

**OFFICE OF DIRECTOR SECONDARY EDUCATION, HARYANA, PANCHKULA**

**Order**

**No. 1/24-2016-IT Cell**

**Dated:** 11/2/16

Vide letter no. 1/67-2015- IT Cell dated 08.10.2015 data completion and regular updation of different MIS modules was assigned to various branches.

It has been observed that the usage of MIS Portal across all branches is minimal inspite of multiple training sessions and multiple reminders. Since all key modules based on student, school and employee databases are now live and multiple reports are available based on the Student data.

It is again directed that:-

- MIS portal may be used as the single source of information for student related data for all key decisions; analysis, planning and budgeting and no data requests should be sent to the field offices (Logins and passwords have already been shared with all branches).
- Data completion for all modules be ensured by referring following two types of reports:-
  1. **Data Completion Reports:** To track the completion of different attributes of student and school profiles (and employee profiles, going forward)
  2. **Data Analysis Reports:** To check the aggregate numbers like total number of girl students in the state; accuracy of which is contingent upon completion of the same in the student profile
- Data discrepancies identified in MIS should be resolved in coordination with field offices/schools for completion/correction of the data directly on MIS Portal.
- Information gaps/missing reports required for branch work should be reported to the MIS team for consideration

**(M.L. Kaushik)**  
**Director Secondary Education**  
**Haryana, Panchkula**


**Endst. No. 1/24-2016- IT Cell**

**Dated:** 17/2/16

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

1. All District Education Officers in the Haryana State.
2. All District Elementary Education Officers in the Haryana State.
3. All Block Education Officers in the Haryana State.

4. All-Block Elementary Education Officers in the Haryana State.


  
**Additional Director Administration - III  
For Director Secondary Education  
Haryana, Panchkula**

**Endst. No. 1/24-2016- IT Cell**

**Dated: 17/2/2016**

A copy is forwarded to the following for kind information:-


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

  
**Additional Director Administration - III  
For Director Secondary Education  
Haryana, Panchkula**

**Endst. No. 1/24-2016-IT Cell**

**Dated: 18/2/2016**

A copy is forwarded to all HQ Officers and officials for information and necessary action.

  
**Technology Officer  
For Director Secondary Education  
Department of School Education, Haryana**