



No: CWCCO-PD0HRMS/2/2020-PERS

Date: 25.01.2021

CIRCULAR

Subject: Guidelines for Outdoor Duty and regularization of attendance for ROs

**Reference: (1) CWC/MIS-Salary Application/2014-2020 (II) dated 23.12.2020
(2) CWCCO-PD0HRMS/2/2020-PERS dated 05.10.2020**

The following instructions are issued with immediate effect: -

1. Vide reference no. 1 above, Attendance Management System(AMS) coupled with integrated payroll, had been rollout w. e. f. 1st Jan. 2021 at ROs. It has been reported that some of the employees are unaware of this new system and as such facing teething trouble.
2. It has been decided that, for all the pending absentee regularization cases, from 01.01.2021 to 15.01.2021, **salary for the days of absence will not be deducted by AMS automatically and the earlier process to continue in month.** *This relaxation is only for the month of January 2021*, being AMS rollout for the first time at ROs.
3. Thus, all the concerned employees are advised to regularize their absence from duty for the period from 01.01.2021 to 15.01.2021, before next pay cycle processing i.e. 16th of Feb. 2021.
4. OD slip circular issued vide reference no. 2 above, now, has been modified as under: -
 - a) For officials working in Regional Offices, OD slip has to be approved by the concerned RMs.
 - b) For RMs, the OD slip has to be approved by the concerned Director.
5. All other content of the circular referred at sl. no 2 above, shall remain unchanged.
6. The revised OD permission slip for RM as well as officials working under them, are enclosed herewith.
7. This issues with the approval of competent authority, for strict compliance.

Encl.: As above

(A. M. Rao)
GGM (System & Pers.)

Distribution: All RMs, CWC Regional Offices

Copy for information please: PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(Fin)/PS to Dir(MCP)/PA to CVO



No: CWCCO-PD0HRMS/2/2020-PERS

Date: 05.10. 2020

CIRCULAR

Sub: Guidelines for Outdoor Duty

In view of day to day official requirement/exigencies of work Circular of even number dated 20.08.2020 stands modified to the extent given below:

Existing	Revised
<p>The following instructions are issued regarding Outdoor duty with immediate effect:</p> <ol style="list-style-type: none">1. Outdoor duty/Other Duty(OD) will be treated as only Official duty henceforth.2. Officials who wish to avail Official duty, would be required to get prior approval from the Director concerned: -<ol style="list-style-type: none">a. A day before, for availing OD for a particular day or for the next forenoon.b. In the forenoon, for availing OD for the afternoon of the same day.3. If Official wishes to avail OD facility for more than three occasions in a month, prior approval of Managing Director is required	<p>Following instructions are issued regarding Outdoor duty/Other Duty (OD) with immediate effect: -</p> <ol style="list-style-type: none">1. Outdoor Duty/Other Duty(OD) will be treated as only Official Duty (OD) henceforth.2. Officers going on Official Duty, would be required to get prior approvals from the Director, concerned, through the controlling head.3. There may be emergent situations, wherein the officer has to attend other offices in the morning or evening hours. Or though he/she has been deputed to other offices in day time but they are not in a position to come back to the office in the evening. In all such unforeseen situations, the officer would apply for post-facto approval of the concerned Director, duly routed through the controlling head.

Note: Other terms & conditions of the circular on the subject issued vide letter of even no. dated 20.08.2020 remain unchanged.

(Rakesh Kumar Sinha)
Director (Pers.)

Distribution to:

1. All HoDs, CWC, CO, New Delhi

Copy to:

1. PS to Chairman/Sr.PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir (MCP)/PA to CVO
2. GGM (System) – to upload the circular on the CWC portal.

OD PERMISSION SLIP

Date _____

I Mr./ Ms. _____, Employee code. _____,
Designation _____ Department _____ will be/was
on Training/Official Visit/ Personal Visit to _____ for the period
from _____ to _____, Time _____ to _____ in connection
with(Purpose) _____

_____ am likely to see/have met Mr. _____ in this connection.

Request you for regularisation of my attendance for the above-mentioned period.

Employee signature:

Employee Contact No:

Recommendation of Controlling Officer

Approved/Rejected

(Head of the Department)

Approved/Rejected

(Concerned Director)



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.

OD PERMISSION SLIP FOR REGIONAL MANAGER

Date _____

I Mr. / Ms _____, Employee Code _____

Designation _____ Department _____ will be/was
on Training /Official Visit/ Personal Visit to _____ for the period

From _____ to _____, Time _____ to _____ in connection

With (Purpose) _____

am likely to see/have met Mr. _____ in this connection

Request you for regularisation of my attendance for the above-mentioned period.

Employee Signature:

Employee Contact No:

Recommendation of Controlling Officer

Approved / Rejected

(Head of the Department)

Approved / Rejected

(Concerned Director)

OD PERMISSION SLIP FOR EMPLOYEES WORKING AT REGIONAL OFFICE

Date _____

I Mr. / Ms _____, Employee Code _____

Designation _____ Department _____ will be/was
on Training /Official Visit/ Personal Visit to _____ for the period

From _____ to _____, Time _____ to _____ in connection

With (Purpose) _____

am likely to see/have met Mr. _____ in this connection

Request you for regularisation of my attendance for the above-mentioned period.

Employee Signature:

Employee Contact No:

Recommendation of Controlling Officer

Approved / Rejected

(Regional Manager)