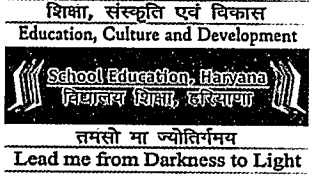




GOVERNMENT OF HARYANA/हरियाणा सरकार
Directorate of Secondary Education
विद्यालय शिक्षा निदेशालय



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MOST URGENT

From

Director Secondary Education,
 Haryana, Panchkula

To

All District Education Officers,
 All District Elementary Education Officers,
 All Principals/ Head of Offices (HOO) concerned
 In the State of Haryana.

Memo No. 1/136-2016 eGov./IT cell

Dated: 26/10/2017

Sub: Regarding updation of relieving/joining of employees on MIS portal.

As you are aware that the for all service matter purposes including transfer are uploaded online through MIS which is a single source of information, so it should be updated on real time basis. But it has been noticed that the information regarding relieving and joining of the employees transferred in the transfer drive is not fully updated on MIS portal. The information of relieving/joining of a teacher is compulsorily required to be updated on MIS portal after a transfer drive.

A teacher who has joined a school in pursuance to the transfer drive orders would naturally be joined on the MIS in the school where he is working/posted now. Therefore, the head of office concerned will update the MIS letting such teachers relieve/ join as the case may be. If it is not done then such posts may be shown as vacant or filled, as the case may be, to the prospective participants in upcoming transfer drive. Therefore it becomes imperative that the operation carried out by the transfer drive be reflected on MIS portal in all respects. **To retain a post one has to update/upload his/her joining report on MIS portal too.**

Therefore, the concerned HOO/DDO's are directed to strictly ensure the completion of MIS profile of all teachers along with their present place of posting. The concerned HOO/DDO will be held responsible for any laxity in the matter and dsiplinary action shall be initiated against the concerned officials.

The DEO's/DEEO's are directed to submit a report of NIL pendency in this respect by 27.10.2017 through E-mail at eduhry.itcell@gmail.com.

[Signature]
 Assistant Director (IT Edu.)
 For Director Secondary Education
 Haryana, Panchkula