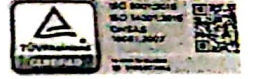




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



Dated: 31.01.2020

No. CWC/MIS/HRMS/5927

CIRCULAR

Sub.: Marking and Regularizing attendance through mobile application of HRMS...reg.

Ref.: CWC/VII-19/Admn./17580, Dated: 23rd January 2020

The facility of mobile application of HRMS (Handy HR) is already being leveraged for attending various HRMS related operations viz payslip, form 16, leave etc.

Further, Corporation has developed an additional functionality of marking the attendance through HRMS (Handy HR) mobile application. This feature shall use the mobile's GPS location in order to ensure that the employee has entered the Corporate Office premises. The user guide is enclosed herewith and is available on CWC's website under "Employee Corner" and also is available in HRMS portal.

Additionally, the facility of regularizing the attendance by applying and approval of "Other Duties" has also been extended to HRMS mobile application.

Thus, the employees who want to mark and regularize the attendance through HRMS mobile applications may leverage the facilities w.e.f. 01.02.2020.

**ANIL
MANIK
RAO**

Digitally signed by
ANIL MANIK RAO
Date: 2020.01.31
19:50:50 +05'30'

Group General Manager (System)

Copy to:

1. M.D, CWC. for information please.
2. DIR(F), DIR(P), CWC. for information please.
3. HoDs, Co, CWC.
4. Notice Board for information of all employees.

C.O.: "Warehousing Bhawan", 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khaas, New Delhi-16.
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