

# Employee Management

## To port the Employees from previous session


The KV needs to login into the portal [mis.kvsindia.in](https://mis.kvsindia.in) using the new KV Id. You can find the new KV codes in the login panel itself.

Login Form [2023-24]

User Guide

This is the portal for session 2023-24.

For earlier sessions, please click the link given below in this page.


 Select Role

Kendriya Vidyalaya

 Login ID

New KV Codes

2241

 Password

.....

Login

After the login move to the Employee management section and select import from 2022-23. Now there you will get a list of all the Permanent Employees in the KV. Now start by selecting the checkbox one by one in order to import them. Contractual Employee list will not be shown in this. For contractual Employees the kv will need to add them again from Add Employee panel in case they continue to serve.

# Employee Management

## Import Regular Employees from Previous Session

Sl	Import	Employee ID	Name	M/F	Post	Subject
1	<input checked="" type="checkbox"/>	900001	ram khilawan	M	Principal	Physics
2	<input checked="" type="checkbox"/>	000090	ram khilawan	M	Principal	Physics
3	<input checked="" type="checkbox"/>	000091	namrata khetam	F	Vice Principal	English
4	<input checked="" type="checkbox"/>	000092	satyendra yadav	M	Head Master	Business Studies

Once the employees are selected press the import button at the bottom of the list, this will import the employees and the system will prompt the message.

Incase if any employee is already added into the new session the system will automatically prompt the message Already present in the current session.

**Note- The employees will be migrated from the previous session to the new session with their old passwords as well. So the employee simply needs to LOGIN as they did earlier. Incase of a new KV joining for the current session they will need to update the employee details manually.**

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