

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for Group D"



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”



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e-ACR for Group D									
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	Approved Date	Status	
1.	Print Edit	2020/00014			ACR for Group D	07.Apr.2020 17:32:59		Pending with App	

e-ACR FOR GROUP D

- 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 Group D**
- 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 Group D - SH.MADAN SINGH (14530L)

Reference No.*

79675

Reference Date*

07.Apr.2020 17:32:59

Search

Employee ID

Employee Name

D.O.B

D.O.J

Part - I

Department

Designation

Region

Appraiser

Report for the year From

01/04/2019

Report for the year To

31/03/2020

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”
- In this section, you only have to mention the period of absence from duty on leave, training etc.

ACR for Group D - P.S. P.A.S.I. (B)

Designation	CHOWKIDAR
Region	REGIONAL OFFICE BHUBANESWAR
Appraiser	NULL
Report for the year From	01/04/2019
Report for the year To	31/03/2020
Period of absence from duty on leave, training etc. during the year (Maximum 1000 Characters Only)	
Part - II (Assessment By The Reporting Officer)	
Can he/she read and write Hindi/English?	
Intelligence*	Select
Amenability to discipline*	Select
Honesty and Integrity*	Select
Punctuality*	Select
Devotion to duty*	Select
Are you prepared to retain him under you? (Maximum 1000 Characters Only)*	
Any other remarks (Maximum 1000 Characters Only)*	
Whether any Vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)	

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	NULL		Pending with Appraiser	

Save Submit Close

SAVE / SUBMIT e-ACR FOR GROUP D

- 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 for acknowledgement