

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for Driver"



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

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 Driver

Status	Pending v	From		To		Filter	Refresh	Export	Back
S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status	Refer
1.	Edit	2020/00001	14813K	SH.S. PANIGRAHI	ACR for Driver	23.Apr.2020 12:36:29		Pending with Appraiser	

e-ACR FOR Driver

- 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 Driver**
- 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

Reference No.*

Search

Employee ID

Employee Name

D.O.B

D.O.J

Part - I

Department

Designation

Region

Appraiser

Reviewer

Report for the year From

Report for the year To

Period of absence from duty on leave, training etc. during the year (Maximum 1000 Characters Only)

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”

Part - II (Assessment By The Reporting Officer)	
Intelligence*	Very Good
Energy and reliability*	Very Good
Punctuality in attendance*	Good
Behavior - Does he show proper courtesy and good manners towards all persons using the staff car?*	Good
Amenability to discipline?*	Outstanding
Technical knowledge and ability?*	Very Good
Does he keep the car clean and tidy?*	Very Good
Capability of attending to petty repairs to the car?*	Good
Is he economical in the use of Petrol, Lubricating oil etc.*	Very Good
Does he take timely action for getting proper entries made in the log book?*	Good
Adherence to the traffic regulations and civil laws.*	Very Good
Number of accidents, if any, in the year	
i. Minor	1
ii. Major	1
Has he been responsible for any outstanding work during the period under review meriting special commendation? If so, what? (Maximum 1000 Characters Only)*	jhfh
If Outstanding, please add comments (Maximum 1000 Characters Only)*	jhhj
If Outstanding, please enclose attachment (If any)	View <input type="button" value="Choose File"/> No file chosen
Integrity*	Doubtful
If doubtful, please add comments (Maximum 1000 Characters Only)*	ghfbfg

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

Adherence to the traffic regulations and civil laws.*	Very Good
Number of accidents, if any, in the year	
i. Minor	1
ii. Major	1
Has he been responsible for any outstanding work during the period under review meriting special commendation? If so, what? (Maximum 1000 Characters Only)*	jhfh
If Outstanding, please add comments (Maximum 1000 Characters Only)*	jhhj
If Outstanding, please enclose attachment (If any)	View <input type="button" value="Choose File"/> No file chosen
Integrity*	Doubtful
If doubtful, please add comments (Maximum 1000 Characters Only)	ghfhfg
If doubtful, please enclose separate secret note indicating details	View <input type="button" value="Choose File"/> No file chosen
Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	wfwetw

PART – II (TO BE FILLED BY REPORTING OFFICER)

- If Integrity section data would be selected as doubtful then a supporting document as an attachment should be Compulsory added with e-ACR form as highlighted in above screenshot.

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

PART – II (TO BE FILLED BY REPORTING OFFICER)

- 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.

Number of accidents, if any, in the year	
i. Minor	<input type="text" value="1"/>
ii. Major	<input type="text" value="1"/>
Has he been responsible for any outstanding work during the period under review meriting special commendation? If so, what? (Maximum 1000 Characters Only)*	<input type="text" value="jhfh"/>
If Outstanding, please add comments (Maximum 1000 Characters Only)*	<input type="text" value="jhhj"/>
If Outstanding, please enclose attachment (If any)	View <input type="button" value="Choose File"/> No file chosen
Integrity*	<input type="text" value="Doubtful"/>
If doubtful, please add comments (Maximum 1000 Characters Only)	<input type="text" value="ghfhfg"/>
If doubtful, please enclose separate secret note indicating details	View <input type="button" value="Choose File"/> No file chosen
Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	<input type="text" value="wfwetw"/>

SAVE / SUBMIT e-ACR FOR Driver

- 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

2. Authorization Role – “Reviewer”



MS

e-ACR for Driver

S.No.	Action			Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approve
1.	View	Approve	Return	2020/00002	13541L	SHRI MAHESH YASHWANT THAKOR	ACR for Driver	17.Apr.2020 17:54:45	
2.	View	Approve	Return	2020/00005	12801E	SUBAL BARMAN	ACR for Driver	17.Apr.2020 18:17:06	

e-ACR FOR Driver

- 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 Driver**
- 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 Driver - SHRI MAHESH YASHWANT THAKOR (13541L)

Reference No.*	81708	Reference Date*	17.Apr.2020 17:54:45
Search	[Blurred]		
Employee ID	[Blurred]		
Employee Name	[Blurred]		
D.O.B	[Blurred]		
D.O.J	[Blurred]		

Part - I	
Department	[Blurred]
Designation	[Blurred]
Region	[Blurred]
Appraiser	[Blurred]
Reviewer	[Blurred]
Report for the year From	[Blurred]
Report for the year To	[Blurred]
Period of absence from duty on leave, training etc. during the year (Maximum 1000 Characters Only)	[Blurred]

VIEW e-ACR FOR Driver

- 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

If Outstanding, please add comments (Maximum 1000 Characters Only)*	jhjh
If Outstanding, please enclose attachment (If any)	
Integrity*	Doubtful
If doubtful, please add comments (Maximum 1000 Characters Only)	
If doubtful, please enclose separate secret note indicating details	
Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	wrw

Part - III (Assessment By The Reviewing Officer)

Remarks of the next higher authority, if any (Maximum 1000 Characters Only)*

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	D RAVI (02179B)	17.Apr.2020 16:58:30	Submitted By Appraiser	
2.	Reviewer	SH.B NIRMAL (13335C)	17.Apr.2020 17:48:10	Returned by Reviewer	test
3.	Appraiser	D RAVI	17.Apr.2020 17:54:45	Submitted By Appraiser	
4.	Reviewer	SH.B NIRMAL		Pending with Reviewer	

Approve

Return

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 form will be