No.cwc/ Estt/HRMS Online/2019-20/18280   **Dated: 31.01.2020**

CIRCULAR

The organisation is heading towards complete digitisation of HR processes which are being maintained in manual form as of now. In the same direction to get one step closer, incorporation of Attendance Management System has already been introduced into the ESS (Employee self-service) portal under HRMS application which will be effective from 01.02.2020 and rolled out at Corporate Office (on Pilot Basis).

Tour approval has been considered as one of the parameters to regularise absence of duty from the office by the officials. Accordingly, digitising Tour & Travel data has become need of the hour and to facilitate this, we are introducing a new module named as **"Travel Desk"** in the HRMS portal which will be rolled out in Corporate office(on Pilot Basis) w.e.f. 01.02.2020. The objective of incorporating this module is to digitally capture & process the complete tour and expense details of the officials so that we can dispense with manual process and adopt paperless, green initiative. The newly introduced module "Travel Desk" is summarized as under: -

1. The system is designed in such a way that all the existing TA/DA and Hotel/Lodging claim policies have been taken care of while incorporating the Travel management system module.

2. Individual has to submit travel request by mentioning desired details in the format available under travel request window and get it approved by the competent authority through HRMS portal. If individual wishes to take advance payment for the tour he/she is planning then approval of the finance division are also required for which, necessary flow has been incorporated into the system. For convenience, all possible scenarios have been explained at point 8, "Travel APPROVAL FLOW (Domestic)".

3. Once travel request gets approved at all the stages of approvals, this data will be used in attendance system to regularise absence from duty for that particular period. It is advisable to get prior approval of tour which an individual is wishing to avail. However, there is a facility to submit travel request and getting it approved within **60 days (maximum) back dated tour,** after which individual would not be able to submit travel request and the same will be treated as lapsed.

4. The individual has to create a tour diary request by mentioning desired details under Tour diary request window and get it approved by the competent authority after returning from tour.

5. Once tour diary gets approved, individual has to submit expense request by filling desired details under expense request window and get it approved by competent authority.

6. The individual has to upload scanned copies of necessary bills/tickets/documents in the space provided in the portal and original physical bills/tickets/documents should be submitted along with printout of travel forms from HRMS. The claim will be forfeited or deemed to have relinquished if the same is not preferred within 15 days succeeding the date of the completion of journey.

7. The dealing finance officials shall scrutinize the documents and make necessary corrections (if any) in the portal itself before finally approving the claim for releasing the payment.

8. The approval flow for all types of request involved in tour and travel management is as follows :-

Travel APPROVAL FLOW (Domestic)

I. If individual submits travel requests and neither travel by air nor wishes to avail advance payment against that travel request.

> Employee → Reporting Manager → HOD
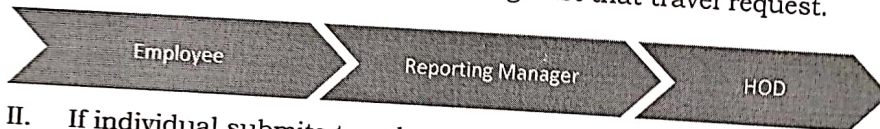
II. If individual submits travel requests and travels by air but not wishes to avail advance payment against that travel request.

> Employee → Reporting Manager → HOD → Director concerned(For Air Travel)
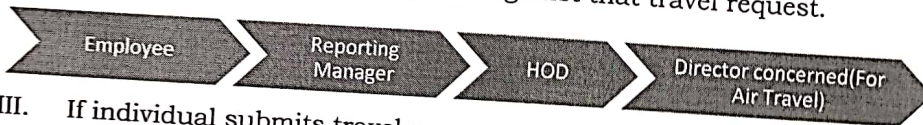
III. If individual submits travel requests and does not travel by air but wishes to avail advance payment against that travel request.

> Employee → Reporting Manager → HOD → Finance(For Advance)
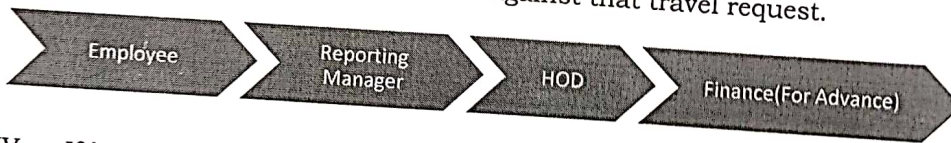
IV. If individual submits travel requests and wishes to travel by air and avails advance payment against that travel request.

> Employee → Reporting Manager → HOD → Director concerned(For Air Travel) → Finance(For Advance)
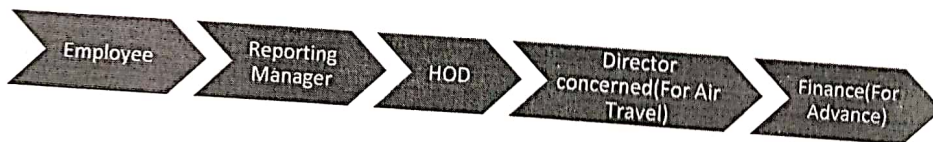
Tour Diary APPROVAL FLOW

I. The approval flow will get over at HOD level itself. However, the tour diary request will be available for viewing and printing at Finance level too.

Employee > HOD > Finance(For Record Purpose only)

Expense APPROVAL FLOW

Employee > Bill Receiving > Bill Verification > Bill Verifier Manager > Release Payment

9. For any query related to Travel management system module, following officials may be contacted

   a) For MIS and Admin related issues. :- Shri. Nitin Aggarwal, Project Manager, MIS Division on 9650303051(10:00 am to 05:00 pm)

   b) For Finance related queries :- Shri. Mahender Kumar Sindhwani, Consultant, Finance Division on 9958650599(10:00 am to 05:00 pm).

10. The user manual for understanding the complete tour and travel module is being uploaded on the HRMS portal so as to minimize the queries.

These guidelines would be implemented in Corporate Office, Delhi from 1st Feb 2020, on pilot basis. Subsequently, all ROs will be covered, followed by every warehouse in due course of time.

(Somnath Acharya)
General Manager (Personnel)

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) – with the request to upload the circular on the CWC website

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