

From

Director Secondary Education,
Haryana, Panchkula

To

All District Education Officer,
All Elementary Education Officer

Memo No.1/112-2024 eGov. Cell
Dated, Panchkula, the 20.06.2025

Subject: - Regarding updation of correct Mobile Numbers by the Teachers in their Personal Profile.

Reference to this office instructions dated 31.01.2025 on the subject cited above.

Vide letter under reference, list of employees whose inconsistent Mobile number has been updated in their Personal Profile was shared for validation. Because Correct mobile number is required to access the various services on MIS Portal and receiving SMS during General Transfer Drive for filling up of Block/School preferences, finalization of these preferences, verification of data etc. which required OTP authentication since system will throw OTP on their Primary Mobile Number available on MIS Portal. Therefore, it is necessary that correct mobile number is added in Primary Mobile Number field. Accordingly, you were requested to ensure the updation of correct primary mobile number by all teachers in the personal profiles. Despite this, verification of primary mobile number by various employee not yet confirmed on MIS Portal.

It is, therefore, again requested to issue necessary directions to all the employee to complete the following task for updation/verification of correct Primary Mobile number on MIS Portal which will be used for OTP authentication to access various services as well as Transfer Drive modules on MIS Portal: -


A: Correct Primary Mobile number available on MIS but verification is pending may follow following steps to complete the activity: -

- Step-1: Login on MIS Portal with their MIS credentials.
- Step-2: Go to "Personal Profile" => Contact Detail => Check Primary Mobile number
- Step-3: Click on Verify Button=> Enter OTP and submit.

B: For updation of correct mobile number, use the following steps:

- Step-1: Login on MIS Portal with their MIS credentials.
- Step-2: Go to "profile correction Request" => Contact Detail => Add New Request
- Step-3: Enter correct Mobile Number => Send Request
- Step-4: After approval of request from Approving Authority, correct mobile number will be reflected in their personal profile.

It is also requested to ensure that all profile correction requests may be decided by approving authority within two days and no request remains pending in the MIS accounts of approving authority. This should be completed by all latest by 23.06.2025 positively.


Superintendent (eGov.)
for Director Secondary Education,
Haryana, Panchkula