



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./HRMS Online/2018-19/209-D

Dated: 22.11.2018

To,  
Sh. Vikas Singh  
Regional Manager,  
Central Warehousing Corporation  
Regional Office, Ahmedabad.

**Sub: Implementation of Online HRMS Leave Module in RO Ahmedabad - reg.**

Sir,

You are aware that we have successfully implemented On-line Human Resource Management System (HRMS) for all employees of Corporate Office to achieve MoU target for 2018-19. It is pleased to inform that we have opened HRMS leave module for all employees of Regional Office, Ahmedabad wef 22.11.2018.

*All the mapping & leave balances have been entered into the system and all related rights have been given to all concerned as per details provided. Also full admin rights have been assigned to the Nodal Officer (Estt Div) for updating leave balances in case of any discrepancy.*

You are requested to advice all employees working under Ahmedabad region to apply leave only through online mode. Please refer CO Circular dated 20.08.2018 & 19.09.2018 for guidelines related to leave module. However some guidelines are reiterated again for RO Ahmedabad:

- All employees may be directed to update their Mobile No. and e-mail Id in the system to get the communication of their activities by following the below mentioned path:

**Login → Employee → Profile → Personal Detail → Change Personal Information**

- From 22<sup>nd</sup> Nov, 2018 onwards all the leave applications will be routed through the system and no paper application will be entertained. However, the leave pertaining to the period prior to 22.11.18 may be applied manually

for regularization forthwith but not later than 30.11.18, failing which no application will be considered.

- User Manual of Leave Module and HRMS Mobile App including help desk number is available on CWC website.
- Leave approval mapping has already been entered/updated in the system by Personnel division, CO as per details provided by Nodal Officer of RO Bangalore. However, editable rights will be assigned to all Nodal Officers to change/correct/modify the mapping of on transfer or shifting. Approved Leave Mapping flow as per DOP is enclosed. (Annexure-1 of Circular dated 20.08.2018).
- Employees can check the balance and status of leave online. No office order will be issued for sanctioning of leave. However, the leave sanction will be conveyed through e-mail/SMSs.
- In case of leave applied on medical ground, Medical Certificate shall have to be submitted in paper form along with the print out of leave application.
- All employees are required to submit Medical Certificate indicating the application No. for reference if they are applying commuted leave on Medical Grounds. However the provision has been incorporated into the system to upload *medical certificate if applying commuted leave with medical certificate*. At present both option (manual & online submission) will follow and from 1<sup>st</sup> Jan, 2019 onwards it will be mandatory to submit medical certificate online to make the whole process of leave paperless.

The above instructions are issued with regard to the issues pertaining to leave module. Other modules of HRMS are being developed and the necessary guidelines would be issued & notified separately.

*Arvind Chaudhri*  
22-11-18

(Arvind Chaudhri)

Group General Manager (Pers.)

Enclosed: As above

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

*JS(MIS)*  
*AKS*

*Arvind Chaudhri*  
27/11/18

LEAVE APPROVAL FLOW

➤ Leave Type:- EL/HPL/EOL/CCL, Maternity/Paternity Leave, etc Except Study Leave and Leave not Due

1. In case of HoDs



2. In case of Group A Officers (For AGM & above) who is not a HoD



3. In case of Group A Officers (For Manager & below), Group B, C & D Officers



4. In case of employees at ROs/Warehouse Managers



5. In case of employees at Warehouse



➤ Leave Type:- Casual Leave/Restricted Holiday/Compensatory Holiday

1. In case of all employees at Corporate Office-  
Full Powers for sanctioning leave lies with Reporting Office & HOD
2. In case of all employees at Regional Office-  
Full powers for sanctioning leave lies with concerned Sectional Head/HoD/RM
3. In case of all employees at Warehouse Manager-  
Full powers for sanctioning leave lies with Warehouse Manger
4. In case of all Warehouse Manager-  
Full powers for sanctioning leave lies with RM

*Priya Gupta*

प्रिया गुप्ता  
PRIYA GUPTA  
वरिष्ठ सहायक प्रबंधक (सो.आर.)  
Sr Asst Mgr