

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for JS, HT, WA-I,II"



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 JS, HT,WA-I,II

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.	Print Edit	2020/00962			ACR for JS, HT,WA-I,II	09.Apr.2020 20:49:52		Pending with Appr

e-ACR FOR JS, HT, WA-I,II

- 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 JS, HT, WA-I,II**
- 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 JS, HT,WA-I,II - AMIT (15068A)

Reference No.*

83327

Reference Date* 09.Apr.2020 20:49:52

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

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 JS, HT,WA-I,II - AMIT (15068A)

Part - II (Assessment By The Reporting Officer)

Assessment on points of special significance (if working in Warehouse only) (e.g. proper upkeep of Godowns, foodgrains etc., technical knowledge about infestation of foodgrains, knowledge of grading, sampling and preservation methods, proper supervision and use of fumigants and technical equipments in relation to the work which employed.*	Select ▼
Knowledge of Rules, Regulations relevant to his / her work.*	Select ▼
Proficiency in typing.*	Select ▼
Proficiency in work, viz., maintenance of prescribed registers and charts etc.*	Select ▼
Proficiency in Working with Official Language.*	Select ▼
Industry and keenness*	Select ▼

PART – II (ASSESSMENT BY THE REPORTING OFFICER)

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

i. Puts in hard work and is keen to do job thoroughly. (Maximum 1000 Characters Only)*	
ii. Indifferent and requires prompting and constant supervision to ensure completion of work. (Maximum 1000 Characters Only)*	
If indifferent, attach supporting document	<input type="button" value="Choose File"/> No file chosen
Has he /she ever been entrusted with work other than routine? If so, indicate his /her capacity to express himself /herself with clarity and comprehension in notes and drafts. (Maximum 1000 Characters Only)*	
Amenability to discipline*	<input type="text" value="Select"/>
Punctuality in attendance (Maximum 1000 Characters Only)*	

PART – II (ASSESSMENT BY THE REPORTING OFFICER)

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled/selected before proceeding further

ACR for JS, HT,WA-I,II - AMIT (15068A)

Relations with fellow employees (Maximum 1000 Characters Only)*	
Integrity*	Select ▼
If doubtful, please enclose separate secret note indicating details	Choose File No file chosen
If doubtful, please add comments (Maximum 1000 Characters Only)	
Has the Officer been reprimanded for indifferent work or for other report? If so, please give brief particulars. (Maximum 1000 Characters Only)*	
Has the Officer done any outstanding or notable work meriting commendations? Briefly mention them. (Maximum 1000 Characters Only)*	

PART – II (ASSESSMENT BY THE REPORTING OFFICER)

- Enter details as mentioned against each field
- You can also attach a document using “Choose File” option wherever applicable
- Please note that * marked fields are mandatory to be filled before proceeding further

If Outstanding, please add comments (Maximum 1000 Characters Only)*	<input type="text"/>
If Outstanding, please enclose attachment (If any)	Choose File No file chosen
Whether any vigilance case is contemplated /initiated /pending against him. (Maximum 1000 Characters Only)*	<input type="text"/>
Overall assessment of performance and qualities.*	Select ▼

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	VIGNESHWARAN S		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

SAVE / SUBMIT e-ACR FOR JS, HT, WA-I,II

- 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 JS, HT,WA-I,II

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approve
1.	Print View Approve Return	2020/00939	:		ACR for JS, HT,WA-I,II	18.Apr.2020 02:02:23	
2.	Print View Approve Return	2020/00940	:		ACR for JS, HT,WA-I,II	18.Apr.2020 02:08:47	
3.	Print View Approve Return	2020/00962	:		ACR for JS, HT,WA-I,II	30.Apr.2020 12:06:46	

e-ACR FOR JS, HT, WA-I,II

- 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 JS, HT, WA-I,II**
- 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 JS, HT,WA-I,II - AMIT (15068A)

Reference No.*

83327

Reference Date*

30.Apr.2020 12:06:46

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

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

DEMO

VIEW e-ACR FOR JS, HT, WA-I,II

- 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 multiple details are to be furnished from your end as well

Whether any vigilance case is contemplated /initiated /pending against him. (Maximum 1000 Characters Only)*	DEMO				
Overall assessment of performance and qualities.*	Outstanding				
Part - III (Assessment By The Reviewing Officer)					
Length of service under Reviewing Officer during the calendar year. (Maximum 1000 Characters Only)*	<input type="text"/>				
Do you agree with the remarks of the Reporting Officer in Part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official on above remarks of the Reporting Officer, please mention them. You may also sum up your views here. (Maximum 1000 Characters Only)*	<input type="text"/>				
Overall assessment of performance and qualities.*	Select <input type="text"/>				
S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	VIGNESHWARAN S	30.Apr.2020 12:06:46	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI		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 JS, HT,WA-I,II

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date
1.	Print View Approve Return	2020/00962			ACR for JS, HT,WA-I,II	30.Apr.2020 12:06:46	

e-ACR FOR JS, HT, WA-I,II

- 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 JS, HT, WA-I,II**
- 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 JS, HT,WA-I,II - AMIT (15068A)

Reference No.*

83327

Reference Date*

30.Apr.2020 12:06:46

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

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

DEMO

VIEW e-ACR FOR JS, HT, WA-I,II

- 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

Length of service under Reviewing Officer during the calendar year. (Maximum 1000 Characters Only)*	DEMO				
Do you agree with the remarks of the Reporting Officer in Part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official on above remarks of the Reporting Officer, please mention them. You may also sum up your views here. (Maximum 1000 Characters Only)*	DEMO				
Overall assessment of performance and qualities.*	Outstanding				
Part - IV (Assessment By The Counter Signing)					
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	VIGNESHWARAN S	30.Apr.2020 12:06:46	Submitted By Appraiser	
2.	Reviewer	SHIVANAND RAI	30.Apr.2020 12:19:19	Approved by Reviewer	
3.	Counter Signing	PRIYA GUPTA		Pending with Counter Signing	
<input type="button" value="Approve"/> <input type="button" value="Return"/> <input type="button" value="Close"/>					

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