



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)
जन-जन के लिए भण्डारण/Warehousing for Everyone



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CIRCULAR

1. It has come to notice that few officials of Corporate Office have been going on tours without applying the same in HRMS and getting it duly approved by the concerned HOD in HRMS itself. This not only creates a parallel manual process involving hard copies of documents which are cumbersome to manage, but also defeats the very purpose of implementation of HRMS in the Corporation.
2. HRMS is well equipped with the "Travel and Tour module" wherein all the formalities pertaining to tours and travels can be completed and tracked in real-time. At a stage when the Corporation is striving towards complete digitization and Zero Paper Use (ZPU), opting for such practices is unacceptable. The module is also linked with the attendance system, which is further linked with salary, and any deficiency in attendance owing to any manual intervention would impact the salary of the official.
3. Thus, **ONLY HRMS** is to be utilized for applying tour(s). The tour(s) should be approved by the concerned HOD through HRMS only. Further, the tour diary is also to be generated through HRMS only for due regularization.

(A.M. Rao)
GGM (System)

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1. HoDs, CWC, CO, New Delhi.

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