

GOVERNMENT OF HARYANA

Department of School Education



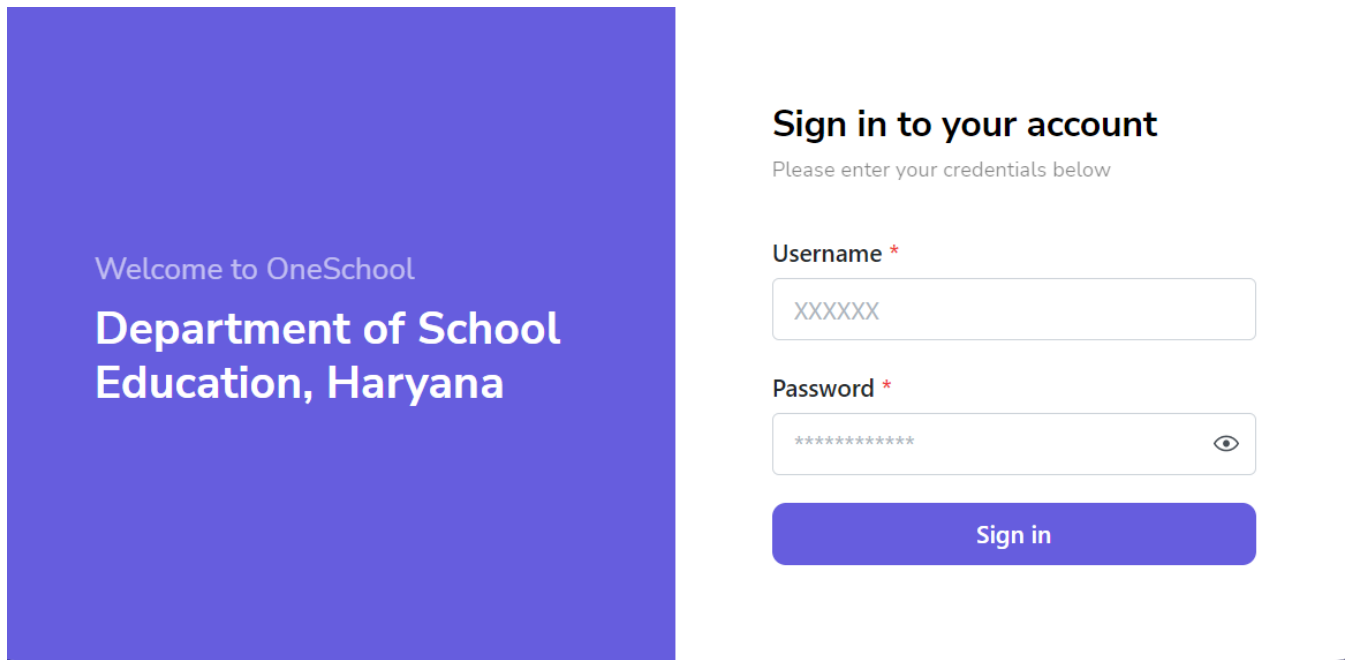
[Management Information System]

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.

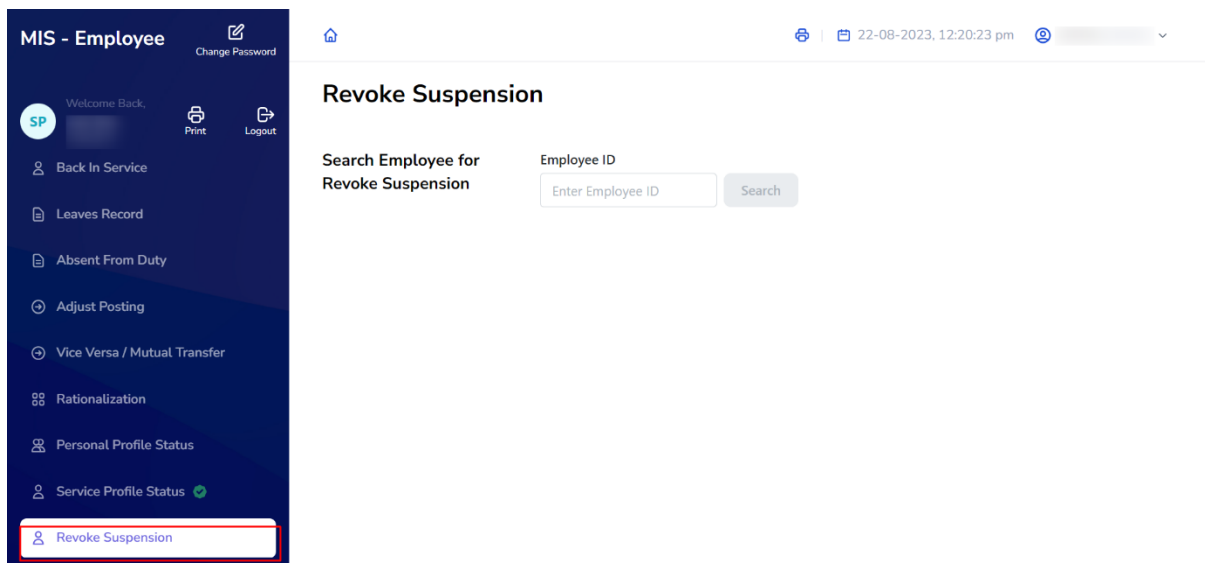
USER MANUAL FOR REVOKE SUSPENSION

This module will be available in the login id of DEO. User will login to the account and shall follow the steps given below to update Revoke Suspension details: -

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



Step 2: - **Navigate to Revoke Suspension:** After successful login on One School Suite, user must click on the "Revoke Suspension" tab available under Employee Administration on left side of the panel



Step 3:- **Search for Employee:** User shall search for the employee entering the Employee ID titled as "Search Employee". Once the employee is located, the profile of the Searched Employee shall be visible to the user by clicking on "View Details" button

MIS - Employee | Change Password

Welcome Back, [User Name] | Print | Logout

Back In Service | Leaves Record | Absent From Duty | Adjust Posting | Vice Versa / Mutual Transfer | Rationalization | Personal Profile Status | Service Profile Status

Revoke Suspension

Search Employee for Revoke Suspension | Employee ID: [Input] | Search

Employee Listing

Employee ID2	Employee Name	Present Place of Posting	Cadre	Designation	Service Profile Status	Action
[Redacted]	[Redacted]	[Redacted]	Class II- Educationist	PGT/Lecturer (Chemistry)	Approved	View Details

Step 4: - After verifying details, user needs to update “**Suspension Cancellation date**” and Click on “**Search for Suitable Position**”

MIS - Employee | Change Password

Welcome Back, [User Name] | Print | Logout

Back In Service | Leaves Record | Absent From Duty | Adjust Posting | Vice Versa / Mutual Transfer | Rationalization | Personal Profile Status | Service Profile Status

Revoke Suspension

Employee Details

[Profile Picture]

Employee ID: [Redacted]

Full Name: [Redacted]

Gender: Female

Date of Birth: [Redacted]

Appointment Date: [Redacted]

Cadre: Class II- Educationist

Job Post: PGT/Lecturer (Chemistry)

Suspension Details

Suspended from date: [Redacted] | Suspension Order Number: [Redacted] | Reason for Suspension: [Redacted]

Reporting Office during Suspension: [Redacted]

Submit The Following Details

Suspension Cancellation Date *

Search for suitable position | Back

Step 5: - 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.

MIS - Employee | 22-08-2023, 12:46:01 pm

Employee ID: [Redacted]

Full Name: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Appointment Date: [Redacted]

Cadre: **Class II- Educationist**

Job Post: **PGT/Lecturer (Chemistry)**

Basic Information

School Code: 0123 | UDISE Code: 1234

School Type: Type | School Category: Category

Location

District: District | Sub-District/Tehsil: Tehsil

City/Town/Village: City | Block: Block

Buttons: Proceed, Back

Step 6: - 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 | 22-08-2023, 12:57:04 pm

Employee ID: [Redacted]

Full Name: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Appointment Date: [Redacted]

Cadre: **Class II- Educationist**

Job Post: **PGT/Lecturer (Chemistry)**

Location

District: Ambala | Sub-District/Tehsil: Tehsil

City/Town/Village: City | Block: Block

Buttons: Proceed, Back

Listing Of Schools

School Code	School Name	Educational Block	School Type	School For	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Co-ed	Select

1/1 >

Step 7: - 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 **"Proceed"** button

Welcome Back, [Print](#) [Logout](#)

- [Voluntary Retirement](#)
- [Re-instatement From Suspension](#)
- [Employee Suspension](#)
- [Posting Against Temporary Post](#)
- [Vacate Stay Order](#)
- [Update Stay Order](#)
- [Back In Service](#)
- [Leaves Record](#)
- [Absent From Duty](#)

Revoke Suspension

Employee Details

Employee ID:

Full Name:

Gender:

Date of Birth:

Appointment Date: **Dec 13th 2013**

Cadre: **Class II- Educationist**

Job Post: **PGT/Lecturer (Chemistry)**

Selected School / Office Details

School Code: School Name: Educational Block:

School Type: **Common School** School For: **Co-ed** School Zone:

Available Job Positions (1)

Select	Cadre	Job Post	Designation
<input checked="" type="radio"/>		PGT/Lecturer (Chemistry)	PGT/Lecturer (Chemistry)

Reason for Posting
Revocation after Suspension

Posting/Transfer Order Number * Order Date *

Whether include in next transfer drive?
 Yes No

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

[Proceed](#) [Back to Employee Search](#)