

From

Director Secondary Education,  
Haryana, Panchkula

To

All District Education Officer,  
All District Elementary Education Officers,

Memo No. *1101/2016 - E.Gov.*  
Dated, Panchkula, the *12/01/2018*

**Subject: - Regarding updation of reliving/ joining report on MIS Portal.**

Kindly refer to the subject cited above.

It has been observed that many employees has been relived / joined by the DDOs on the basis of orders issued by the Head Quarter without updating the same on MIS Portal due to various reasons like non-updation of such transfer/posting orders on MIS portal by directorate etc. As & when the orders are updated on the MIS Portal by the department, the reliving / joining dates shown as different on the portal due to various reasons. As the system shows different dates for relieving / joining as compare with actual date of relieving/joining, the concerned Head of School generally refuses to make any updation on MIS portal with wrong /different. dates actual shown on the MIS portal. As a result of which following problems / discrepancies / deficiencies arise: -

1. The data of the concerned employee on the MIS portal doesn't matched /tally with their actual posting.
2. Information regarding vacant posts is not correctly shown on the portal due to which orders of posting / transfers are not affected.
3. Employee concerned has to visit different offices for updation of such record on MIS portal.

In order to rectify the database on MIS Portal, it is therefore, requested to issue strict instructions to all Head of Schools/DDOs

1. to update the reliving/joining record of all pending employees who were actually relived/joined by the concerned Head of School immediately as per date shown on the portal.
2. In future, no employee may be allowed to relive / join till the updation of reliving/joining on the MIS Portal.


In case, any Head of the School doesn't follow the instructions stated above, concerned will be liable for departmental disciplinary proceedings.

  
**Assistant Director IT**  
**For Secondary Education Department,**  
**Haryana, Panchkula**

Dated, Panchkula, the *12/01/2018*

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A copy is forwarded to all Establishment Branches of Directorate with a direction to ensure the updation of all transfers/posting/adjustment/promotion orders on MIS Portal before issuing the same.

  
**Assistant Director IT**  
**For Secondary Education Department,**  
**Haryana, Panchkula**