

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for PA, Steno"



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 PA, Steno

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status
1.	Edit	2020/00004	12131B	HARINDER TANWAR	ACR for PA, Steno	09.Apr.2020 20:36:53		Pending with Appraiser
2.	Edit	2020/00006	12134G	EKTA CHANDNA	ACR for PA, Steno	18.Apr.2020 01:39:38		Pending with Appraiser

e-ACR FOR PA, Steno

- 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 PA,Steno**
- 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.*	81717	Reference Date*	09.Apr.2020 20:36:53
Search	HARINDER TANWAR (12131B)		
Employee ID	12131B		
Employee Name	HARINDER TANWAR		
D.O.B	08.Dec.1992		
D.O.J	29.Jun.2012		
Part - I			
Department	VIGILANCE DIVISION		
Designation	PERSONAL ASSISTANT		
Region	CORPORATE OFFICE		
Appraiser	PRANAI PRABHAKAR (CVOPRA)		
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)			
Please state whether the annual report on immovable property for the preceding calendar year was filled within the prescribed date, i.e. January 31st of the year following the calendar year. If not, the date of submission may be mentioned. (Maximum 1000 Characters Only)			
Regularity and punctuality in attendance*	Select ▼		
Discipline*	Select ▼		
Proficiency and accuracy in stenographic work.*	Select ▼		
Trust-worthiness in handling secret and top secret matters and papers.*	Select ▼		
			Save Submit Close

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.

Trust-worthiness in handling secret and top secret matters and papers.*	Select
Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.*	Select
General assistance in ensuring that matters requiring attention are not lost sight of.*	Select
Initiative and tact in dealing with telephone calls and visitors.*	Select
Knowledge of Rules and Procedures*	Select
Communication Skills*	Select
Honesty / Sincerity and Flexibility*	Select
General assessment of personality, character and temperament including relations with fellow employees amenability to discipline etc. (Maximum 1000 Characters Only)*	
Whether any Vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	
Integrity*	Doubtful
If doubtful, please add comments (Maximum 1000 Characters Only)	
If doubtful, please enclose separate secret note indicating details	Choose File No file chosen

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	PRANAI PRABHAKAR		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 – I

- 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.

Trust-worthiness in handling secret and top secret matters and papers.*	Select
Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.*	Select
General assistance in ensuring that matters requiring attention are not lost sight of.*	Select
Initiative and tact in dealing with telephone calls and visitors.*	Select
Knowledge of Rules and Procedures*	Select
Communication Skills*	Select
Honesty / Sincerity and Flexibility*	Select
General assessment of personality, character and temperament including relations with fellow employees amenability to discipline etc. (Maximum 1000 Characters Only)*	<input type="text"/>
Whether any Vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	<input type="text"/>
Integrity*	Select
If doubtful, please add comments (Maximum 1000 Characters Only)	<input type="text"/>
If doubtful, please enclose separate secret note indicating details	<input type="button" value="Choose File"/> No file chosen

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	PRANAI PRABHAKAR		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 e-ACR FOR PA,Steno

- 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