

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

Order No. 1/64-2016-eGov. Cell

Dated: 10.05.2016

Core Groups consisting of following members are constituted for updating those promotion orders on MIS Portal which have been ordered by the Directorate after January 2016 (the date on which data of employees was migrated on MIS Portal) and posting of such officials have not been ordered till now.

1. For PGTs/Lecturers
 - i. Assistant Director HRL
 - ii. Superintendent HRL
 - iii. Concerned Assistant of HRL branch
 - iv. Data Entry Operators of HRL branch for technical support
 - v. Sh. Varun Aggarwal, Programmer will train them for such updation
2. For TGTs/C & V
 - i. Joint Director Masters and Joint Director C & V for TGTs and C & V respectively
 - ii. Superintendent HRM-I, II, C &V
 - iii. Concerned Assistant of HRM-I, II, C &V branch
 - iv. Data Entry Operators of HRM-I, II, C &V branch for technical support
 - v. Sh. Varun Aggarwal, Programmer will train them for such updation
3. For Principals
 - i. Assistant Director HRG-I
 - ii. Superintendent HRG-I
 - iii. Concerned Assistant of HRG-I branch
 - iv. Data Entry Operators of HRG-I branch for technical support
 - v. Sh. Varun Aggarwal, Programmer will train them for such updation
4. For Ministerial Staff
 - i. Assistant Director HRME
 - ii. Superintendent HRME
 - iii. Concerned Assistant of HRME branch
 - iv. Data Entry Operators of HRME branch for technical support

- v. Sh. Varun Aggarwal, Programmer will train them for such updation

All such officers/officials shall use their own login ID and password for updation of such promotions. However, their profile need to be updated and approved by the concerned approving authority before assigning them such task. They shall be personally responsible for providing their Login ID to MIS Team so that they can be assigned the task to carry out such activity through their login ID.

M.L. Kaushik
Director Secondary Education
Haryana

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Dated: 10.05.2016

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

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


Technology Officer
For Director Secondary Education
Haryana