

## **Annexure-P3**

### **Document containing Guidelines to complete the “Employee profile” and “Service Details” on MIS Portal**

All Employees of Department of School Education are required to complete their profile and service book on MIS Portal. Employees can avail various services on MIS portal only if their profiles and service book are complete in all respect and approved by their respective higher authorities. All sub profiles are to be saved before proceeding to the next sub profile.

The steps to be adopted for completion of profile by an employee are as under:-

1. Please fill up your details (Personal as well as Professional) in the format attached at Annexure-P1 before starting uploading the information to save your time and for the sake of accuracy of data. Also please create your valid email id if you are not having it earlier.
2. Visit [hryedumis.gov.in](http://hryedumis.gov.in).
3. Log in to your account using username and passwords assigned to every individual of an employee.
4. Click on My Profile → Basic Profile → Contact Details and add your contact details. Please note that primary email id and mobile number are mandatory fields and then change your password. This is advised keeping in view the security measures.
5. Click on My Profile → Basic Profile → Personal Information and fill up relevant fields.
6. After completion of information in “Personal Information” sub-section, click on “Save” button to save filled information.
7. Click on My Profile → Basic Profile → Photograph and Signature and upload valid photograph and signature and save it.
8. Click on My Profile → Basic Profile → Address Details and fill up relevant fields.
9. After completion of information in “Address Details” sub-section, click on “Save” button to save filled information.
10. Click on My Profile → Identity Profile and fill up relevant fields.
11. After completion of information in “Identity Profile” section, click on “Save” button to save filled information.
12. Click on My Profile → Health Profile → Disabilities. Add Disabilities, if any. Employee must possess a disability certificate issued by Chief Medical Officer.
13. Click on My Profile → Health Profile → Chronic Diseases. Add Chronic Diseases, if any. Employee must possess a Chronic Disease certificate issued by AIIMS (Including its branches in Haryana) /

PGI Rohtak / PGI, Khanpur Kalan / Kalpana Chawla Medical College, Karnal / PGI Chandigarh and Duly Constituted Medical Board only.

14. Click on My Profile → Health Profile → Vital Measurements and fill up relevant fields.
15. After completion of information in “Vital Measurements” sub-section, click on “Save” button to save filled information.
16. Click on My Profile → Educational Profile. Start filling up the qualifications from “10<sup>th</sup> Class” and so on after filling up of relevant information in each sub-section.
17. Click on My Profile → Family Profile and fill up relevant fields.
18. After completion of information in “Family Profile” section, click on “Save” button to save filled information.
19. Click on My Profile → Spouse Profile and fill up relevant fields.
20. After completion of information in “Spouse Profile” section, click on “Save” button to save filled information.
21. Click on My Profile → Salary Bank Account Details and fill up relevant fields.
22. After completion of information in “Salary Bank Account Details” section, click on “Save” button to save filled information.
23. Click on My Profile → Emoluments Details and fill up relevant fields.
24. After completion of information in “Emoluments Details” section, click on “Save” button to save filled information.
25. Click on My Profile → Awards Details and fill up relevant fields. Please note that designation held at the time of award will be automatically shown after completion of Service Book.
26. After completion of information in “Awards Details” section, click on “Save” button to save filled information.
27. Click on My Profile → Send Profile for Approval and check that you have correctly filled all the mandatory fields in “My Profile” section. If data is not correct in any of the sections, then click on the respective section and rectify the same.
28. Check on the check box after reading the confirmation text and click on “Send Profile for Approval” button.
29. Your profile will be sent for approval to the immediate higher authority. The higher authority may approve or reject your profile. If rejected, you will be able to see reasons of rejection in the “Send Profile for Approval” section.
30. After rejection of the profile, you shall correct the details and click on “Send Profile For Approval” button again.

## **Completion of Service Details:**

The next step is to complete the Service Book.

Note: All transactions of service career will be maintained on MIS Portal hereafter. Therefore accurate information must be ensured by every employee to avoid any rejection and repetition of work. To complete the service book records, following steps are to be followed. However to avoid any misinformation all employees are advised to fill up relevant information in the format available at Annexure P2 and refer it while filling up of various records in the respective section and sub-sections of the service book:-

1. You are supposed to update two types of records – “Appointment details” and “Posting details”.
2. For every appointment details, there shall be multiple postings. For each posting, all relevant details are to be entered.
3. Your current appointment details will be shown by default in the service book, click on Edit icon.
4. Firstly, you should update current appointment details and current posting details. Then you should add all previous postings under the current appointment.
5. Add/update appointment order number, type of appointment, date of appointment, mode of recruitment, advertisement number (if applicable), recruitment exam roll number (if applicable), merit number (if applicable), Select the category under which you were appointment (if known), selection authority and Date of Recommendation by Selection Authority.
6. After completion of the above mentioned fields, click on “Proceed” button.
7. Check that you have correctly filled all the fields and click on the check box after reading the confirmation text and click on “Save” button.
8. Then click on the edit icon of the posting record.
9. Add/update School / Office Name (if different than shown), designation, location area category, posting/transfer order number, date of order, is this your current posting (keep it as “Yes”) and date of joining.
10. After completion of the above mentioned fields, click on “Confirm” button.
11. Check that you have correctly filled all the fields and click on the check box after reading the confirmation text and click on “Save” button. Please note that date of relieving will not be asked in case of current posting.
12. After completion of your current appointment details and current posting details, you should add your previous appointment details by clicking on “Add Appointment” button. Also add previous posting details under that appointment in the similar manner by clicking on “Add Posting Records”.

13. Please note that for all previous posting, you will have to enter date of relieving along with correct reason of relieving from the drop down. While adding previous appointments, you should enter initial appointment details first and various postings there under.
14. After completion of service book records and careful review of the entered records, click the check box of undertaking (Undertaking: I hereby confirm that details furnished above are correct and true to the best of my knowledge and belief. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.) and click on 'Send the service book for approval' button.  
  
Note: You will not be able to edit / add in your service book once you submit the same for approval.
15. Your service book will be submitted for approval to the immediate higher authority. The higher authority may approve your service book only if it is correctly filled and matches exactly with your service book records. Delay in approval might indicate discrepancy in information submitted.
16. In case of pending approval you shall reach out to your higher authority to identify the discrepancies and get then rectified from higher authority. Higher authorities will have right to edit your submitted service book.
17. Once service has been approved by higher authorities, further additions in service records by means of transfers, promotions etc. will updated on MIS portal based on transactions.