- Educationist	Head Master Elementary School	Head Master Elementary School	Apr 20th 1968	MALE	BC-B	Apr 29th 2021	NA	NA	NA
	Class IV-Sub Offices	Class IV	Class IV	Oct 2nd 1965	MALE	SC	Apr 27th 1983	NA	NA	NA
	Class III- Educationist	TGT/Master (Drawing)	TGT/Master (Drawing)	Sep 14th 1982	FEMALE	SC	Jan 12th 2006	NA	NA	NA