

# Megasoft Solutions

Managing Human Resource

**"From Cost to Asset"**

**User Manual: e-ACR Module**

**"e-ACR for Electrical Mistry"**



MS

# Welcome to CWC HRMS

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

## HRMS Login

User ID : 123456A

Password : .....

Login

Forgot Password



## LOGIN PAGE

- Use link : <https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC> to access HRMS
- Login securely using your User ID and Password
- Click on “**Forgot Password**” link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times
- For any related queries, you may contact IT Helpdesk at 011-46067717 between 10 AM to 6 PM

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Request Manager ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee

**HRMS**

- ▷ Profile
- ▷ Leave
- ▷ e-APAR
- ▷ Payroll
- ▷ Medical
- ▷ Request Manager
- ▷ Helpdesk
- ▷ Policies & Forms
- ▷ Tools
- ▷ User Manual



**Birthday**

**Wedding Anniversary**

**Service Anniversary**

**Pending Request Dashboard**

- Goal Sheet 2019-20 - Review Mid Year

## HOME PAGE

- At the home page, you can view and modify the following modules:

**1. Profile**

**2. Leave**

**3. PMS**

**4. Payroll**

**5. Medical**

**6. Request Manager**

**7. Helpdesk**

**8. Policies & Forms**

**9. Tools**

**10. User Manual**



- Change password of your account using the link provided at the top right corner of the screen
- For each day, birthdays, service and wedding anniversary will appear on right side of the screen

# 1. Authorization Role – “Appraiser”



MS

**e-ACR for Electrical Mistry**

Status: Pending w ▼ From:   To:   Filter Refresh Export Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status
1.	<span>Print</span> <span>Edit</span>	2020/00002			ACR for ELECT. MISTRY	08.Apr.2020 18:43:20		Pending with App

### e-ACR FOR ELECTRICAL MISTRY

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as “Appraiser” from drop-down option available at top left
- As an Appraiser, click on: **PMS → e-ACR → Appraiser → e-ACR for Electrical Mistry**
- The above shown screen will appear on your browser window. Draft e-ACR will appear by default.
- Click on “Edit” button to start filling e-ACR. e-ACR can also be printed using “Print” button.
- A new pop-up window will appear on screen to fill, save and submit a particular e-ACR

## ACR for ELECT. MISTRY - RAM BAHADUR (04542K)

Reference No.\*

80042

Reference Date\*

08.Apr.2020 18:43:20

Search

Employee ID

Employee Name

D.O.B

D.O.J

### Part - I

Designation

Department

Region

Appraiser

Reviewer

Counter Signing

Report for the year From

01/04/2019

Report for the year To

31/03/2020

## PART – I

- Once you click on the “Edit” button, above shown e-ACR format will appear on screen
- You have to fill the e-ACR from top to bottom as explained in the next few slides
- Employee’s personal data such as Employee ID, Employee Name, D.O.B, D.O.J, Designation, Department etc, will appear by default on the screen
- Verify that the From and To dates are mentioned correctly as “Report for the year”

## ACR for ELECT. MISTRY - RAM BAHADUR (04542K)

### Part - II (To be filled by Reporting Officer)

Can he read and write Hindi/English (Maximum 1000 Characters Only)*	
Intelligence*	Select ▼
Interest in Work*	Select ▼
Skill and proficiency in trade in which engaged*	Select ▼
Amenability to discipline*	Select ▼
Punctuality and regularity*	Select ▼
Devotion to duty*	Select ▼
Sense of responsibility*	Select ▼
Honesty and integrity*	Select ▼

### PART – II (TO BE FILLED BY REPORTING OFFICER)

- This part is designed to be filled by Reporting Officer
- For each point, you have to select an indicative pointer from the drop-down menu as:
  - Outstanding
  - Very Good
  - Good
  - Average & Poor



Whether any vigilance case is contemplated/ initiated/pending against him. (Maximum 1000 Characters Only)*	
Are you prepared to retain him under you? (Maximum 1000 Characters Only)*	
Mention any skill or proficiency required. (Maximum 1000 Characters Only)*	
If working as lift operator, whether he can attend to any minor defects/faults etc.	
General remarks on his work and conduct, if any (Maximum 1000 Characters Only)*	

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	DR.ANURAG TRIPATHI		Pending with Appraiser	

## SAVE / SUBMIT e-ACR FOR ELECTRICAL MISTRY

- Enter details as mentioned against each field
- Once all details are submitted and you reach at the end of e-ACR, you have the option to Submit
- You can also Save an e-ACR at this point if any changes are required to be done later
- Otherwise, click on “Submit” button to submit e-ACR for further approval
- It is advised to kindly verify that all the details entered by you and check for any discrepancy
- Once you click on “Submit” button, an auto-generated mail will be sent to you and the Reviewer



Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)\*

wfwetw

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	SH.P. K. KALLO	13.Apr.2020 12:39:13	Submitted By Appraiser	
2.	Reviewer	SIDHARTH RATH	14.Apr.2020 11:17:34	Returned by Reviewer	returning
3.	Appraiser	SH.P. K. KALLO	17.Apr.2020 15:22:32	Submitted By Appraiser	
4.	Reviewer	SIDHARTH RATH	17.Apr.2020 15:24:53	Returned by Reviewer	test
5.	Appraiser	SH.P. K. KALLO	17.Apr.2020 15:29:13	Submitted By Appraiser	
6.	Reviewer	SIDHARTH RATH	17.Apr.2020 17:50:53	Returned by Reviewer	test
7.	Appraiser	SH.P. K. KALLO	18.Apr.2020 00:35:36	Submitted By Appraiser	
8.	Reviewer	SIDHARTH RATH	18.Apr.2020 09:42:08	Returned by Reviewer	returning
9.	Appraiser	SH.P. K. KALLO	18.Apr.2020 09:45:16	Submitted By Appraiser	
10.	Reviewer	SIDHARTH RATH	18.Apr.2020 09:46:26	Returned by Reviewer	returning
11.	Appraiser	SH.P. K. KALLO	20.Apr.2020 00:33:21	Submitted By Appraiser	
12.	Reviewer	SIDHARTH RATH	20.Apr.2020 00:34:46	Returned by Reviewer	test
13.	Appraiser	SH.P. K. KALLO	23.Apr.2020 12:36:30	Submitted By Appraiser	
14.	Reviewer	SIDHARTH RATH	28.Apr.2020 10:02:59	Returned by Reviewer	returning
15.	Appraiser	SH.P. K. KALLO		Pending with Appraiser	

**If Integrity is selected as doubtful then it is mandatory to justify with proper reason and attach supporting document,if required. However, there is no need to write anything in this column if integrity is selected as "Beyond Doubt" as it will become contradictory in nature.**

Save

Submit

Close

- There is action history displaying on the bottom of the form and if form is returned from next approver level then Return Remarks will display in Remarks section as shown in screenshot.

## 2. Authorization Role – “Reviewer”



MS

e-ACR for Electrical Mistry										
Status	Pending w ▾	From	<input type="text"/>	To	<input type="text"/>	Filter	Refresh	Export	Back	
S.No.	Action				Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approve
1.	Print	View	Approve	Return	2020/00002			ACR for ELECT. MISTRY	30.Apr.2020 12:45:40	
2.	Print	View	Approve	Return	2020/00009			ACR for ELECT. MISTRY	21.Apr.2020 16:39:35	

### e-ACR FOR ELECTRICAL MISTRY

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as “Reviewer” from drop-down option available at top left
- As a Reviewer, click on: **PMS → e-ACR → Reviewer → e-ACR for Electrical Mistry**
- List of pending e-ACRs will appear on the screen as shown above
- To approve/return an e-ACR click on “View” button present against that particular e-ACR
- e-ACR as submitted by Appraiser will open on the screen for your review and approval

## ACR for ELECT. MISTRY - RAM BAHADUR (04542K)

Reference No.\*

80042

Reference Date\*

30.Apr.2020 12:45:40

Search

Employee ID

Employee Name

D.O.B

D.O.J

### Part - I

Designation

Department

Region

Appraiser

Reviewer

Counter Signing

Report for the year From

01/04/2019

Report for the year To

31/03/2020

### Part - II (To be filled by Reporting Officer)

Can he read and write Hindi/English (Maximum 1000

DEMO

## VIEW e-ACR FOR ELECTRICAL MISTRY

- Once you click on “View” button, e-ACR as submitted by Appraiser will appear as shown above
- Review all the details furnished by Appraiser under each head and in each field
- If any change is required to be done, click on “Return” button present at the bottom
- If the details furnished by Appraiser are correct, proceed to the lower part where one detail is to be furnished from your end as well

initiated/pending against him. (Maximum 1000 Characters Only)*					
Are you prepared to retain him under you? (Maximum 1000 Characters Only)*	DEMO				
Mention any skill or proficiency required. (Maximum 1000 Characters Only)*	DEMO				
If working as lift operator, whether he can attend to any minor defects/faults etc.	DEMO				
General remarks on his work and conduct, if any (Maximum 1000 Characters Only)*	DEMO				
<b>Part - III (Assessment By The Reviewing Officer)</b>					
Remarks of the reviewing officer (Maximum 1000 Characters Only)*	<input type="text"/>				
<b>S.No.</b>	<b>Stage</b>	<b>Action By</b>	<b>Action On</b>	<b>Status</b>	<b>Remarks</b>
1.	Appraiser	DR.ANURAG TRIPATHI	30.Apr.2020 12:45:40	Submitted By Appraiser	
2.	Reviewer	DR.ANURAG TRIPATHI		Pending with Reviewer	
					<input type="button" value="Approve"/> <input type="button" value="Return"/> <input type="button" value="Close"/>

## APPROVE / RETURN e-ACR

- Enter details as mentioned against each field
- Please note that \* marked fields are mandatory to be filled before proceeding further
- Verify the details furnished by you once again and click on “Approve” or “Return” button
- If you click on “Return” button, the e-ACR will go back to Appraiser for correction at his/her end
- If you click on “Submit” button, an auto-generated mail will be sent to you and the Counter Signing Authority to review and approve/return the e-ACR from his/her end

### 3. Authorization Role – “Counter Signing”



MS

## e-ACR for Electrical Mistry

Status	Pending w ▾	From	<input type="text"/>	To	<input type="text"/>	Filter	Refresh	Export	Back
S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approve		
1.	<a href="#">Print</a> <a href="#">View</a> <a href="#">Approve</a> <a href="#">Return</a>	2020/00002			ACR for ELECT. MISTRY	30.Apr.2020 12:45:40			
2.	<a href="#">Print</a> <a href="#">View</a> <a href="#">Approve</a> <a href="#">Return</a>	2020/00010			ACR for ELECT. MISTRY	20.Apr.2020 01:02:33			

### e-ACR FOR ELECTRICAL MISTRY

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as “Counter Signing” from drop-down option
- As a Counter Signer click on: **PMS → e-ACR → Counter Signing → e-ACR for Electrical Mistry**
- List of pending e-ACRs will appear on the screen as shown above
- To approve/return an e-ACR click on “View” button present against that particular e-ACR
- e-ACR as approved by Reviewer will open on the screen for your review and approval



## ACR for ELECT. MISTRY - RAM BAHADUR (04542K)

Reference No.\*

80042

Reference Date\*

30.Apr.2020 12:45:40

Search

Employee ID

Employee Name

D.O.B

D.O.J

### Part - I

Designation

Department

Region

Appraiser

Reviewer

Counter Signing

Report for the year From

01/04/2019

Report for the year To

31/03/2020

### Part - II (To be filled by Reporting Officer)

Can he read and write Hindi/English (Maximum 1000

DEMO

## VIEW e-ACR FOR ELECTRICAL MISTRY

- Once you click on “View” button, e-ACR as approved by Reviewer will appear as shown above
- Review all the details furnished by Appraiser and Reviewer under each head
- If any change is required to be done, click on “Return” button present at the bottom
- If the details furnished by Appraiser and Reviewer are correct, proceed to the lower part where one detail is to be furnished from your end as well

Mention any skill or proficiency required. (Maximum 1000 Characters Only)*	DEMO
If working as lift operator, whether he can attend to any minor defects/faults etc.	DEMO
General remarks on his work and conduct, if any (Maximum 1000 Characters Only)*	DEMO
<b>Part - III (Assessment By The Reviewing Officer)</b>	
Remarks of the reviewing officer (Maximum 1000 Characters Only)*	DEMO
<b>Part - IV (Assessment By The Counter Signing)</b>	
Countersignature by the next higher officer with remarks, if any (Maximum 1000 Characters Only)*	

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	DR.ANURAG TRIPATHI	30.Apr.2020 12:45:40	Submitted By Appraiser	
2.	Reviewer	DR.ANURAG TRIPATHI	30.Apr.2020 12:51:38	Approved by Reviewer	
3.	Counter Signing	PRIYA GUPTA		Pending with Counter Signing	

## APPROVE / RETURN e-ACR

- You have to write Remarks of the Accepting/ Countersigning Authority
- Please note that \* marked field is mandatory to be filled before proceeding further
- Verify the details furnished by you once again and click on “Approve” or “Return” button
- If you click on “Return” button, the e-ACR will go back to Reviewer for correction at his/her end
- If you click on “Submit” button, an auto-generated mail will be sent to you and the Appraiser for his/her acknowledgement