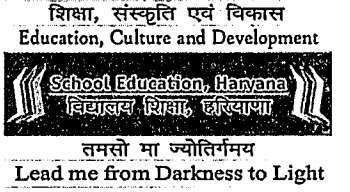




GOVERNMENT OF HARYANA/हरियाणा सरकार  
**Directorate Secondary Education**  
**माध्यमिक शिक्षा निदेशालय**



From

Director Secondary Education Haryana,  
Panchkula.

To

All District Education Officer,  
All District Elementary Education Officer,  
in the State of Haryana.

Memo No. KW 1/101-2016 IT Cell  
Dated, Panchkula 30/03/2018

**Subject:- Regarding updation of MIS Portal.**

Kindly refer to this office instructions/directions issued from time to time on the subject cited above.

It has been observed that a number of updations /approval are pending on MIS Portal resulting the purpose of capturing the data at centralized portal is defeated which has been viewed seriously by the Higher Authorities.

It is therefore, again requested to issue strict instructions to all Principal/Head of Institution /DDO on the following issues: \*

1. DDO may ensure to update all type of profile correction request, relieving /joining shown in their MIS account by end of this month positively and for future such updation should be done within 15 days of the request.
2. No DDO may be relieved from their current posting/charge on their transfer/retirement till they complete the job of updations of all pending approval /joining on MIS Portal.
3. A certificate to the effect that no pending such updations is left at his /her level, may be obtained before any DDO is relieved.
4. It has been observed that a number of internal adjustment of postings of employees has been carried out at their own level. In order to rectify the data of such cases, a consolidated District wise report may be prepared and after getting the approval from the competent authority, to ensure the updation of same on MIS portal with the help of their establishment branch.

In case any Head of Institution/ DDO does not follow the instructions stated above concerned will be held personally responsible for departmental disciplinary proceedings. The above instructions may be strictly complied with.



Joint Director-IT-Edu.  
for Director Secondary Education  
Haryana Panchkula

A copy is forwarded to the following for information and necessary action

1. All Establishment branches at HQ. to ensure 100% updation of all posting orders issued by the concerned branch till date on MIS portal by 31<sup>st</sup> March, 2018. Also, in future may ensure updation of posting orders on MIS portal before issuing such orders.
2. All Head of Institutions /DDOs for strict compliance.



Joint Director-IT-Edu.  
for Director Secondary Education  
Haryana Panchkula