

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for TA/JTA"



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”



e-ACR for TA/JTA

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	
1.	Edit	2020/00002	TRPR0006	GANESH GUGULOTH	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
2.	Edit	2020/00003	TPR0022	JYOTI GUPTA	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
3.	Edit	2020/00005	15802K	VRINDA M.N	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
4.	Edit	2020/00007	15523C	KRISHNA KUMAR	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
5.	Edit	2020/00008	15518G	ABHISHEK SINGH	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
6.	Edit	2020/00009	15517J	SONU KUMAR	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
7.	Edit	2020/00010	15516L	DEVI DAS	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
8.	Edit	2020/00011	15511K	BASANT NANDAN	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
9.	Edit	2020/00012	15510A	YOGENDRA ADHIKARI	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
10.	Edit	2020/00013	15508K	NEHA	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
11.	Edit	2020/00014	15505E	SANDEEP KUMAR	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
12.	Edit	2020/00015	15504G	KHUSHAL MALIK	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
13.	Edit	2020/00016	15503J	ADITYA SINGH	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
14.	Edit	2020/00018	15308G	NIVESH SHARMA	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
15.	Edit	2020/00019	15307J	ASHISH KUMAR	ACR for TA, JTA-1	09.Apr.2020 20:37:00		Pending with Apprais	
Show Rows <div>15</div> Page <div>1</div> of 34 <div>⏮ ⏪ ⏩ ⏭</div>									

Show Rows **15** Page **1** of 34

e-ACR FOR TA/JTA

- 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 TA/JTA**
- 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.* [REDACTED]

Search [REDACTED]

Employee ID [REDACTED]

Employee Name [REDACTED]

D.O.B [REDACTED]

D.O.J [REDACTED]

Part - I

Designation [REDACTED]

Department [REDACTED]

Region [REDACTED]

Appraiser [REDACTED]

Reviewer [REDACTED]

Counter Signing [REDACTED]

Report for the year From [REDACTED]

Report for the year To [REDACTED]

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 - I

Designation	JUNIOR TECHNICAL ASSISTANT
Department	T
Region	REGIONAL OFFICE RAIPUR
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 - II (To be filled by Reporting Officer)

A Brief Statement Of The Work Handled By The Official During The Year / Period Under Report (Maximum 1000 Characters Only)*	
Attach Statement/Report	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>

Part - III (Assessment By The Reporting Officer)

Technical knowledge about infestation of stocks, use of fumigants, sampling, grading and preservation methods.*	Select ▼
Timely action to save the stock from infestation.*	Select ▼
Ability to maintain technical equipments.*	Select ▼
Timely submission of technical Returns.*	Select ▼
Proficiency in work, viz., maintenance of prescribed registers and charts etc.*	Select ▼
Industry and keenness	
i. Puts in hard work and is keen to do job thoroughly.	

PART – I (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)*	j h f h
If Outstanding, please add comments (Maximum 1000 Characters Only)*	j h h j
If Outstanding, please enclose attachment (If any)	View Choose File No file chosen
Integrity*	Doubtful ▼
If doubtful, please add comments (Maximum 1000 Characters Only)	g h f h f g
If doubtful, please enclose separate secret note indicating details	View Choose File No file chosen
Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*	w f w e t w

PART – I (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 – I (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"/> <input type="text" value="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"/> <input type="text" value="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 TA/JTA

- 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”



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e-ACR for TA/JTA

Status

Pending v

▼

From

To

Filter

Refresh

Export

Back

S.No.	Action			Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	
1.	View	Approve	Return	2020/00001	15519E	RAKESH SINGH	ACR for TA, JTA-1	19.Apr.2020 02:31:19		Pend
2.	View	Approve	Return	2020/00004	15803H	SHILPA JAYAKUMAR	ACR for TA, JTA-1	18.Apr.2020 10:32:23		Pend

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e-ACR FOR TA/JTA

- 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 TA/JTA**
- 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 TA, JTA-1 - [User Name] [Date]

Reference No.*: [Text]

Search: [Text]

Employee ID: [Text]

Employee Name: [Text]

D.O.B: [Text]

D.O.J: [Text]

Part - I

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

Part - II (To be filled by Reporting Officer)

A Brief Statement Of The Work Handled By The Official During The Year / Period Under Report (Maximum 1000 Characters Only)*:	[Text]
Attach Statement/Report	[Text]

Part - III (Assessment By The Reporting Officer)

Technical knowledge about infestation of stocks, use of fumigants, sampling, grading and preservation methods.*:	Very Good
Timely action to save the stock from infestation.*:	Good
Ability to maintain technical equipments.*:	Good

[Approve](#)
[Return](#)
[Close](#)

VIEW e-ACR FOR TA/JTA

- 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 doubtful, please enclose separate secret note indicating details	
Has the Officer been reprimanded for indifferent work or for other report? If so, please give brief particulars. (Maximum 1000 Characters Only)*	dd
Has the Officer done any outstanding or notable work meriting commendations? Briefly mention them. (Maximum 1000 Characters Only)*	dd
If Outstanding, please add comments (Maximum 1000 Characters Only)*	dd
If Outstanding, please enclose attachment (If any)	
Whether any vigilance case is contemplated /initiated /pending against him. (Maximum 1000 Characters Only)*	dd
Overall assessment of performance and qualities.*	Good
Part - IV (Assessment By The Reviewing Officer)	
Length of service under Reviewing Officer during the calendar year. (Maximum 1000 Characters Only)*	
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)*	
Overall assessment of performance and qualities.*	Select

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	SH.SANTOSH SINGH RAWAT	18.Apr.2020 01:55:00	Submitted By Appraiser	
2.	Reviewer	RAM KUMAR	19.Apr.2020 02:30:12	Returned by Reviewer	test
3.	Appraiser	SH.SANTOSH SINGH RAWAT	19.Apr.2020 02:31:19	Submitted By Appraiser	
4.	Reviewer	RAM KUMAR		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

3. Authorization Role – “Counter Signing”



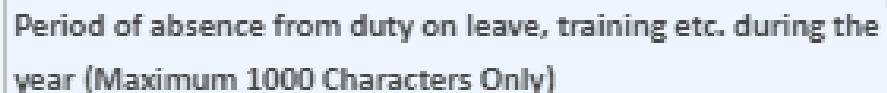
MS

e-ACR for TA/JTA

Status	Pending v ▼	From		To		Filter	Refresh	Export	Back
S.No.	Action			Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date
1.	View	Approve	Return	2020/00004	15803H	SHILPA JAYAKUMAR	ACR for TA, JTA-1	18.Apr.2020 10:32:23	Pend

e-ACR FOR TA/JTA

- 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 TA/JTA**
- 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

Reference No.* 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 Report for the year To Period of absence from duty on leave, training etc. during the year (Maximum 1000 Characters Only) **VIEW e-ACR FOR TA/JTA**

- 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

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)*	gd
If Outstanding, please add comments (Maximum 1000 Characters Only)*	dgd
If Outstanding, please enclose attachment (If any)	View
Whether any vigilance case is contemplated /initiated /pending against him. (Maximum 1000 Characters Only)*	dgg
Overall assessment of performance and qualities.*	Good

Part - IV (Assessment By The Reviewing Officer)

Length of service under Reviewing Officer during the calendar year. (Maximum 1000 Characters Only)*	GG
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)*	GG
Overall assessment of performance and qualities.*	Good

Part - V (Assessment By The Counter Signing)

Countersignature by the next higher officer with remarks, if any (Maximum 1000 Characters Only)*	
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S.No.	Stage	Action By	Action On	Status	Remarks
1.	Appraiser	ASHOK KUMAR P (12397H)	18.Apr.2020 10:32:23	Submitted By Appraiser	
2.	Reviewer	RADHAKRISHNAN NAIR P	01.May.2020 21:20:29	Approved by Reviewer	
3.	Counter Signing	PRIYA GUPTA		Pending with Counter Signing	

[Approve](#)[Return](#)[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