

From

Directorate of Secondary Education,  
Haryana, Panchkula

To

1. Director SCERT, Haryana, Gurugram
2. All District Education Officer,
3. All District Elementary Education Officer
4. All Principals of DIETs, BITEs, GETTIs.

Memo No.1/127-2023-eGov.

Dated, Panchkula, the 29/10/2024

**Subject: - Updation of employee data & student's enrolment on MIS Portal.**


Please refer to this office order No. 1/127-2023-eGov. dated 21.02.2024 on the subject cited above.

Vide order under reference it was directed that any order which is required to be updated on MIS Portal will be issued only after its updation on MIS Portal by the Assistant/Superintendent / Branch Officer of the order issuing branch. Similarly, any updation like relieving, joining, death of any employee, absence from duty for long period etc. which are required to be updated by the concerned schools/field offices shall also be updated by the concerned Head of Institutions / Head of Offices.

Despite these orders, it has come to the notice that various orders in respect of transfer, promotion, reversion, suspension, reinstatement, foreign deputation, repatriation, VRS, termination, dismissal, CCL more than 89 days, long leave, long absence, cancellation of posting/ promotion/ reversion, court stay orders, Vacate Stay Order, relieving & joining, opening / upgradation of school, closure / merger of school, reopening / demerging of school, allocation of stream, withdrawal of scheme in a school, allocation of post(s), withdrawal of post(s) etc. which are required to be updated on real time basis, are not being updated regularly due to which data accuracy is compromised on MIS Portal. At many times the Department has to face awkward position before the Government and Hon'ble Courts too.

It is, therefore, again requested to ensure that all orders which are not yet updated on MIS Portal may be updated immediately and in future also all such orders may be issued only after their updation on MIS Portal. It

is also requested to ensure that complete & accurate information of all students is maintained on real time basis on MIS Portal by all school heads (including private schools). In case of any technical issue, they may contact to helpdesk number 0172-5049801 during office hours.


  
(Deputy Director-IT)  
for Director Secondary Education  
Haryana, Panchkula

Endst No.1/127-2023-eGov.

Dated, Panchkula, the 29/10/2024

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

1. All Block Education Officers.
2. All Head of Institutions, Teachers and Employees (through website).
3. All Branch Superintendents and Branch Officers of Directorate of Secondary Education and Directorate of Elementary Education.


  
(Deputy Director-IT)  
for Director Secondary Education  
Haryana, Panchkula

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

Dated, Panchkula, the 29/10/2024

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.

  
(Deputy Director-IT)  
Director Secondary Education  
Haryana, Panchkula