Document containing Guidelines to approve "Employee profile" and "Service Details" on MIS Portal

All Employees of Department of School Education are required to complete their profile and service Profile on MIS Portal. Higher authorities are required to approve the Employee Profile and Service Profile of the employees working under their administration after consultation of his/her personal record. The Completion of service profile shall be completed in top down fashion i.e. Senior authorities' profile shall be approved first so that they can be able to verify their subordinate employees after verification.

The steps to be adopted for approval of Personal profile by Higher authority are as under:-

1. Visit hryedumis.gov.in.
2. Ensure that your profile is approved by your higher authority.
3. Log in to your account using username and password assigned to you for profile completion.
4. Click on "Employee Administration" section → Approvals.
5. List of employees will be shown which includes Employee ID, School/Office Name, Cadre, Designation and Profile Approval Status.
6. Search employees working under your control by filling "Employee ID" in "Employee Search" section one by one in the text box. After filling Employee ID, Employee Details will be shown which includes Employee ID, School/Office Name, Cadre, Designation and Profile Approval Status.
7. Click on "Select" button.
8. Profile details shall be displayed. Review the employee profile for verification in consultation with record available with you.
9. After careful examination of the entered records. You can either approve or reject the employee profile on the basis of information provided by employee by following the procedure below:-
   a) **For approving**, "Click" on the "check box" after reading the confirmation text and then click on "Approve the Profile" button. A pop up will be shown in which confirmation is asked. Click on "Yes, I want to approve the profile" button or else Click on "No" button. If you click on "Yes, I want to approve the profile" button, a message will be shown "Employee Profile successfully approved".
   b) **For rejecting**, click on "Reject" Button and fill the "Reason of rejection" in the text box and then Click on "Reject" button.

The steps to be adopted for approval of Service profile by higher authority are as under:-

1. Visit hryedumis.gov.in.
2. Log in to your account using username and passwords assigned to an employee.
3. Click on "Employee Administration" section → Approvals.
4. List of employees will be shown which includes Employee ID, School/Office Name, Cadre, Designation and Profile Approval Status.
5. A search engine is also given where you can search an employee by filling in employee ID in the txt box. After filling Employee ID, Employee Details will be shown which includes Employee ID, School/Office Name, Cadre, Designation and Profile Approval Status.
6. Click on "Select" button.
7. You shall review the Service profile of an employee for verification.
8. After careful review of the entered records. You can approve the service profile on the basis of "Service book" with you.
9. You can also edit the service profile of an employee, if required.
10. **For approving**, "Click" on the "check box" after reading the confirmation text and then click on "Approve Service Book" button. A pop up will be shown in which confirmation is displaying "Are you sure, you want to approve the service book?" button and "No" button. If you click on "Yes, I approve this Service Book" button, a message will be displayed "Employee Service Book successfully approved".
11. Once approved you will not be able to edit any posting and appointment records of this employee.
12. However, at later stage, if employee considers that some changes are required, the same shall be carried out by adopting due process, to be notified later.