



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/Estt/e-HRMS/2018-19/959-D

Dated: 15<sup>th</sup> January, 2019

**CIRCULAR**

In continuation to this office Circular No. CWC/Estt./HRMS Online/2018-19/ Dated 10.12.18, Detailed SOP & procedure for usage of modules of e-HRMS are reiterated as under for smooth functioning of e-HRMS:

1. **Leave Availment:** (Steps involved)

- The application shall be submitted by the employee on HRMS portal as per balance available in his leave account portal by clicking option "Apply Leave" and on submission by employee after filling prescribed form/details, it goes to Reporting Manager.
- Reporting Manager shall mark his recommendations for grant of leave, and then it will go to HoD/Controlling Officer.
- HoD/Controlling Officer shall mark his recommendations for grant of leave & accord approval.
- On submission by HoD it will go to Head/In -charge of Establishment section for checking whether all details & recommendation has been captured properly.
- Application/Request shall be approved by Head of Establishment after confirming eligibility for availment.
- No sanction order for leave shall be issued. Necessary rights have been provided to Nodal Officer (finance) and they may check the status of all leave approved by Head of establishment.
- Application shall be cancelled by Reporting Officer or HoD on the request of individual if any, prior to approval on their part. Reason for cancellation shall be mandatory to be marked in remarks column.
- Application shall be cancelled by employee prior to proceeding on leave only. Reason for cancellation shall be mandatory to be marked in remarks column.
- Application shall be rejected at the level of Reporting Officer or HoD or Head of establishment in case of any discrepancy found in the details filled. In such case employee has to re-apply afresh. Reason for rejection shall be mandatory to be marked in remarks column.
- Individual can check the status of his/her request application by login into HRMS portal and balance may be checked.

- All employees shall apply leave immediately on resuming duty after availing leave, in case of variation in sanctioned & availment of leave and also the availment of leave in emergency without prior sanction. No employee is allowed to apply leave after completion of one month from absence and in such case the absence shall be treated as EOL.
- Any leave applied by employee shall be approved by all channels including Head of establishment within one month of leave applied. The concerned officers will be responsible for this action.
- It is mandatory for all Reporting Officer and HOD to approve all pending leave before leaving / demitting their office on retirement/resignation, transfer or shifting.

**1 (a) Maternity/Paternity Child Care Leave/Adoption of Child:**

- Application shall be submitted manually to HOD/RM.
- On recommendation by HoD/RM, Entitled/approved balance shall be entered in the leave account of individual concerned by Nodal Officer/Head of Establishment.
- After getting credit balance, employee shall apply leave as per procedure mentioned at Sr. no-1.

**1 (b) Special Casual Leave/Special Disability Leave, etc:**

- Application shall be submitted manually to HOD/RM.
- On checking eligibility/entitlement as per leave rules, HoD/RM shall give recommendation and approve. Approved balance shall be entered in the leave account of individual concerned by Nodal Officer/Head of Establishment.
- After getting credit balance, employee shall apply leave as per procedure mentioned at Sr. no-1.

**1 (c) Compensatory Holiday:**

- Compensatory holiday (CH) shall be applicable only for Group C & D employees.
- The application shall be submitted by the employee on HRMS portal as per balance available in his leave account portal by clicking option "Work on Holiday Request" and on submission by employee after filling prescribed form/details, it go to Reporting Manager.
- Reporting Manager shall mark his recommendations for grant of leave and approve it, then it will goes to HoD/Controlling Officer.
- On approval by HoD/Controlling, approved CH balance shall be automatically credited to the account of concerned individual.

- After getting credit balance, employee shall apply leave as per procedure mentioned at Sr. no-1.
- Employee shall not be able to apply CH against balance credited manually and they have to apply only through “work on Holiday Request” to get CH balance credited in their account. In case any existing balance is pending, then individual is required to apply through manual mode.
- The rules for accumulation / availment of No of CH at a time etc. would be as applicable.

**1(d) Joining After availing Leave :**

- Joining is not required in case of availing CL/CH/GH & RH.
- After availing leave, it is mandatory to submit joining by clicking option “Submit Joining” under the head of leave, in case of all other leave.
- On submission it will go to Reporting Officer only for approval. Reporting officer shall approve joining through the option “Approve Joining”.
- Individual can check the status of his/her request application by login into HRMS portal.

**1(e) Station Leave Permission:**

- It is mandatory for all employees to get station leave approval before leaving the station or headquarter / place of duty.
- The application shall be submitted by the employee on HRMS by clicking option “Station Leave Request” and on submission by employee after filling prescribed form/details, it'll go only to Reporting Officer.
- Reporting Manager shall mark his recommendations and approve it.
- Individual can check the status of his/her request application by login into HRMS portal.

**2. EL Encashment: (Steps Involved):**

- The application shall be submitted by the employee on HRMS portal as per balance available in his leave account portal by clicking option “New” and on submission by employee after filling prescribed form/details, it'll go to HoD/RM.
- HoD/Controlling Officer shall mark his recommendations for grant of matching leave (in case of Group A & B employees only) and no. of days sanctioned & approve for encashment by entering his remarks.
- On submission by HoD it will go to Head/In -charge of Establishment section for checking whether all details & recommendation has been captured properly.
- Application/Request shall be approved by Head of Establishment after confirming eligibility for encashment.
- Application shall be rejected at the level of HoD & Head of establishment in case of any discrepancy found in the details filled. In such case

employee has to re-apply afresh. Reason for rejection shall be mandatory to be marked in remarks column.

- Printout of the sanction order/Request shall be taken by Establishment section and forwarded duly signed copy to concerned finance section for encashment. One copy of this order shall also be kept in the Personnel file of individual. However, the sanction order issued manually as on date shall be allowed manually.
- Individual can check the status of his/her request application by login into HRMS portal and balance may also be checked.
- **The Sanction Order issued manually prior to issue of this circular will be honoured.**

3. **LTC Encashment:** (Steps Involved) :

- The application for LTC encashment shall be submitted by the employee on HRMS portal by clicking option “New” and on submission by employee after filling prescribed form, it'll go to HoD/RM.
- HoD/Controlling Officer shall mark his recommendations & accord approval.
- On submission by HoD it will go to Head/In -charge of Establishment section for checking whether all details & recommendation have been captured properly.
- Application/Request shall be approved by Head of Establishment after confirming eligibility for LTC Encashment.
- Application shall be rejected at the level of HoD/Head of establishment in case of any discrepancy found in the details filled. The employee has to re-apply afresh. Reason for rejection shall be mandatory to be marked in remarks column.
- Printout of the sanction order/Request shall be taken by Establishment section and forwarded duly signed copy to concerned finance section for encashment. One copy of this order shall also be kept in the Personnel file of individual.
- After approval by Head of Establishment, balance will be automatically deducted from the leave balance of concerned individual.
- Individual can check the status of his/her request application by login into HRMS portal.

4. **LTC Availment:** (Steps Involved) :

- The application for LTC Availment request shall be submitted by the employee on HRMS portal by clicking option “New” and on submission by employee after filling prescribed form, it'll go to HoD/RM.
- HoD/Controlling Officer shall mark his recommendations & give approval.



- On submission by HoD it will go to Head/In -charge of Establishment section for checking whether all details & recommendation has been captured properly.
- Application/Request shall be approved by Head of Establishment after confirming eligibility for LTC Availment.
- Application shall be rejected at the level of HoD/ Head of establishment in case of any discrepancy found in the details filled. Then employee has to re-apply afresh. Reason for rejection shall be mandatory to be marked in remarks column.
- Printout of the sanction order/Request shall be taken by Establishment section and forwarded duly signed copy to concerned finance section for reimbursement. One copy of this order shall also be kept in the Personnel file of individual.
- After approval by Head of Establishment, balance will be automatically deducted from the leave balance of concerned individual.
- Individual can check the status of his/her request application by login into HRMS portal.

5. **NOCs:** (Steps Involved) :

- Four type of NOCs incorporated into the system- NOC for Passport, NOC for Foreign Visit, NOC for Outside employment/Forwarding of application and NOC for Further Study.
- Application shall be submitted through “Request Manager” by clicking option “New” and on submission by employee after filling prescribed form, it'll go to HoD/RM.
- HoD/Controlling Officer shall forward it to Personnel Division Corporate office by submitting through “Approve” button.
- On forward submission by HoD it will go to Head of Establishment, Personnel division corporate office for further processing.
- Simultaneously employee is required to take the printout of his filled application form and send the same to corporate office through proper channel after duly enclosing all required documents with the application form.
- After getting application through both mode i.e. manual & Online, Personnel division shall complete the formalities required for NOC i.e. getting vigilance clearance ,checking whether all details & recommendation has been captured properly, required documents has been enclosed by employee with application, etc.
- After approval from concerned authority, Personnel division will issue NOC in manual form.
- Individual can check the status of his/her request application by login into HRMS portal.

**6. Employee Profile/Service Record**

Service Record of all employees has been verified and updated into the system. However, all employees are advised to check their record and inform to Personnel Division, Corporate Office in writing with supporting documents through proper channel, if any discrepancy found.

The above guidelines may be followed scrupulously by all concerned.

*Arvind Chaudhri*  
15-01-19

(Arvind Chaudhri)

**Group General Manager (Pers.)**

**Distribution:**

1. All HoDs, CWC, CO, New Delhi
  2. All RMs/SEs/EEs
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} with the request to circulate  
the contents of circular for  
benefit of all the employees.

**Copy to:**

1. Sr. PA to Chairman/PPS to Managing Director/ PS to Director (M&CP)/ SAM to Director (Fin.), CWC, CO, New Delhi
2. GM (MIS),CWC, CO New Delhi with the request to upload it on the CWC website
3. Notice Board for information to all.