



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



No. CWC/MIS-Salary Application/2014-2020 (II)

Date: 23-12-2020

CIRCULAR

Subject: Replication of Attendance Management System at ROs from 1st Jan. 2021.

References: 1. CWC CO-PD0HRMS/17/2020-PERS dated 15-10-2020
2. CWC CO-PD0HRMS/17/2020-PERS dated 22-12-2020
3. CWC/VII-19/Admn. /17580 dated 23-01-2020.

1. Vide circular referenced at S.No. 3 above, the **Attendance Management System (AMS) has been implemented at Corporate Office**, including auto-computation of **absentee** statement and its corresponding effect on the **payroll** every month. This has not only resulted in considerable **manhour saving & efficiency**, for preparation of absentee statement but it's one of key activities for centralised HRMS.
2. Since the installation of biometric machines, including geo-fencing of RO premises, has been completed, the **Attendance Management System shall be replicated at all the Regional Offices with effect from 01-01-2021**, in a manner that a database of PAN India employees is available centrally at the Corporate Office. The **salary of employees of all ROs will be linked with their attendance status**. Necessary policies/instructions have already been issued in this regard vide circular referenced at S.No. 3 above.
3. As an **alternate option**, the **attendance** can also be marked through **HandyHR mobile app**, available on **Android (version 8 and above)** and **IOS based smart mobile, having good internet speed**.
4. For marking of attendance through mobile app, **it is essential that the official email-ID and mobile number are populated in employees HRMS profile**. In this regard, a circular referenced at S.No. 1&2 above was issued for seeding of official email-ID and mobile in respective HRMS profile. However, the official email-ID and mobile number have not yet been received for few employees and thus **they cannot use mobile app for marking attendance**. If the official email-ID has not been created for any employee, necessary instructions may be issued to the concerned employees to get the same created and mobile number latest by 29-12-2020 including seeding of official mobile number, for which detailed instructions have already been issued vide circular referenced at S.No. 1&2 above.
5. It is mandatory to link email-ID and mobile number with HRMS in order to receive official notifications for not only attendance module but also for other facilities being rendered through HRMS application and for other official work. Employees whose mobile number has not been registered in HRMS would not be able to mark attendance through HandyHR Application after 31-12-2020.

Enclosed: - As above.

GGM (System & Personnel)

Distribution to RMs with a request to bring the content this circular to concern officials under their control.

Copy for information please: Sr. PA to MD/ SAM to Dir. (Fin.)/ PS to Dir. (Pers.)/ PS to CVO, CWC, CO, New Delhi.



केंद्रीय भण्डारण निगम
(भारत सरकार का उद्योग)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जहां जहां के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/VII-19/Admn./17580

Dated 23rd January, 2020

CIRCULAR

In supersession of all instructions issued in past on punctuality in attendance following guidelines are issued for strict compliance by all officials:

1. Office timings at Corporate office as well as Regional offices are mentioned below :-
 - i. The office timings at Corporate Office shall be 9.30 A.M. to 6.00 P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M. Saturday and Sunday will be closed holidays.
 - ii. The office timings at Regional Office shall be 10.00 A.M. to 5.00 P.M. with half an hour lunch break from 01.00 P.M. to 01.30 P.M. Every second Saturday would be closed holidays in addition to Sundays.
2. Flexi timing policy is introduced in the Corporation for the convenience of employees. Under this policy, total working hours in a day would remain the same. Accordingly, an employee can arrive at office between 9:00 AM-10:00 AM and leave between 05:30 PM - 06:30 PM. For example an employee checking in at 09:00 AM and can check out at 05:30PM.

In case of Regional Offices/Warehouses, 30 minutes late/early attendance from the office timing is permitted. However this will be compensated on the same day by attending the office beyond prescribed office hours in the evening or early leaving for the corresponding time period as the case may be. E.g. if an employee is posted at Regional Office, can arrive at office between 9:30 AM-10:30 AM and leave between 04:30 PM - 05:30 PM

3. All employees are to mark their attendance on **BIO-METRIC MACHINE** except MD, Directors and CVO. All employees have to accordingly register themselves for bio-metric attendance by 27th Jan 2020. No attendance shall be marked in the register, as being done hitherto. In case if an employee join the Corporate Office/Regional Office on deputation/direct recruitment, the attendance shall be marked in the register to be maintained by the Personnel Division/with the Regional Manager till the time necessary requirement for marking attendance on Bio-metric and creation of CPF code, is completed.

Also, if an official joins at the CO/RO on transfer, the attendance will be marked on HRMS web application till the bio-metric is installed and commissioned at ROs/Warehouses.

4. The absence can be regularized in three possible ways by the officials:-

- a) By applying leave and getting it approved through HRMS
 - b) By applying OD(Other duty) and getting it approved through HRMS
 - c) By applying tour request and getting it approved.
5. If official is absent from the office for more than 4 hours, there will be a deduction of whole day salary. However if official is absent for less than or equal to 4 hours, there will be a deduction of half day salary.
 6. Salary is to be processed on the basis of the data of attendance captured from 16th of the preceding month till 15th day of current month and the same is considered as attendance cycle for calculation of absence from duty. Further, if there is any deduction in the salary for pending approval of "Other duty" leave, non-regularization of attendance by applying leave /tour and getting it approved etc., the deducted amount shall be paid in next month along with the salary on approval/regularization of the attendance for the corresponding time period.
 7. As per current system design, an official can apply for 60 days back dated leave. However, employee has to regularize leave within 15th of the current month if leave/OD/tour period falls in the range of 1st - 15th of the current month (5 days have been given for getting the leaves approved from all stage of approvals depending on the leave type selected).In addition to this, employee has to regularize leave within 15th of the next month if leave/OD/tour period falls in the range of 16th and end date of that particular month (it may be 28th, 29th, 30th and 31st). On the basis of attendance data captured, there will be a deduction of salary as per the illustrations annexed at **Annexure-I**.
 8. Leave/OD/Tour in HRMS should be approved within 3 days by all the officials involved in the approval flow. It is the responsibility of the individuals to get the leave approved well in advance to avoid any inconvenience at a later stage. However, if request is lying pending for approval at any stage of approval for more than 3 days, the concerned approver will be alerted through email/sms for approving the leaves.
 9. The date on which official arrives at HQ/place of posting after completing the tour ,attendance for late coming(if any) for that day will be regularized by applying Other duty by the individual concerned.
 10. Employees who fall under the category of late coming/early going, an email/sms will be sent to approver for information as well as to official with the instructions to regularize the same.
 11. Employees can access record of their daily attendance through Daily Attendance module of HRMS portal.

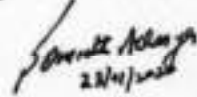
12. Duty slip "Other duty" for the officials shall be approved by the following:

S.No.	Competent Authority
(a)	Director - for the HoD working under him
(b)	HoD - For the officials working under him at Corporate Office
(c)	Regional Manager - For the officials working at Regional Office, Warehouse Manager/Incharge(PCS Cell) and the Engineers working under Regional Office
(d)	Warehouse Manager/PCS Cell Incharge - For the officials working under him

Note: Facility of Duty Slip on "Other duty" will be available in the attendance module; accordingly necessary mapping is to be done for approval in the existing leave module.

13. Tour/leave and attendance modules are to be integrated to ensure seamless data fetching for automated payroll generation.
14. Deductions/recoveries from salary on account of late/early attendance shall be reflected in the Pay Slip.
15. All the HODs should be able to generate late/early attendance reports of all employees from the system.
16. For any query related to Attendance module, officials can contact Shri. Dharmendra Asthana, Project Manager, MIS Division on 701181274(10:00 am to 05:00 pm).

These guidelines would be implemented in CO, Delhi from 1st Feb 2020 i.e the date of next salary cycle on pilot basis. Subsequently, all ROs will be covered, followed by every warehouse in due course of time.


(Somnath Acharya)
General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices - with the request to circulate the contents to all field units also.
3. Notice Board
4. GGM(System) -for uploading the circular on CWC Website.

Copy for information to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO

Annexure-I

Illustration 1:-

Sl No.	Period of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	01.02.2020	Nil	Nil	21 st Jan 2020 - 20 th Feb 2020	16 th Jan 2020- 15 th Feb 2020	Salary deducted for 01.02.2020
2	NA	25.02.2020	On or before 15.03.2020	21 st Feb 2020 - 20 th Mar 2020	16 th Jan 2020- 15 th Feb 2020	Salary refunded

Illustration 2 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	01.02.2020	Nil	Nil	21 st Jan 2020 -20 th Feb 2020	16 th Jan 2020- 15 th Feb 2020	Salary deducted for 01.02.2020
2	Nil	25.02.2020	Nil	21 st Feb 2020 -20 th Mar 2020	16 th Jan 2020- 15 th Feb 2020	NA
3	Nil	Nil	On or before 01.04.2020	21 st Mar 2020 -20 th Apr 2020	16 th Jan 2020- 15 th Feb 2020	Salary refunded as leave period is regularized within 60 days of absence

Illustration 3:-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	01.02.2020	Nil	Nil	21 st Jan 2020 - 20 th Feb 2020	16 th Jan 2020-15 th Feb 2020	Salary deducted for 01.02.2020
2	Nil	25.02.2020	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Jan 2020-15 th Feb 2020	NA
3	Nil	Nil	Nil	21 st Mar 2020 - 20 th Apr 2020	16 th Jan 2020-15 th Feb 2020	Salary can't be refunded as leave period is not regularized within 60 days

Illustration 4 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	20.02.2020	Nil	Nil	21 st Jan 2020 -20 th Feb 2020	16 th Feb 2020-15 th Mar 2020	Salary deducted for 20.02.2020
2	Nil	Nil	Nil	21 st Feb 2020 -20 th Mar 2020	16 th Feb 2020-15 th Mar 2020	NA
3	Nil	25.03.2020	On or before 19.04.2020	21 st Mar 2020 -20 th Apr 2020	16 th Feb 2020-15 th Mar 2020	Salary refunded as leave period is regularized within 60 days of absence

Illustration 5 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	20.02.2020	Nil	Nil	21 st Jan 2020 - 20 th Feb 2020	16 th Feb 2020- 15 th Mar 2020	Salary deducted for 20.02.2020
2	Nil	Nil	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Feb 2020- 15 th Mar 2020	NA
3	Nil	25.03.2020	Not approved till 19.04.2020	21 st Mar 2020 - 20 th Apr 2020	16 th Feb 2020- 15 th Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days

Illustration 6:-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	17.02.2020	Nil	Nil	21 st Jan 2020 - 20 th Feb 2020	16 th Feb 2020- 15 th Mar 2020	Salary deducted for 17.02.2020
2	Nil	Nil	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Feb 2020- 15 th Mar 2020	NA
3	Nil	12.04.2020	Not approved till 17.04.2020	21 st Mar 2020 - 20 th Apr 2020	16 th Feb 2020- 15 th Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days

Illustration 7 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	22.02.2020	Nil	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Feb 2020-15 th Mar 2020	Salary deducted for 22.02.2020
2	Nil	Nil	Nil	21 st Mar 2020 -20 th Apr 2020	16 th Feb 2020-15 th Mar 2020	NA
3	Nil	15.04.2020	21.04.2020	21 st Apr 2020 - 20 th May 2020	16 th Feb 2020-15 th Mar 2020	Salary can't be refunded as approval for leave /OD/tour is given in the current pay cycle.

Illustration 8 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	29.02.2020	Nil	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Feb 2020-15 th Mar 2020	Salary deducted for 29.02.2020
2	Nil	Nil	Nil	21 st Mar 2020 -20 th Apr 2020	16 th Feb 2020-15 th Mar 2020	NA
3	Nil	24.04.2020	On or before 29.04.2020	21 st Apr 2020 - 20 th May 2020	16 th Feb 2020-15 th Mar 2020	Salary refunded as leave period is regularized within 60 days of absence.

Illustration 9 :-

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	29.02.2020	Nil	Nil	21 st Feb 2020 - 20 th Mar 2020	16 th Feb 2020- 15 th Mar 2020	Salary deducted for 29.02.2020
2	Nil	Nil	Nil	21 st Mar 2020 - 20 th Apr 2020	16 th Feb 2020- 15 th Mar 2020	NA
3	Nil	24.04.2020	After 29.04.2020	21 st Apr 2020 - 20 th May 2020	16 th Feb 2020- 15 th Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days



CWCCO-PD0HRMS/17/2020-PERS

Dated: 22-12-2020

CIRCULAR

Sub:- Registering Email-Id and Mobile number in the HRMS Portal--regd.

Ref: - 1. CWC CO-PD0HRMS/17/2020-PERS dated 15.10.2020

1. A circular was issued on 15th Oct 2020 for creation of email-Id and registering the same along-with mobile number in the HRMS portal for the needful which has not been complied by most of the regions. It is again reiterated to comply with the circular mentioned at ref 1.
2. It is mandatory for all to link/register cewacor email-ID and Mobile No. with HRMS portal latest by 29th Dec, 2020 for receiving official communication, and for marking attendance through mobile app.
3. Above time-lines are to be followed by all concerned scrupulously.

Encl: - As above

Digitally signed by ANIL
MANIK RAO
Date: 2020.12.22
14:04:02 +05'30'

(Anil Manik Rao)
Group General Manager (MIS/Pers.)

Distribution to (Through e-office):

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. PS to Chairman, Sr. PA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers), PA to CVO, CWC, CO, New Delhi.



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