



(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/2018-19/271-D

Dated: 19.09. 2018

CIRCULAR

With the approval of competent Authority HRMS Leave Module has been successfully launched & implemented for all employees of Corporate Office, CWC.

Almost all employees are using both HRMS web version and Mobile App for applying and for approving/sanctioning the leave of the staff working under them. The very idea of switching over to online leave management is to make the leave management easier, faster, & more transparent for all level of employees. In order to get all benefits of this online system & to avoid delay in the process some guidelines need to be issued for the smooth functioning of the online leave module which are reiterated below:

1. All employees are required to submit Medical Certificate indicating the application No. for reference if they are applying commuted leave on Medical Grounds.
2. All employees are required to submit joining report after availing leave except CL/RH/CH. However, the provision of giving joining report online is in process and the same will be incorporated into the system soon.
3. All employees are required to apply for leave immediately on joining after availing the same, failing which it may result into the EOL or Leave without Pay. Earned leave (EL), HPL, CCL, Maternity Leave, and Paternity Leave should be availed with prior approval of leave sanctioning Authority.
4. To make the online system a success and useful for all employees, all HoDs & Leave sanctioning Authority should approve/sanction the leave of the staff working under them within a week so that the same may be regularized by personnel division in time after checking/ verifying required details.
5. 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

6. All HoDs may be given rights to view the status of leave of the employees working under their division. The same may be printed through export option and can be used at the time of making absentee statement for onward submission to Finance Division. Path is given below:

Login → HoD → Reports → Leave Status → Apply filters as per requirement → Generate/Download Report

7. User Manual of Leave Module and HRMS Mobile app including helpdesk number is available on CWC Website. In case of any assistance you may contact to Personnel Division & MIS division, CWC, Corporate Office.

The above guidelines may be followed scrupulously by all concerned.

Arvind Chaudhri
19-09-19

(Arvind Chaudhri)
Group General Manager (Pers.)

Distribution:-

To,
All HoDs,
CWC, CO New Delhi, with the request to circulate the contents of circular for the 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.

Jalms
AAG

Dehany
25/9/18