



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/2018-19/834-A

Dated: 20th August, 2018

CIRCULAR

Subsequent to successful implementation of e-APAR Module in CWC for all Group A & B employees, we are pleased to inform that the Managing Director has inaugurated the HRMS leave Module (web version) and HRMS Mobile App for all employees of CWC corporate Office on the occasion of Independence Day i.e. 15th August 2018. As we know very well that this is the crucial time to leverage technology and automate our HR processes as per the Service Rules, extant HR policies and practices.

Automation of HR will not only bring efficiency, transparency and convenience in all the operations but will also bring uniformity in HR implementation. Once fully operational all employee requests (related to leave, LTC, NOC, property Intimation etc), approvals, data updation (promotion, retirement actions) and Financial settlements (salary, pension, TA, medical, reimbursements, commutation etc) will be handled through HRMS on an on-line real time basis.

As such the following road map is prescribed:

- 16th August onwards all the leave applications will be routed through the system and no paper application will be entertained. The leave pertaining to the period prior to 16.08.18 may be applied manually for regularization forthwith but not later than 27.08.18, 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 as per DOP. However, editable rights will be assigned to all HoDs to change/correct/modify the mapping of employees working under their division on transfer or shifting. Approved Leave Mapping flow as per DOP is enclosed. (Annexure-1).

- Employees can check the balance and status of leave online. No office order will be issued by personnel division for sanctioning of leave. However, the leave sanction will be conveyed through e-mail/SMSs.
- HoDs are requested to nominate one or two employees from their division by 23.08.18 to get the training/ assistance on the working of leave module so that they can further guide/assist other employees of their division.
- 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.

The above instructions are issued with regard to the officials working in Corporate Office and pertain to leave related issues. Other modules of HRMS are being developed and the necessary guidelines would be issued separately. The process for similar activity pertaining to the officials working in Regional offices and their units will be finalized soon and notified separately.

Arvind Chaudhri
20-08-18

(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.

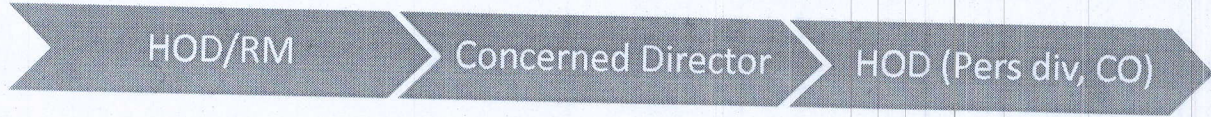
Copy to,

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.

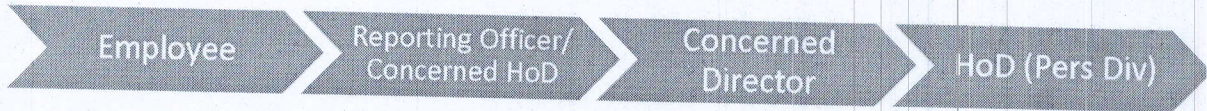
LEAVE APPROVAL FLOW

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

1. **In case of HoDs**



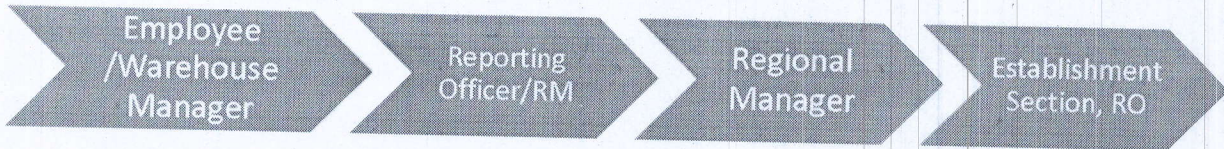
2. **In case of Group A Officers (For AGM & above) who is not a HoD**



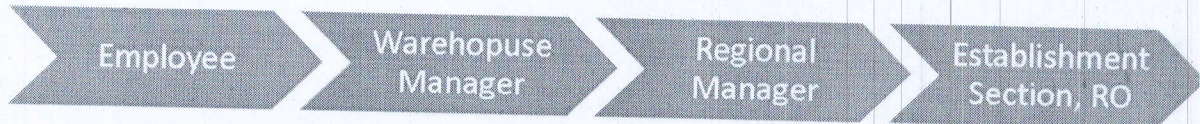
3. **In case of Group A Officers (For Manager & below), Group B, C & D Officers**



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

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प्रिया गुप्ता
PRIYA GUPTA
वरिष्ठ सहायक प्रबन्धक (सी.आर.स्था)
Sr Asstt. Manager (C.R. Sta)