

From

Director Secondary Education, Haryana, Panchkula

To

Director SCERT

All District Education Officers

All District Elementary Education Officers

All Principal DIETs

All Block Education Officers

All Block Elementary Education Officers

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

Date: 19/3/16

Sub: Completion and Approval of Employee Profile on MIS Portal.


Refer to this office letter no. 1/13-2016 e-Gov. dated 28.01.2016 vide which personal profile and service profile of all employees was ordered to be updated by the employee themselves and verified by their senior authority after consultation of his/her personal record upto 06.02.2016 which was further extended upto 18.03.2016.

List of all employees who had not initiated their profile as on 16.02.2016 was sent through email on 16.02.2016 with a request to complete the activity of filling up and approval of the profile latest by 18.02.2016. But no progress has been made till now. Not only this, one School Information Manager has been deputed each in the office of DEO and BEO to assist them in the task of approval of the profile.

In this connection, it is pertinent to mention that all activities pertaining to transfer, promotion, extension in service beyond 58 years, approval for foreign visit and higher studies are to be done through MIS Portal only. In the absence of completion of profile and approval thereof, it will not be possible to carry out these activities through the portal. The academic session is going to end in a few days and Department will be carrying out transfers and promotions in the beginning of new academic session. Non-completion of this exercise will put all the efforts of the Department initiated towards automation and transparency into vain.

In view of the above, it directed that all DEOs, DEEOs and Director SCERT will get the profile completed and approved in respect of employees working under their control during holidays and submit compliance report to

the Directorate by 21.03.2016 evening. Officers/ Officials not completing the task upto 21.03.2016 will be liable for disciplinary proceedings.



Additional Director Administration-I
For Director Secondary Education,
Haryana, Panchkula

Endst. No. Even

Dated: 19/3/16

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

1. PS/ACSSE for kind information of Additional Chief Secretary School Education, Haryana
2. PA/DSE for kind information of Director Secondary Education, Haryana
3. PA/DEE for kind information of Director Elementary Education, Haryana
4. All Headquarter officers, Superintendents, Deputy Superintendents, Incharges of various cells of all three wings of the Directorate.


Additional Director Administration-I
For Director Secondary Education,
Haryana, Panchkula