

From

Director Secondary Education,  
Haryana, Panchkula

To

All District Education Officers  
All District Elementary Education Officers  
All Block Education Officers  
All Block Elementary Education Officers

Memo No. 1-67/2015-IT Cell  
Dated 24th June, 2015

**Subject: Management Information System - Completion of school level data for all schools**

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Kindly refer to the subject cited above.

As you are aware, Govt. of Haryana, School Education Department vide letter no. 1/26-2014-IT Cell dated 27.03.2015 has issued detailed order regarding implementation of the Management Information System (MIS). Also, letter no. SSA/PA/2015/786-1065 was issued regarding processes to be followed for data updates. As per the letter, all School level data which comprises of Basic Information, Vision and Mission, Address, Wing and Contact details is to be updated in the MIS by **30th-June-2015**.

While the deadline is now approaching, it has been observed that majority of schools have not updated the data e.g. ~80% schools have not completed their address and contact details. Concerned DEOs, DEEOs, BEOs and BEEOs are required to ensure that **all schools complete data update for all sections in 'Define School' within 'School definition' section on the portal by 30th-June-2015**. Please refer to the School Education Department vide letters mentioned above for more details.



**Technology Officer  
for Director of Secondary Education,  
Haryana, Panchkula**

Endst. No. Even

Dated: 24.06.2015

A copy is forwarded to the following for information:

1. PS/PSSE for kind information of W/PSSSE.
2. PA/DSE for kind information of W/DSE.
3. PA/DEE for kind information of W/DEE.



**Technology Officer  
for Director of Secondary Education,  
Haryana, Panchkula**