

**(To be substituted bearing the same No. and Date)**

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 **04.07.2018**

**Subject: Regarding Creation of Online Management Information System (MIS) of employees working in Higher Education Department for Online Teacher Transfer and other process.**

Kindly refer to the subject cited above, the Department of Higher Education, Government of Haryana has developed online portal namely Management Information System (MIS) to create the fresh employee database working in Higher education with the objective that it becomes the single source for all information for the data required by the Department to function efficiently and effectively. The MIS will serve to reduce repeated data requests from Colleges, hence freeing up time of teaching staff to focus on academics. The information on MIS portal will also help streamline the Department's administrative processes (e.g. Online Teacher Transfers, Promotion, Medical Reimbursement, NOCs for Foreign Visit etc) through automation.

To initiate the process of Management Information System (MIS), it is divided in three steps as follows:

1. Registration of all teaching staff of college by College Principal.
2. Completion of Employee/Official Profile on MIS portal by each employee.
3. Approval of employee/official profile by concerned principal.

In first step, all Principals of Govt. Colleges are requested to register all their teaching staff (**Regular & Adhoc only**) on the MIS portal (**Link of MIS portal: 210.212.35.50/MIS**). Credential of each college will be shared on college email id's (List of College Email Ids attached at Annexure 'A' on which login credential will be shared). All principal are advised to change the password on their first log in. Also; it is the responsibility of Principal to ensure the registration of each and every teaching staff of their college whether they are deputed in other college. A help module for registration process is also attached at Annexure 'B'.

While registering the employee/official, Username and Password along with unique employee id of each and every employee/official will be generated by automated process and will be shared on the employee/official email id later on.

In second step, and after completion of registration process, each employee/official will log in on the MIS portal with their login credential and complete their MIS profile. It is the responsibility of employee/official to feed the correct information, any laxity or wrong information will invite strict action against the employee/official.

In third step, concerned principal will approve the employee/official profile as filled by the employee/official after ensuring the data filled by them is correct and up to date.

Timeline for the above process will be as follows:

Registration of each teaching staff of government college on MIS portal by principal	Up to 10.07.2018
Filling of MIS profile by official/employee	After completion of 1 <sup>st</sup> Step (Registration process)

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, the concerned employee/official may contact at [itcell.dghe@gmail.com](mailto:itcell.dghe@gmail.com) or at 8288005428 (Aman Kalyan).

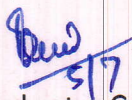
Anurag Agarwal  
Director General Higher Education  
Haryana, Panchkula

Endst. No. Even 22/221-2018 C-I (3)

Dated 05.07.2018

A copy is forwarded for information and necessary action:-

1. PS/DGHE, Haryana
2. PS/ACSHE, Haryana
3. IT Cell to upload the same on web portal.

  
Superintendent - College I  
For Director General Higher Education  
Haryana, Panchkula

**Annexure – 'A'**

S No	District	College	College Code	Email Id
1	Ambala	GCW Ambala City	AMB001	gcwambalacity@gmail.com
2	Ambala	GC Ambala Cantt.	AMB002	gcambalacantt@rediffmail.com
3	Ambala	GC Saha	AMB003	rggcsaha2006@gmail.com
4	Ambala	GC Naraingarh	AMB004	gc_naraingarh@yahoo.com
5	Ambala	GCG Shahzadpur (Ambala)	AMB005	gcgshahzadpur@gmail.com
6	Bhiwani	GCW Tosham	BHW001	chbansilalgcwtoham@gmail.com
7	Bhiwani	GC Siwani	BHW002	gcsiwani@rediffmail.com
8	Bhiwani	GCW Behal	BHW003	gcwbehal@gmail.com
9	Bhiwani	GC Bhiwani	BHW005	gcbhiwaniprincipal@gmail.com
10	Bhiwani	GC Loharu	BHW006	gcloharu@gmail.com
11	Bhiwani	GCW Bawani khera	BHW007	gcwbawanikherabwn@gmail.com
12	Bhiwani	GCW Bhiwani	BHW008	gcwbhiwani@gmail.com
13	Bhiwani	GC Education Bhiwani	BHW009	gcedubhiwaniinformation@gmail.com
14	Bhiwani	GCG Kairu	BHW010	gcgkairu@gmail.com
15	Bhiwani	GCW Loharu	BHW011	gcwloharu@gmail.com
16	Charkhidadri	GC Baund Kalan	BHW004	principalbaundkalan@gmail.com
17	Charkhidadri	GC Harya Mandi	BHW012	gcgharyamandi@gmail.com
18	Charkhidadri	GCW Badhra	CKD001	gcwbadhrainformation@gmail.com
19	Faridabad	GC Faridabad	FBD001	gcfaridabad@gmail.com
20	Faridabad	GC Tigaon	FBD002	gctigaon@gmail.com
21	Faridabad	GCW Faridabad	FBD003	gcwfaridabadinformation@gmail.com
22	Faridabad	GC Kheri Gujran	FBD004	gckherigujran@gmail.com
23	Faridabad	GCG Ballabgarh	FBD005	gcgballabgarh@gmail.com
24	Faridabad	GCG Nacholi	FBD006	gcwfaridabadinformation@gmail.com
25	Faridabad	GCG Mohna	FBD007	gcgmohanainformation@gmail.com
26	Fatehabad	GCW Bhodia Khera	FTB001	govt.gcwbhoriakalan@gmail.com
27	Fatehabad	GC Ratia	FTB002	ktgcratia@gmail.com
28	Fatehabad	GCW Ratia	FTB003	gcwratia@gmail.com
29	Fatehabad	GC Bhuna	FTB004	gcbhuna@gmail.com
30	Fatehabad	GC Tohana	FTB005	gctohana@gctohana.gov.in
31	Fatehabad	GC Bhattu Kalan	FTB006	gcbhattukalan@gmail.com
32	Gurugram	D GC Gurgaon	GGM001	dgcgurgaon@gmail.com
33	Gurugram	GC Jatauli Haily Mandi	GGM002	gcjatauli@rediffmail.com
34	Gurugram	GCW Sector-14, Gurugram	GGM003	gcgggn@gmail.com
35	Gurugram	GC Sector-9, Gurgaon	GGM004	gpgcsec9@gmail.com
36	Gurugram	GC Sidhrawali	GGM005	gcsidhrawali@gmail.com
37	Gurugram	GC Rithoj	GGM006	gcgrithoj@gmail.com
38	Gurugram	GCG Manesar	GGM007	gcgmanesar@gmail.com
39	Hisar	GC Adampur	HSR001	gcadampurinformation@gmail.com
40	Hisar	GC Barwala (Hisar)	HSR002	gcbarwala08hisar@gmail.com
41	Hisar	GC Narnaund	HSR003	gcnarnaund@gmail.com
42	Hisar	GC Hansi	HSR004	gc_hansi@rediffmail.com
43	Hisar	GC Hisar	HSR005	gchisar@gmail.com
44	Hisar	GC Nalwa	HSR006	govt.collegenalwa@yahoo.com, principalgcnalwa@gmail.com
45	Hisar	GCW Hisar	HSR007	govt.gchisar@gmail.com
46	Hisar	GCG Datta	HSR008	gcgdattahisar@gmail.com
47	Hisar	GCG Kheri Chopta	HSR009	gckherichopta@gmail.com
48	Hisar	GCG Ugalan	HSR010	gcugalan@gmail.com
49	Hisar	GC Uklana	HSR011	uklanagcg@gmail.com
50	Jhajjar	GC Chhara	JJR001	gcchhara@gmail.com
51	Jhajjar	GC Birohar, Jhajjar	JJR002	gcbirohar@gmail.com
52	Jhajjar	GC Dubaldhan	JJR003	gcdubaldhan@gmail.com

S No	District	College	College Code	Email Id
53	Jhajjar	GCW Bahadurgarh	JJR004	gcwbahadurgarh@rediffmail.com
54	Jhajjar	GC Bahu	JJR005	gcwbahu@gmail.com
55	Jhajjar	GC Badli	JJR006	gcbadli@rediffmail.com
56	Jhajjar	GCW Jassaur Kheri	JJR007	gcjassaur@rediffmail.com
57	Jhajjar	GC Dujana	JJR008	brsgcdujana@gmail.com
58	Jhajjar	GC Bahadurgarh	JJR009	gc_bahadurgarh1@rediffmail.com
59	Jhajjar	GC Jhajjar	JJR0010	principalj902@gmail.com
60	Jhajjar	GC Matanhail	JJR0011	gcmatanhail@gmail.com
61	Jhajjar	GCG Kulana	JJR0012	principalj902@gmail.com
62	Jind	GCW Safidon	JND001	gcwsafidon@yahoo.in
63	Jind	GCW Jind	JND002	gcwjind@yahoo.com
64	Jind	GC Narwana	JND003	gc_narwana@rediffmail.com
65	Jind	GC Julana	JND004	gcjulana2009@gmail.com
66	Jind	GC Alewa	JND005	gcAlewa2017@gmail.com
67	Jind	GC Safidon	JND006	principal.safidon@gmail.com
68	Jind	GC Jind	JND007	gc_jind@yahoo.co.in
69	Kaithal	GC kaithal	KTL001	gckaithal@gmail.com
70	Kaithal	GCG Gulha Cheeka	KTL002	gckaithal@gmail.com
71	Kaithal	GCG Kalayat	KTL003	gckaithal@gmail.com
72	Karnal	GC Matak Majri	KNL001	susgcm@gmail.com
73	Karnal	GC Assandh	KNL002	gcassandhinformation@gmail.com
74	Karnal	GCW Karnal	KNL003	gc_karnal_women@yahoo.com
75	Karnal	GC Karnal	KNL004	gckarnal@gmail.com
76	Karnal	GC Gharaunda	KNL005	gcghdinformation@gmail.com
77	Karnal	GCG Jundla	KNL006	gcgjundla@gmail.com
78	Karnal	GCG Padda	KNL007	gcgpadhainformation@gmail.com
79	Karnal	GCG Taraori	KNL008	gcgtaraori@gmail.com
80	Kurukshetra	GC Bherian	KKR001	gcbherianinformation@gmail.com
81	Kurukshetra	GC Chamu Kalan	KKR002	gcgchamukalan@gmail.com
82	Kurukshetra	GCG Kurukshetra	KKR003	gcgkurukshetra@gmail.com
83	Mahendergarh	GCW Narnaul	MGR001	gcw_narnaul@yahoo.co.in
84	Mahendergarh	GCW Ateli	MGR002	gcwateli@gmail.com
85	Mahendergarh	GC Kanina	MGR003	gckanina@gmail.com
86	Mahendergarh	GCW Nangal Choudhary	MGR004	gcwnch@gmail.com
87	Mahendergarh	GC Krishan Nagar	MGR005	gckrishanagar@gmail.com
88	Mahendergarh	GC Nangal Chaudhary	MGR006	gcnchd@gmail.com
89	Mahendergarh	GCW Mahendergarh	MGR007	gcw_mohindergarh@yahoo.com
90	Mahendergarh	GC Satnali	MGR008	gcsatnaliinformation@gmail.com
91	Mahendergarh	GC Ateli	MGR009	gcateli2008@gmail.com
92	Mahendergarh	GC Mahendergarh	MGR0010	gc_mohindergarh@yahoo.com
93	Mahendergarh	GC Narnaul	MGR0011	principal.gcnl@gmail.com, principalgcnl@yahoo.com
94	Mahendergarh	GC Education, Narnaul	MGR0012	gcenarnaul@gmail.com
95	Mahendergarh	GCG Chhilro	MGR0013	gcchhilro@gmail.com
96	Mahendergarh	GCG Sihma	MGR0014	gcw_narnaul@yahoo.co.in
97	Mahendergarh	GCW Unhani	MGR0015	gcwunani@gmail.com
98	Nuh	GC Nagina	Nuh001	gcnagina@gmail.com
99	Nuh	GCW Salaheri	Nuh002	gcwsalaheri@gmail.com
100	Nuh	GC Tauru	Nuh003	govt.gctauru@gmail.com
101	Nuh	GCW Punhana	Nuh004	gcwpunhana@rediffmail.com
102	Palwal	GC Hodal	PLW001	gchodal@yahoo.com
103	Palwal	GC Palwal	PLW002	gcpalwal@yahoo.com
104	Palwal	GC Hathin	PLW003	nodalgchathin@gmail.com
105	Palwal	GCG Mandkola	PLW004	gcgmandkola@gmail.com
106	Palwal	GCG Badoli	PLW005	gcgbadoli@gmail.com

S No	District	College	College Code	Email Id
107	Panchkula	GC Sector -1, Panchkula	PKL001	gc1_panchkula@yahoo.co.in
108	Panchkula	GC Barwala (PKL)	PKL002	govt.gcbarwala@gmail.com
109	Panchkula	GCW Sector-14, Panchkula	PKL003	gcgpanchkula@gmail.com
110	Panchkula	GC Kalka	PKL004	gckalka@gmail.com
111	Panchkula	GC Raipur Rani	PKL005	gcgraipurrani@gmail.com
112	Panipat	GC Behrampur (Bapauli)	PNP001	gcbapoli@gmail.com
113	Panipat	GC Panipat	PNP002	gcpnp786@gmail.com
114	Panipat	GCW Madlauda	PNP003	gcwmadlauda@gmail.com
115	Panipat	GC Israna	PNP004	gcisrana@gmail.com
116	Rewari	GC Kharkhara	RWR001	gckharkhara@gmail.com
117	Rewari	GC Kanwali	RWR002	gc_kanwali@rediffmail.com
118	Rewari	GC Bawal	RWR003	gc.bawal@gmail.com
119	Rewari	GCW Pali	RWR004	gcwpali@gmail.com
120	Rewari	GC Nahar	RWR005	gcnahar80@gmail.com
121	Rewari	GCW Gurawara	RWR006	gcw.gurawara@gmail.com
122	Rewari	GC Rewari	RWR007	gcrewari@gmail.com
123	Rewari	GC Kosli	RWR008	govtcollegekosli@gmail.com
124	Rewari	GCW Bawal	RWR009	gcg.bawal@gmail.com
125	Rewari	GC Jatusana	RWR010	gc_kanwali@rediffmail.com
126	Rewari	GCG Rewari	RWR011	gcwrewari@gmail.com
127	Rohtak	GCW Lakhan Majra	RTK001	gcwlmr@gmail.com
128	Rohtak	NRS GC Rohtak	RTK002	nrsrohtak@gmail.com
129	Rohtak	GC Sampla	RTK003	gcsamplainformation@gmail.com
130	Rohtak	GCW Sampla	RTK004	gcwsampla@gmail.com
131	Rohtak	GC Meham	RTK005	gcmeham@yahoo.in
132	Rohtak	GCW Mokhra	RTK006	gcwmokhraadmission@gmail.com
133	Rohtak	GC Jassia	RTK007	gcjassia@gmail.com
134	Rohtak	GCW Rohtak	RTK008	gcwrohtak@gmail.com
135	Sirsa	GC Dabwali	SRS001	gcdabwali@gmail.com
136	Sirsa	GC Mithi Sureran, Ellenabad	SRS002	cmrjgcmithisureran@gmail.com
137	Sirsa	GCW Sirsa	SRS003	gcwsirsa@gmail.com
138	Sirsa	GNC Sirsa	SRS004	gncsrs@yahoo.com
139	Sirsa	GCG Rania	SRS005	gcgrania@gmail.com
140	Sirsa	GCG Kalanwali	SRS006	gcgkalanwali@gmail.com
141	Sonipat	GC KharKhoda	SNP001	gckharkhodainformation@gmail.com
142	Sonipat	GC Barota	SNP002	gcbarotainformation@gmail.com
143	Sonipat	GCW Gohana	SNP003	gcgohanaprincipal@yahoo.com
144	Sonipat	GCW Murthal	SNP004	gcwmurthal@gmail.com
145	Sonipat	GCG Sonipat	SNP005	gcwsonipat@gmail.com
146	Yamunanagar	GC Chhachhrauli	YNR001	gcchhachhrauli@gmail.com
147	Yamunanagar	GC Bilaspur	YNR002	gcbilaspurinformation@gmail.com
148	Yamunanagar	GC Radaur	YNR003	gcradaurinformation@gmail.com

## [Help Module for Employee Registration on MIS Portal](#)

**Step 1:** Open the MIS portal using the link [210.212.35.50/MIS](http://210.212.35.50/MIS).

**Step 2:** Enter the **Username & Password** of the college on the Login page of MIS portal.

**Step 3:** After successful login, it will direct to College Dashboard.

**Step 4:** Open the link **"Employee Registration"** form Main Menu.

**Step 5:** Enter the required information in all the fields as described below, you can also refer to the screenshot displayed below:

1	Full Name	as per Service Book/Record
2	Gender	Select Male/Female/Transgender
3	Date of Birth	Enter your Date of Birth in DD/MM/YYYY format
4	Designation	Select the desired designation Assistant Professor / Associate Professor / Principal / Principal (CDC)
5	Subject	Select the desired Subject only if the Designation is Assistant Professor or Associate Professor
6	Employment Type	Select the type of Employment type i.e. Regular/ Extension / Guest / Adhoc / Contractual
7	Mobile No.	Mobile No of official
8	Email Id	Enter the personal email id of official.
9	Aadhar No	Enter the Aadhar No. of the official.
10	Payee Code	Enter the Payee code of the official.
11	Date of Regular Appointment	Please mention the Date on which he/she joins the regular service in this department.
12	Whether Salary is withdrawing from this College?	Please mention whether official withdrawing his/her Salary from the same college.
13	If No, Withdrawing Salary At	Select the College from which he withdrawing the salary.
14	Whether Employee is on Deputation?	Please mention whether official is on Deputation or not.
15	If Yes, Deputed at	Select the College in which official deputed.
16	Deputation Order / Deputation Dated	If the official is deputed, mention the Deputation Order No and Date
17	Other Remarks, if Any	Mention any extra remarks (For E.g. if the official is on CCL, Long Leave, Foreign Visit etc)

**EMPLOYEE REGISTRATION FORM**

Full Name (as per Service Book/Record):	<input type="text"/> (Do not use any Prefix)
Gender	<input type="text" value="Male"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>
Designation	<input type="text" value="---Select---"/>
Subject	<input type="text" value="---Select---"/>
Employment Type	<input type="text" value="---Select---"/>
Mobile No.	<input type="text"/>
Email Id	<input type="text"/>
AadharNo	<input type="text"/>
PayeeCode	<input type="text"/>
Date of Regular Appointment	<input type="text"/>
Date of Joining in Present College	<input type="text"/>
Whether Salary is withdrawing from this College?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, Withdrawing Salary At	<input type="text" value="GC Sector -1, Panchkula [Panchkula]"/>
Whether Employee is on Deputation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, Deputed at	<input type="text" value="---Select---"/>
Deputation Order	<input type="text"/> Dated <input type="text"/>
Other Remarks, if Any (For Eg. CCL, Long Lave etc)	<input type="text"/>



*Screenshot 1: Employee Registration*

**Step 6:** After verifying the entered information, click on the “Save” Button to complete the registration of the official/employee.

**Note:**

1. After registration of the official, all the records will be displayed below in table/grid.
2. College can **EDIT** or **DELETE** the registered official from the grid/table any time as described in below screenshot.

Date of Regular Appointment	<input type="text"/>
Date of Joining in Present College	<input type="text"/>
Whether Salary is withdrawing from this College?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, Withdrawing Salary At	---Select---
Whether Employee is on Deputation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other Remarks, if Any (For E.g. CCL, Long Lave etc)	<input type="text"/>

Sr No	Employee Details	DOB	Present College	Designation	Subject	Employment Type	Mobile No	Email Id	Aadhar No	Payee Code	DOJ Regular / College	Salary Withdrawal at College	Deputation College	Deputation Order No	Remark	Edit	Delete
1	Vijay [10001], Male	02/02/1985	GC Sector -1, Panchkula	Associate Professor	Commerce	Regular	9988998899	abc@gmail.com	123456789123	AB12DF	11/02/2009 / 08/11/2017	GC Sector -1, Panchkula					

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- All Colleges are advised to change the default password on first log in.
- For further assistance contact on [itcell.dghe@gmail.com](mailto:itcell.dghe@gmail.com) or Aman Kalyan (8228805428).