



CWC CO-PDOHRMS/17/2020-PERS

Dated: 15-10-2020

CIRCULAR

**Sub: - Creation of email-id and registering the same along with
Mobile number in HRMS Portal...regd.**


Corporation is gradually adopting the working on various e-tools and heading towards complete digitisation. In this era of digitisation in official works and making communications, having an e-mail id is very much essential. In absence of which official communications cannot be made within specific time. Therefore, it has been decided to give access to all employees of the Corporation for opening an e-mail id with the "@cewacor.nic.in." Application form for requesting to open the account is enclosed herewith, which may be submitted after filling-up properly to the MIS Division, Corporate Office directly through e-mail (ggmsystem@cewacor.nic.in) for opening the account.

Once the id is created, notification with One Time Password (OTP) will be received on the mobile number mentioned in the application form. Employee needs to first login by accessing "<https://email.gov.in>".

After successful activation of the e-mail account, an employee needs to register their respective e-mail id and the mobile number with the HRMS account (if not yet registered).

The below steps can be followed for updating/registering Mobile number/email-Id in HRMS portal :-

- i. Login into HRMS.
- ii. Select Employee/Estt. Head role.
- iii. Click on Profile → Change personal info tab.
- iv. Update the desired details and click on submit button.


Digitally signed by Debapati Saha
Chowdhury
Date: 2020.10.16 14:56:15 +05'30'

(Debapati Saha Chowdhury)
Assistant General Manager (Pers.)

Encl: As above

To :

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. All Finance heads for mandatorily updating mobile number and email-Id into HRMS portal for newly recruited officials in the Corporation.
4. GGM (System), CWC, CO, New Delhi- with a request to upload the circular on CWC website
5. PS to Chairman, Sr. PA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers.), PA to CVO, CWC, CO, New Delhi.



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



Annexure-I

Performa for Creation of E-mail Accounts.

Name of the Division/Regional Office/Construction Cell/Warehouse (ICDSs/CFs/ICPS):

***Note: All parameters except Date of Birth are mandatory and should confirm to the defined format.**

Sl No.	*First name	*Last Name	Designation	Name Of the Division/Regional Office/Construction Cell/Warehouse/ICDS /CFs/ICPS	*Mobile NO. (10 Digit Numerals)	*Date of Retirement in DD-MM-YYYY format	*Preferred Email Id/Login ID	Date of Birth (Format DD-MM-YYYY) (Optional)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Dated :

Signature

1. Recommendation of the Controlling Officer

Recommended

Admissible of Email account

Signature of the HOD/RM/CC Heads