

From

Director Secondary Education, Haryana, Panchkula

To

Secretary, Board of School Education, Haryana, Bhiwani

Director, SCERT, Haryana, Gurgaon

All District Education Officers

All District Elementary Education Officers

All Principal DIETs/GETTIs

Memo No. 1/13-2016-e-Gov.Cell

Dated: 17/3/16

**Sub: Use of Parivartan-School MIS Portal for Student Admissions, Transitions and Employee services.**

Refer to the subject cited above.

For achieving the goal of “Digitally Empowered Organization” the Department had launched the “Parivartan-School MIS Portal” in the year 2015 and data of all students was digitized on the portal.

To progress further towards complete digital empowerment, it has been decided to make mandatory for all schools Government as well as Private to use the Parivartan-School MIS Portal and make all activities pertaining to students i.e. New Admissions, Readmissions, Withdrawal, Transitions, Student Attendance, Section Allocation, Subject Selection, Timetable, Issuance of School Leaving Certificate etc. ‘ONLINE’ and disbursement of all student entitlements like scholarships, stipends, books, MDM, etc. be strictly based on information retrieved from Parivartan-School MIS Portal w.e.f. the academic session 2016-17. Hence to keep data on MIS Portal dynamic, complete in all respect and updated following instructions are issued for compliance by all concerned:-

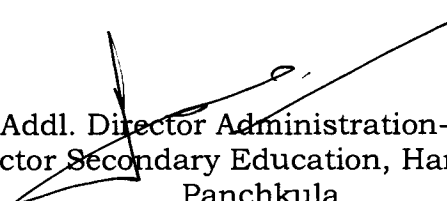
- i. All new admissions in the Government schools during the academic year 2016-2017 shall be made online. For enabling parents and students apply “Online”, application is being be launched shortly. However, application for “Online admission” of

students by schools is already ready and shall be activated w.e.f. 1<sup>st</sup> April, 2016.

- ii. All Students presently admitted in the schools may be transferred from one class to another or from one school to another school using “online” utility for issuance of School Leaving Certificate, Transition, Readmission available on MIS Portal.
- iii. During the academic session 2016-17 onwards, all types of incentives to students (in kind or monetary) shall be disbursed on the basis of data maintained on the Parivartan-School MIS Portal and SRN shall be compulsorily mentioned in the record of disbursement. Any disbursement made to the students, whose data is not uploaded on the MIS Portal or without reference of SRN, shall be considered as embezzlement.
- iv. Redistribution of posts (Rationalization) shall be based on the students strength reflected on Parivartan-School MIS Portal.
- v. Data for Student enrolment with Board of School Education Haryana shall also be pulled by the Board from the Parivartan-School MIS Portal. For this purpose, necessary utilities shall be developed by the department and BOSEH jointly.
- vi. All transfers, promotions, new recruitment and deputation on foreign service etc. pertaining to employees of the Department shall be carried out by using the Parivartan platform.
- vii. For availing any kind of entitlement like transfer, promotion, ACP, Extension in service, Medical Reimbursement, Loans and Advances, any type of Leave, Foreign Tours, Higher Studies, etc. it is mandatory for all employees to complete their Personal and Service profile on the MIS Portal, and become a “verified employee” on MIS Portal.
- viii. For planning of various schemes under SSA, RMSA, NSQF, CWSN, RTE, MDM etc., data available on MIS Portal shall only be utilized.
- ix. All private schools shall also carry out the digitization of students studying in their schools accordingly. They can use the “Transition” and “Readmission” utility in respect of the students whose data was digitized on the portal during academic year 2015-2016. However for new admissions and students whose data was

not digitized, "new admissions" utility may be used for digitizing the data of all such students.

This issues with the approval of the competent authority.

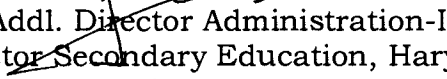
  
Addl. Director Administration-I  
For Director Secondary Education, Haryana,  
Panchkula

Endst. No. Even

Dated: 17/3/16

A copy is forwarded to the following for information and necessary action.

1. All District Project Coordinators, SSA/RMSA.
2. All Block Education Officers.
3. All Block Elementary Education Officers.
4. All Block Resource Coordinators, SSA/RMSA.

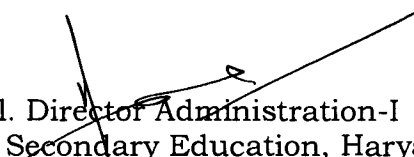
  
Addl. Director Administration-I  
For Director Secondary Education, Haryana,  
Panchkula

Endst. No. Even

Dated: 17/3/16

A copy is forwarded to all Officers, Incharges, Branch Superintendents and Branch Heads of the Directorate of Secondary, Elementary and HSSPP for information and necessary action.

The instructions may be brought to the notice of all concerned for compliance.

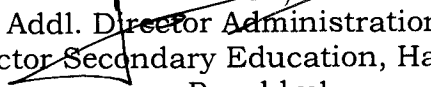
  
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A copy is forwarded to the following for information:-

1. PS/ACSSE for kind information of Additional Chief Secretary School Education, Haryana, Chandigarh.
2. PA/DSE for kind information of Director Secondary Education, Haryana, Panchkula
3. PA/DEE for kind information of Director Elementary Education, Haryana, Panchkula
4. PA/SPD for kind information of State Project Director Haryana School Shiksha Pariyojana Parishad, Panchkula

  
Addl. Director Administration-I  
For Director Secondary Education, Haryana,  
Panchkula