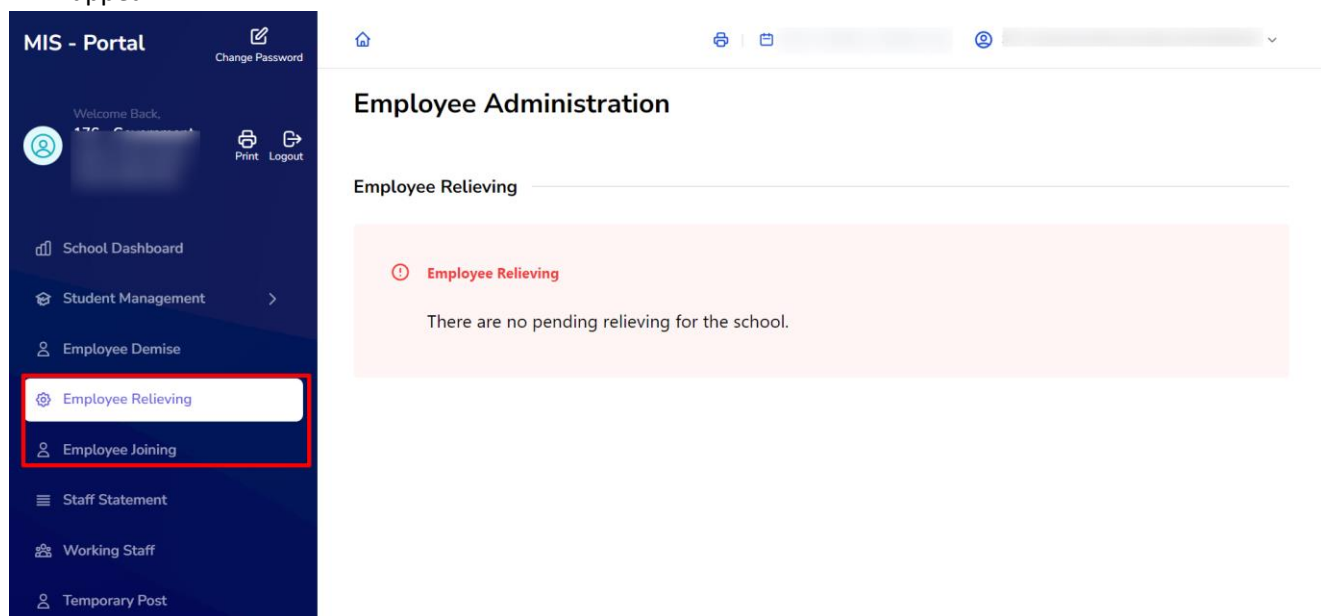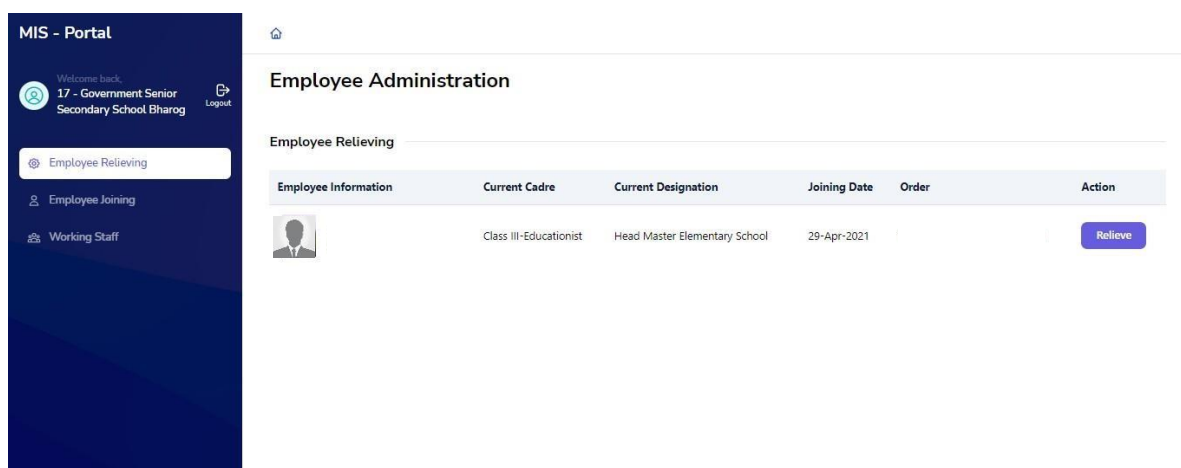# User Manual – Relieving & Joining

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.

The user will be able to see <u>3 options on left side</u> of the page as shown below:
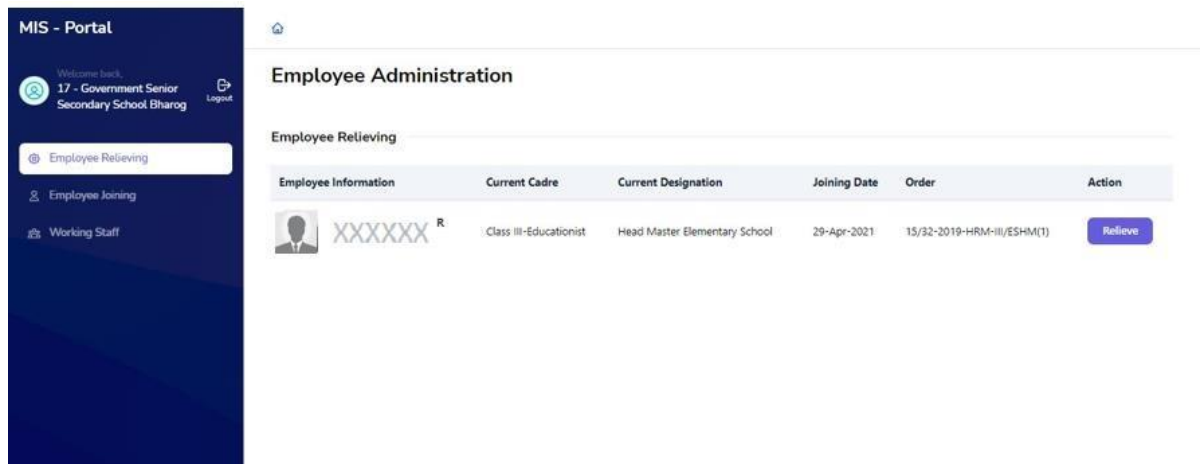
1. <u>Employee Joining</u>
2. <u>Employee Relieving</u>

3. <u>Working staff</u>

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.

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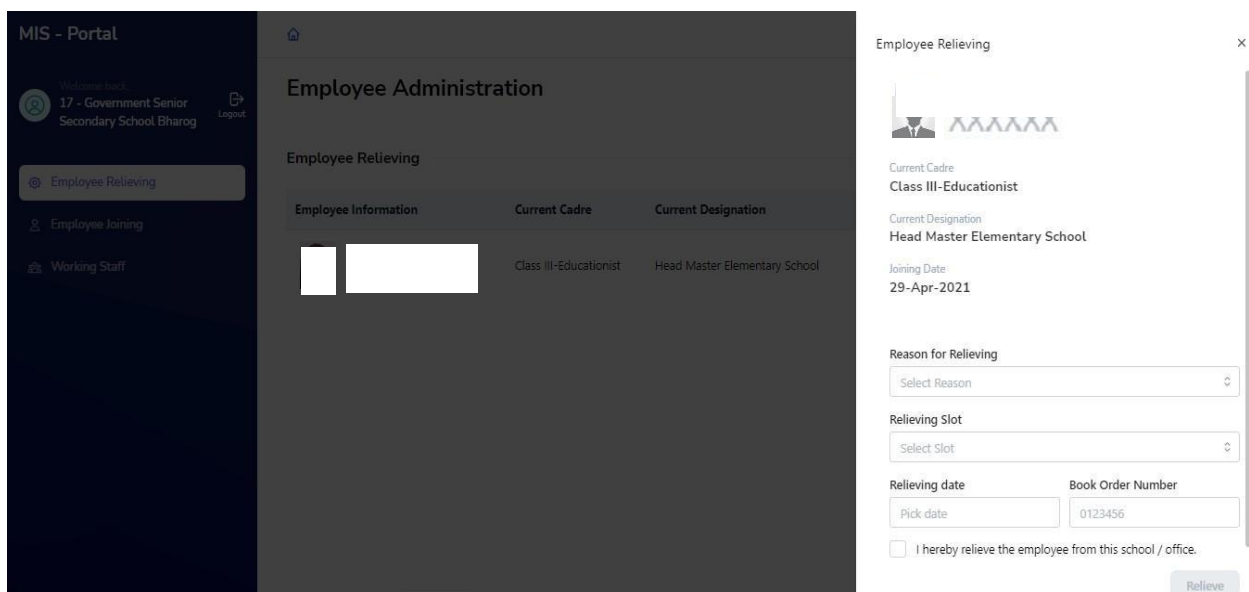
Employee Joining:

- 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.

- 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.

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

Logout

- ⚙ Employee Relieving
- ☒ Employee Joining
- 🏛 **Working Staff**

⌂

Working Staff Details

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