

From

Director Secondary Education, Haryana

To

All District Education Officers  
All District Elementary Education Officers

Memo No. 1/64-2016 e-Gov. Cell  
Dated, Panchkula the 10.05.2016

**Sub: Updation of Transfers and Promotions which have been carried out after migration of employees data on MIS Portal.**

The exercise of uploading and approval of personal and service profile was initiated in the month of January 2016 by migrating the data on MIS Portal. After that a number of transfers (within cadre and out cadre) and promotions have been issued by the Department which have not been incorporated on MIS Portal. To maintain the accuracy of the data of MIS Portal, it is essential that all transfers and promotions should be integrated on the portal. Many queries are received through email and helpdesk enquiring about integration their transfers/promotions in their profile.

For integrating the transfers of employees, the following guidelines may be adopted by the concerned officers/officials:

#### **A: TRANSFERS**


- 1. For employees whose profile has been approved before issuance/ implementation of transfer:-** For such cases, service profile of transferred employee needs to be rejected by the approver of the said employee and concerned employee need to update his/her "Current Posting" in the service profile.
- 2. For employees whose profile has not yet been approved:-** Such employees can edit there "Current Posting" in the Service Profile by using edit option.

#### **B: PROMOTIONS**

- 1. For employees who have been promoted and their posting orders have been issued:-** Such employees can edit their "Current Appointment" and "Current Posting" in the service profile by using edit option, if their service profile is not submitted by them. However, if they have submitted their service profile, then their service profile needs to be rejected by the approver and they need to update their "Current Appointment" and "Current Posting" in their service profile.
- 2. For employees who have been promoted and their posting orders have not been issued:-** Firstly, promotion of such employees shall be updated on MIS

Portal by the authorized officer/official of the Directorate. Thereafter, in the first case, they shall be asked to give option of zones and schools as per Transfer Policy and allocation of schools to them shall be done through the query. In case the department decides to do their posting manually without consultation to MIS Portal, then method mentioned at Sr. No. 1 above shall be adopted by them.

You are requested to intimate all concerned accordingly.


  
**Technology Officer**  
**For Director Secondary Education**  
**Haryana**

**Endst No. Even**

**Dated: 10.05.2016**

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

1. PA/DSE for kind information of Director Secondary Education, Haryana
2. PS/DEE for kind information of Director Elementary Education, Haryana
3. PA/Additional Director Admin-I for kind information of Additional Director Admin-I
4. PA/Additional Director Admin-II for kind information of Additional Director Admin-II
5. PA/Additional Director Admin-III for kind information of Additional Director Admin-III
6. PA/Additional Director Admin (VD) for kind information of Additional Director Admin (VD)
7. PA/Joint Director Admin (MG) for kind information of Additional Director Admin (MG)
8. Joint Director Masters/ Joint Director C&V/Joint Director Elementary Education
9. All Branch Officers of Establishment branches of Directorate of Secondary and Elementary Education

  
**Technology Officer**  
**For Director Secondary Education**  
**Haryana**



From

Director Secondary Education, Haryana

To

All District Education Officers  
All District Elementary Education Officers

Memo No. 1/64-2016 e-Gov. Cell  
Dated, Panchkula the 10.05.2016

**Sub: Updation of Transfers and Promotions which have been carried out after migration of employees data on MIS Portal.**

The exercise of uploading and approval of personal and service profile was initiated in the month of January 2016 by migrating the data on MIS Portal. After that a number of transfers (within cadre and out cadre) and promotions have been issued by the Department which have not been incorporated on MIS Portal. To maintain the accuracy of the data of MIS Portal, it is essential that all transfers and promotions should be integrated on the portal. Many queries are received through email and helpdesk enquiring about integration their transfers/promotions in their profile.

For integrating the transfers of employees, the following guidelines may be adopted by the concerned officers/officials:

#### **A: TRANSFERS**

- 1. For employees whose profile has been approved before issuance/ implementation of transfer:-** For such cases, service profile of transferred employee needs to be rejected by the approver of the said employee and concerned employee need to update his/her "Current Posting" in the service profile.
- 2. For employees whose profile has not yet been approved:-** Such employees can edit there "Current Posting" in the Service Profile by using edit option.

#### **B: PROMOTIONS**

- 1. For employees who have been promoted and their posting orders have been issued:-** Such employees can edit their "Current Appointment" and "Current Posting" in the service profile by using edit option, if their service profile is not submitted by them. However, if they have submitted their service profile, then their service profile needs to be rejected by the approver and they need to update their "Current Appointment" and "Current Posting" in their service profile.
- 2. For employees who have been promoted and their posting orders have not been issued:-** Firstly, promotion of such employees shall be updated on MIS

Portal by the authorized officer/official of the Directorate. Thereafter, in the first case, they shall be asked to give option of zones and schools as per Transfer Policy and allocation of schools to them shall be done through the query. In case the department decides to do their posting manually without consultation to MIS Portal, then method mentioned at Sr. No. 1 above shall be adopted by them.

You are requested to intimate all concerned accordingly.

- Sd -  
**Technology Officer**  
**For Director Secondary Education**  
Haryana

**Endst No. Even**

**Dated: 10.05.2016**

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

1. PA/DSE for kind information of Director Secondary Education, Haryana
2. PS/DEE for kind information of Director Elementary Education, Haryana
3. PA/Additional Director Admin-I for kind information of Additional Director Admin-I
4. PA/Additional Director Admin-II for kind information of Additional Director Admin-II
5. PA/Additional Director Admin-III for kind information of Additional Director Admin-III
6. PA/Additional Director Admin (VD) for kind information of Additional Director Admin (VD)
7. PA/Joint Director Admin (MG) for kind information of Additional Director Admin (MG)
8. Joint Director Masters/ Joint Director C&V/Joint Director Elementary Education
9. All Branch Officers of Establishment branches of Directorate of Secondary and Elementary Education

  
**Technology Officer**  
**For Director Secondary Education**  
Haryana