



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/CO-PD0HRMS/12/2020-PERS

Dated: 03.11.2020

CIRCULAR

SUB : INTRODUCTION OF TRAVEL DESK MODULE – reg.

The Travel Desk Module has already been introduced for employees posted at Corporate Office level. Now, with effect from 29.10.2020, the Travel Desk Module has been rolled out for all employees of the Corporation posted at Regional Offices and field units. Therefore, for submission of travel request, tour diary request or expense request (tour bill), an employee should apply through the Travel Desk Module available under HRMS portal.

In this regard, a detailed circular has already been issued by the Corporate Office stating step by step guidelines for using the module which may please be referred (Circular No. CWC/Estt/HRMS Online/2019-20/18280 dated 31.01.2020).

Further, a user manual for references and guidance is already available under the HRMS portal, which can be referred in case of further difficulties in using the Travel Desk Module. Rest of the terms & conditions will be same as per the Corporate Office Circular No. CWC/Estt/HRMS Online/2019-20/18280 dated 31.01.2020 mentioned above. For any queries/issues, query can be raised through Helpdesk Portal by selecting category as “**Travel Desk**”.

(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) – with the request to upload the circular on the 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.

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