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 <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 *

	Sign in

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

MIS	G - Employee	۵		♂ 22-08-2023, 12:20:23 pm	
SP	Welcome Back, Print Logout	Revoke Suspensi	on		
ది	Back In Service	Search Employee for	Employee ID		
		Revoke Suspension	Enter Employee ID	Search	
₽	Leaves Record				
	Absent From Duty				
	Adjust Posting				
	Vice Versa / Mutual Transfer				
88	Rationalization				
BB	Personal Profile Status				
b	Service Profile Status 🥝				
8	Revoke Suspension				
	Nevoke Suspension				

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	G - Employee	۵			6	22-08-2023	, 12:29:34 pm 🛛 🧕) <u>s</u>
SP	Welcome Back, Print Logout	Revoke	Suspens	sion				
ර	Back In Service	Search Em Revoke Sus		Employee ID	Search			
	Leaves Record				Jearen			
	Absent From Duty	Employee I	Listing					
	Adjust Posting		5					
	Vice Versa / Mutual Transfer	Employee ID2	Employee Name	Present Place of Posting	Cadre	Designation	Service Profile Status	Action
00	Rationalization		,		Class II- Educationist	PGT/Lecturer (Chemistry)	Approved	View Details
BB	Personal Profile Status				Educationist	(chemistry)		
Do	Service Profile Status 🔮							
8	Revoke Suspension							

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

MIS - Employee	۵	ᢙ 22-08-2023, 12:32:51 pm ②
SP Welcome Back,	Revoke Suspensi	ion
8 Back In Service	Employee Details	Suspension Details
Leaves Record		Suspended from date Suspension Order Number Reason for Suspension
Absent From Duty		Reporting Office during Suspension
Ə Adjust Posting	Employee ID	
④ Vice Versa / Mutual Transfer	Full Name	Submit The Following Details
88 Rationalization		Suspension Cancellation Date *
器 Personal Profile Status	Gender Female	13-Jan-2019
🙎 Service Profile Status 🤡	Date of Birth	Search for suitable position Back
8 Revoke Suspension	Appointment Date	
	Cadre Class II- Educationist	
	Job Post PGT/Lecturer (Chemistry)	

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		P assword	۵			6 2	2-08-2023, 12:46:	01 pm 🙎	~
SP	Welcome Back,	Print	C→ Logout		Basic Information					
ප	Back In Service			Employee ID	School Code		UDISE Code			
₽	Leaves Record			Full Name	0123 School Type		1234 School Category			- 1
	Absent From Duty				Туре	0	Category	0		
Э	Adjust Posting			Gender	Location					
Θ	Vice Versa / Mutual	Transfer		Date of Birth	District		Sub-District/Tehsil			
88	Rationalization			Appointment Date	District	٥	Tehsil	٥		
œ	Personal Profile Sta	tue			City/Town/Village		Block			
B	reisonat ronte Sta	tus		Cadre	City	0	Block	0		
گ	Service Profile Statu	us 📀		Class II- Educationist	Proceed Back					
g	Revoke Suspension			Job Post PGT/Lecturer (Chemistry)						

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	5 - Employee		ි Password	۵			6	i 22-08-20)23, 12:57:	04 pm 🙆	· ·
	Welcome Back, Back In Service Leaves Record Absent From Duty Adjust Posting	Print	G → Logout	Employee ID Full Name Ander	Location District Ambala City/Town/ City Proceed	× Village	Sub-Distri Tehsil Block Block	ct/Tehsil	0		
	Vice Versa / Mutual T	ransfer		Date of Birth	Listing O	of Schools					
88	Rationalization			Appointment Date	School Code	School Name		Educational Block	School Type	School For	Action
BB	Personal Profile State	us		Cadre		C		5		Co-ed	Select
ර	Service Profile Status	s 🥝		Class II- Educationist		J					
8	Revoke Suspension			Job Post PGT/Lecturer (Chemistry)							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

MIS - Employee	۵		6 2 2-08-2	023, 12:59:43 pm	Ý
SP Welcome Back, Print Logout	Revoke Suspens	ion			
은 Voluntary Retirement	Employee Details	Selected School / Office D	etails		
		School Code	School Name	Educational Bl	ock
2 Employee Suspension		School Type	School For	School Zone	
2 Posting Against Temporary Post	Employee ID	Common School	Co-ed	30100120118	
2 Vacate Stay Order	Full Name	Available leb Desitions (1)			
2 Update Stay Order	Gender	Available Job Positions (1)			
8 Back In Service	Gender	Select Cadre		Job Post	Designation
E Leaves Record	Date of Birth	0		PGT/Lecturer (Chemistry)	PGT/Lecturer (Chemistry)
Absent From Duty	Appointment Date Dec 13th 2013			(chemistry)	(enclinitity)
	Cadre Class II- Educationist	Reason for Posting Revocation after Suspension			
		Posting/Transfer Order Number *	Order Date *		
	Job Post PGT/Lecturer (Chemistry)	PO-45678	12-May-2021		
		Whether include in next transfer	drive?		
		I hereby confirm that the emp school/office.	ployee is being posted at the	selected	
		Proceed Back to Employ	ee Search		