

From

Director General Higher Education
Haryana

To

All the Principals
Govt. Colleges of Haryana State

Memo No. **22/221-2018 C-I (3)**
Dated, panchkula, the **23.07.2018**

Subject: Regarding Updation of Employee Profile (2nd Phase) on Management Information System (MIS).

In continuation of the letter no. 22/221-2018 C-I (3) dated 04.07.2018, the Department is in the process of providing "Online" services e.g. Online Transfer, Promotion, permission for going abroad, permission for higher studies, approval of CCL, Medical leave etc. to its officials and officers.

To avail these services it is mandatory that "**Employee Profile**" is completed by the concerned officer/ official himself/ herself and verified and approved by his/her superior authority after consultation of his/her personal record.

The verifying authorities are mentioned below:-

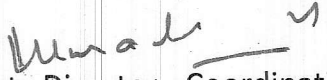
S. No.	Category	Place of Posting	Verifying Authority
1	Assistant/Associate Professors	College	Principal of College / Head of College
2	Principal / Principal (CDC)	College	Admin Branch (HQ, DHE)

The login credentials of each officials/employees will be shared on their respective College email id. All the principals are requested to share these credentials individually to each employee/officially. It is advised that on receipt of user ID and password, all officials must change their password.

Employee Profile is divided into three sections namely:

1. Personal Profile
2. Transfer Policy Profile
3. Service History

Each employee have to complete his employee profile by filling above mentioned section. The Last date of completion of the Employee's Profile (i.e. Phase II) is 27.07.2018. The process for Verification and Approval of official profile will be initiated after the completion of Phase – II or will be informed later. While filling the data on MIS portal the sanctity of data be maintained meticulously by comparing it with the actual service record available with the college. Any wrong information may give rise to disciplinary as well as departmental proceedings against the employee/official concerned. In case of any difficulty or query, the concerned official may contact at itcell.dghe@gmail.com.


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