

**Office of Directorate of Secondary Education,
Haryana, Panchkula**

Orders

No.1/127-2023-eGov.

Dated:19.01.2024

In continuation of this office letter No.1/127-2023-eGov./IT Cell dated dated 30.11.2023 it is directed that all DEOs/DEEOs, Branch Heads & Branch Superintendents of Both Directorates will update all type of orders on MIS Portal before issuance of the same.

Further, all the data updation entities of the Department shall submit "Data Completion Certificate" in prescribed format on monthly basis to their immediate authority e.g. School Authority will submit the certificate to District Authority and District Authority will submit the certificate to Directorate. Similarly at Directorate, the Assistant and Branch Superintendent will submit the certificate to their Branch Head (Assistant Director/Deputy Director/Joint Director) and Branch Head will submit the certificate to their Additional Directors (Admn.)/Joint Directors (Admn.)/HOD respectively. This exercise will be followed by all, in a regular manner every month.

Formats of certificates to be submitted by the DEOs/DEEOs, School Authorities and Branch Officials/Officers are also attached herewith at Annexure-A, Annexure-B & Annexure-C respectively for necessary action.

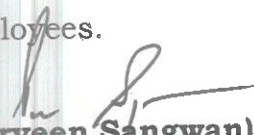
**JITENDER KUMAR, IAS
Director Secondary Education
Haryana, Panchkula**

Endst No. 1/127-2023-eGov.

Dated, Panchkula, the 31/01/2024

A Copy is forwarded to the following for information and strict compliance, please:-

1. Director SCERT, Haryana, Gurugram.
2. All District Education Officers and District Elementary Education Officers in the State.
3. All Principals of DIETs, BITEs, GETTIs.
4. All Block Education Officers.
5. All Head of Institutions, Teachers and Employees.


(Parveen Sangwan)
Joint Director (IT Edu.)
for Director Secondary Education,
Haryana, Panchkula

Endst No. 1/127-2023-eGov.

Dated, Panchkula, the 31/01/2024

A Copy is forwarded to the following for information and strict compliance, please:-

1. All Joint Directors/Deputy Director/ Assistant Director of both the Directorate.
2. All Branch Superintendents and Assistants of both the Directorates.


(Parveen Sangwan)

Joint Director (IT Edu.)
for Director Secondary Education,
Haryana, Panchkula

Endst. No. 1/127-2023-eGov.

Dated, Panchkula, the 31/01/24

A Copy is forwarded to the following for kind information, please: -

1. PS/ACS(SE) for kind information of W/ACS(SE).
2. PA/DGEE for kind information of W/DGEE.
3. PA/DSE for kind information of W/DSE.
4. PA/Additional Directors (Admn.)/Joint Directors (Admn.) of Secondary Education Department for kind information of concerned officers.
5. PA/Additional Directors (Admn.)/Joint Directors (Admn.) of Secondary Education Department for kind information of concerned officers.


(Parveen Sangwan)

Joint Director (IT Edu.)
for Director Secondary Education,
Haryana, Panchkula

Annexure-A

Department of School Education, Haryana
Monthly MIS Data Authenticity Certificate to be submitted by
District Education Officers/ District Elementary Education Officers

Name of District: _____

Reference No. _____

Period of Report: From _____ to _____

Report Date: _____

This is to certify that the data available on Management Information System (MIS) Portal for Schools, Students and Employee belongs to above mentioned district is accurate and up-to-date. All the orders/information belongs to this district have been updated on Management Information System (MIS) Portal and no order/information remains pending for updation on the Portal. The detail of information/ orders and updated on the MIS Portal under each category is given below: -

Students Data

SNO	Type of Orders	No. of issues	No. of Cases updated on MIS	Remarks
1.	Updation of fresh admissions and generation of Student Registration Number (SRN)			
2.	Current status of students like studying/ demise/ exit from School etc.			

Employees Data

SNO	Type of Orders	No. of Cases	No. of Cases updated on MIS	Remarks
1.	Fresh Appointments Orders			
2.	Posting on fresh appointment Orders			
3.	Promotion Orders			
4.	Reversion Orders			
5.	Suspension Orders			
6.	Revocation from suspension Orders			
7.	Reinstatement from Suspension orders			
8.	Foreign Deputation			
9.	Posting on Repatriation from Foreign Deputation			
10.	Transfer/Posting Orders			
11.	Deputation Orders			
12.	VRS orders			
13.	Resignation orders			

SNO	Type of Orders	No. of Cases	No. of Cases updated on MIS	Remarks
14.	Termination orders			
15.	Dismissal orders			
16.	Updation of Demise (Death) status of employees			
17.	Back-in Service (reappointment/posting orders after VRS/ Resignation/ Termination/ Dismissal etc.)			
18.	CCL more than 89 days			
19.	Long Leave, Long Absence from Duty without information			
20.	NCC charge by employee			

School Data

21.	Opening of new school			
22.	Closer/Merger of School			
23.	Reopening/ Demerger of School			
24.	Upgradation/Degradation of School			
25.	Updation of School names with the name of eminent persons			
26.	Sanctioned of new posts in the School/Office			
27.	Updation of allocation of new Streams			
28.	Service Profiles of all employees completed and approved			
29.	Personal profiles of all employees approved			
30.	Profile Correction request Updated			

Signatures: _____
Name of Officer: _____
Designation: _____

Annexure-B**Department of School Education, Haryana
Monthly MIS Data Authenticity Certificate to be submitted by
School Authority (Principal/HM/ESHM/DDO)**

Reference No. _____ Report Date: _____

Period of Reporting: _____ to _____ Dated: _____

Name of School (with Code & Distt.): _____

This is to certify that the data available on Management Information System (MIS) Portal for Schools, Students and Employee belongs to this schools is accurate and up-to-date. All the information belongs to this school have been updated on Management Information System (MIS) Portal and there is no order/information remains pending for updation on the Portal. The detail of information and updated on the MIS Portal is given below: -

SNO	Type of Orders	No. of Cases	No. of Cases updated on MIS	Remarks
1.	Updation of Student Registration Number (SRN) for fresh admission			
2.	Current status of students like studying/ demise/ exit from School etc.			
3.	Accuracy of enrolment count of each class			
4.	Completion & approval of Service Profiles			
5.	Completion & approval of Personal profiles			
6.	Decision on Profile correction request			
7.	Updation of Demise Status of employees			
8.	CCL more than 89 days/ Long Leave/ Long Absence from Duty without information/ NCC charge by employee updated on MIS Portal			

Signatures: _____

Name of Officer: _____

MIS Emp. ID: _____

Designation: _____

Annexure-C

Department of School Education, Haryana
Monthly MIS Data Authenticity Certificate to be submitted by
Branch Officer (Assistant Director/Deputy Director/Joint Director)

Name of Branch: _____

Name of Officer: _____

Reference No. _____

Report Date: _____

Period of Report: From _____ to _____

This is to certify that all the orders issued by their branch during above mentioned period have been updated on Management Information System (MIS) Portal and no order/information remains pending with branch for updation on the Portal. The detail of orders issued and updated on the MIS Portal under each category is given below: -

Employee Data

SNO	Type of Orders	No. of Orders issued	No. of orders updated on MIS	Remarks
1.	Fresh Appointments Orders			
2.	Posting on fresh appointment Orders			
3.	Promotion Orders			
4.	Reversion Orders			
5.	Suspension Orders			
6.	Revocation from suspension Orders			
7.	Reinstatement from Suspension orders			
8.	Foreign Deputation			
9.	Posting on Repatriation from Foreign Deputation			
10.	Transfer/Posting Orders			
11.	Deputation Orders			
12.	VRS orders			
13.	Resignation orders			
14.	Termination orders			
15.	Dismissal orders			
16.	Back-in Service (reappointment/posting orders after VRS/ Resignation/ Termination/ Dismissal etc.)			
17.	CCL more than 89 days			

Schools Data

SNO	Type of Orders	No. of Orders issued	No. of orders updated on MIS	Remarks
1.	Opening of new school			
2.	Closer/Merger of School			
3.	Reopening/ Demerger of School			
4.	Upgradation/Degradation of School			
5.	Updation of School names with the name of eminent persons			
6.	Sanctioned of new posts in the School/Office			
7.	Updation of allocation of new Streams			

Signatures: _____
Name of Officer: _____
Designation: _____