

From

State Project Director
Haryana School Shiksha Pariyojna Parishad
Panchkula

To

All District Education Officers
All District Elementary Education Officers
All Block Education Officers
All Block Elementary Education Officers

Memo No. 1/67-2015-IT Cell
Dated 24th August, 2015

Subject: Management Information System - Completion of Section Allocation, Subject Selection, Roll Number allocation, Data Completion and Data Quality Management.

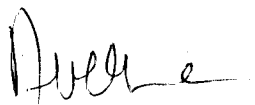
Kindly refer letter no. 1/26-2014-IT Cell dated 27.03.2015 and 29.07.2015 on the subject cited above.

All DEOs, DEEOs, BEOs and BEEOs were requested vide letter dated 29.07.2015 to ensure that all schools complete Section Allocation, Subject Selection and Roll Number allocation for all students by 7th August, 2015.

Attention is also invited towards letter no. 1/67-2015-IT Cell dated 13.07.2015 vide which data completion and data management process was conveyed to all DEOs & DEEOs. Certificates as available at Annexure 2, 3 & 4 were requested to be sent to Technology Officer, O/o Director Secondary Education by 14th August, 2015 through email at hrymis@gmail.com. But the said certificates are still awaited from all District Education Officers and District Elementary Education Officers despite discussions held in various meetings including meeting of DEEOs & BEEOs held on 12.08.2015 & 13.08.2015.

It is again requested that all DEOs & DEEOs ensure that data completion and data quality processes which consist of Completion of School Information Section, Filling of Non-Mandatory fields of students, Data Quality Management for student admission and school definition, is completed by all schools under their control within the prescribed timeframe and requisite certificates as per Annexure 2, 3 & 4 are sent to Technology Officer, O/o Director Secondary Education latest by 31st August, 2015. This is essential to ensure that the MIS Portal becomes the

single source of information for all Departmental needs as ordered vide order no. 1/67-2015-IT Cell dated 13.08.2015.

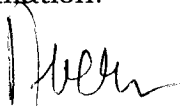

State Project Director
HSSPP, Panchkula

Endst. No. Even

Dated: 24.08.2015

A copy is forwarded to the following for information:

1. PS/PSSE for kind information of W/PSSSE.
2. Director Secondary Education, Haryana, Panchkula for information.
3. Director Elementary Education, Haryana, Panchkula for information.


State Project Director
HSSPP, Panchkula

Government Primary/Middle/ High/ Senior Secondary School

School Name....., UDISE Code....., Deptt. School Code.....

SCHOOL LEAVING CERTIFICATE

(Academic Year: -)

File No.

Date of issue:.....

Pupil's Name.....

Student Registration No. (SRN) o. in Admission Register.....

Name of Father/Guardian..... Mother.....

Date of birth.....

Certified that..... attended this school up-to He/she has paid all sums due to the school, and was allowed on the above date to withdraw his/her name. He/she was reading in Class in this school.

1. He/she was examined in and

- a. Was allowed/promised promotion to Class....., OR
- b. Passed the examination in the highest class available in the school, OR
- c. Left the school mid-session to join a different school, OR
- d. Failed in..... subject(s)

Note: (please tick and fill whichever is applicable):

The following particulars are certified to be correct according to the registers of the school and the certificate/s produced from previous school/s attended during the school year:

No	School	Date of admission	Date of withdrawal	Date of attendance during the current school-year		No. of total attendances during the current school year	Pupil's attendance during the current school year	Leaves taken during the current school year
				From	To			
1								
2								
3								
4								

Date of issue:.....

Signatures and seal of Head of Institution

For Scholarship-Holders Only

Kind of scholarship Value..... Year of award.....

Date up-to which drawn:..... By whom payable.....

Note: Entries checked and found correct:

Signatures and seal of Head of Institution

For office use only:

Certified that..... S/o-D/o- ward of

and a student of the class who left the.....

School (School Code.....) District with Transfer Certificate No.

..... Dated has joined the class.....

Of School (school code

..... District..... on.....

His/her date of birth mentioned in the Transfer Certificate is.....

Signatures and seal of Head of Institution

[Handwritten signature]

Annexure A3

Students Record Certificate (School Level Report)

Students Record Certificate Department of School Education, Haryana											
Reference no. _____						Date: _____					
School Name: _____						School Code: _____					
This is to certify that the number of students enrolled in the _____ School, UDISE Code(_____), Deptt. School Code: (_____) as on (Date: _____) for each Class is as under:											
Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
The enrollment listed above is consistent with the Students List Report attached here-with. This Students List Report is accurate as on _____ to the best of my knowledge and ability.											
_____ (Name of School Head)				_____ (Designation of School Head)				_____ (Signatures of School Head)			
Seen and countersigned											
_____ BEO/BEOO Signatures with date and seal											

Annexure A4

Students Record Certificate (Block level Report)

Report as on <Date>

Reference no. _____

Date: _____

Block Name: _____

District: _____

This is to certify that the number of students enrolled in Schools of Name of Block Block, Name of District District as on Date for each Class is as under:

Class I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

The enrollment listed above is consistent with the Students List Report. This Students Report is accurate as on _____ to the best of my knowledge and ability.



(Name of BEEO/BEO)

BEO/BEEO Signatures

DEO/DEEO Signatures