Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for Warehouse Manager"

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 – "Employee"

e-ACR for Warehouse Manager

Status	Pending w ▼	From	📅	To	📅	Filter	Refresh	Export	Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	
1.	Print Edit	2020/00034			ACR for WAREHOUSE MANAGER	09.Apr.2020 20:58:38		Pending

e-ACR FOR WAREHOUSE MANAGER

- To fill e-ACR for Warehouse Manager, login to HRMS Portal using your User ID and Password
- On the Home page, click on: **PMS → e-ACR → Employee → e-ACR for Warehouse Manager**
- The above shown screen will appear on your browser window. Your draft e-ACR will appear by default.
- Click on "Edit" button to start filling your 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 your e-ACR
- Please note, you can keep saving changes to your e-ACR using "Save" button and submit once complete

ACR for WAREHOUSE MANAGER – SUNIL KUMAR (11241L)	
Reference No.* 84422	Reference Date* 09.Apr.2020 20:58:38
Search	
Employee ID	
Employee Name	
D.O.B	
D.O.J	

Part - I (PERSONAL DATA)	
Designation	:
Department	I
Region	I
Appraiser	I
Reviewer	I
Counter Signing	I
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 (PERSONAL DATA)

- 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
- Your 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 for your e-ACR are mentioned correctly as "Report for the year"
- In this section, you only have to mention your period of absence from duty on leave, training etc.

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

Part - II (TO BE FILLED BY THE OFFICERS AS SELF-APPRAISAL)

PREVIOUS POSTING

Name of the Centre	
Capacity	

Period

From Date*	
To Date*	

APPRAISAL OF WORK:

Present place of posting*	
From*	
To*	
CAPACITY OF THE CENTRE: (IN MT)*	

PART – II (TO BE FILLED BY THE OFFICERS AS SELF-APPRAISAL)

- This part is designed for self-appraisal by Officers
- You have to furnish details under Previous Posting, Period and Appraisal of Work
- Under Previous Posting, fill Name of the Centre and the respective Capacity
- Under Period, you have to select the From Date and To Date from calendar options
- Under Appraisal of Work, mention Present Place of Posting, From, To and Capacity of the Centre in MT
- Please note that * marked fields are mandatory to be filled for proceeding further

ACR for WAREHOUSE MANAGER – SUNIL KUMAR (11241L)

TARGET / ACHIEVEMENT

a) Average Target*	
b) Max/Min during the year (Specify Months)*	
c) Capacity hired*	

TARGET / ACHIEVEMENT

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

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

AVERAGE OCCUPANCY

Shortfall, if any, reasons should be indicated Including efforts made by him to prevent shortfall.

ECONOMY

Previous year (Income)*	
Previous year (Expenditure)*	
Previous year (Profit/loss)*	
Current year (Income)*	
Current year (Expenditure)*	
Current year (Profit/loss)*	
Difference (Reasons for increased expenditure to be justified.) (Maximum 1000 Characters Only)*	

AVERAGE OCCUPANCY – ECONOMY

- Enter details as mentioned against each field
- Shortfall, if any, reasons should be indicated including efforts made by him/her to prevent shortfall
- Please note that * marked fields are mandatory to be filled before proceeding further

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

QUALITY CONTROL	
a.) Has there been any instance (s) of abnormal storage loss? If so, Specify commodity and range. (Maximum 1000 Characters Only)*	
b.) Has there been any instance (s) of slided down stocks unfit for issue through PDS? If so, please indicate commodity and quantity. (Maximum 1000 Characters Only)*	
c.) Quantity Fumigated (In M. T.) (Please furnish reasons for abnormal variations, if any) (Maximum 1000 Characters Only)*	

QUALITY CONTROL

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled before proceeding further
- Also, note the maximum character limit mentioned for each field

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

REALISATION OF DUES:

Type of Bills

1. Storage Charges Bills

Field	
Outstanding at the beginning of the year (SC)*	
Bills raised (SC)*	
Bills realised (SC)*	
Outstanding (SC)*	
Previous Year (SC)*	
Current Year (SC)*	

STORAGE CHARGES BILLS

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

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

2.Tech & Q.C. Bills

Field	
Outstanding at the beginning of the year (Tech)*	
Bills raised (Tech)*	
Bills realised (Tech)*	
Outstanding (Tech)*	
Previous Year (Tech)*	
Current Year (Tech)*	

TECH & Q.C. BILLS

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

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

3. Misc.

Outstanding at the beginning of the year (Misc)*	
Bills raised (Misc)*	
Bills realised (Misc)*	
Outstanding (Misc)*	
Previous Year (Misc)*	
Current Year (Misc)*	

MISC. DETAILS

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

Total	
Outstanding at the beginning of the year (Total)*	
Bills raised (Total)*	
Bills realised (Total)*	
Outstanding*	
Please state briefly your significant achievements in other sphere not covered above. (Maximum 1000 Characters Only)*	

TOTAL

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled before proceeding further
- At the end you have to state briefly any significant achievements in other sphere if not covered above

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 filing the return should be given. If false information is furnished, suitable action would be taken against the employee. (This column should be filled in the case of Group A / B officers only) (Maximum 1000 Characters Only)

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Employee	SUNIL KUMAR		Pending with Employee	

Save   Submit   Close

SAVE / SUBMIT YOUR e-ACR

- Enter details as mentioned against each field
- Once all details are submitted and you reach at the end of your e-ACR, you have the option to Submit
- You can also Save your request at this point if any changes are required to be done later on
- Otherwise, click on "Submit" button to submit your e-ACR for 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 Appraiser

Whether any vigilance case is contemplated / initiated / pending against him. (Maximum 1000 Characters Only)*

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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

- 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.

2. Authorization Role – "Appraiser"

e-ACR for Warehouse Manager

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Referenc
1.	Print View Approve Return	2020/00002	:		ACR for WAREHOUSE MANAGER	17.Apr.2020
2.	Print View Approve Return	2020/00003	:		ACR for WAREHOUSE MANAGER	17.Apr.2020
3.	Print View Approve Return	2020/00016	:		ACR for WAREHOUSE MANAGER	17.Apr.2020
4.	Print View Approve Return	2020/00034	:		ACR for WAREHOUSE MANAGER	29.Apr.2020

Status: Pending w ▼   From: [ ]   To: [ ]   Filter   Refresh   Export   Back

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e-ACR FOR WAREHOUSE MANAGER

- 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 Warehouse Manager**
- 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 Employee will open on the screen for your review and approval

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

Reference No.*	84422	Reference Date*	29.Apr.2020 10:52:16
Search			
Employee ID			
Employee Name			
D.O.B			
D.O.J			

Part - I (PERSONAL DATA)

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 WAREHOUSE MANAGER

- Once you click on "View" button, e-ACR as submitted by Employee will appear as shown above
- Review all the details furnished by Employee under each head and in each field
- If any change is required to be done by Employee, click on "Return" button present at the bottom
- If the details furnished by Employee are correct, proceed to the lower part where multiple details are to be furnished from your end as well

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

(PART-III)(TO BE FILLED BY THE REPORTING OFFICER)

Do you agree with the part-II? Specifically comments on the target and achievements together with the constraints. (If not, indicate reasons for disagreeing and extent of your disagreement.) (Maximum 1000 Characters Only)*	
STATE OF HEALTH*	
Knowledge of sphere of work. (Please comment specifically on each sphere of day-to-day work of the officer, his achievements and failures, if any with instances.) (Maximum 1000 Characters Only)*	
Quality of out-Put (Quality to performance having regard to standard of work and performance.) (Maximum 1000 Characters Only)*	
CONSCIOUSNESS ABOUT REDUCTION OF COST/LOSS TO THE CORPORATION. (Maximum 1000 Characters Only)*	

PART – III (TO BE FILLED BY THE REPORTING OFFICER)

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

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

Initiative (Please comment on the capacity resourcefulness of the officer in handling normal & unforeseen situations and willingness to shoulder additional responsibility and new areas of work.) (Maximum 1000 Characters Only)*	
Decision making ability (Please comment on his/her capacity to weigh pros and cons of alternatives.) (Maximum 1000 Characters Only)*	
Communication skill (Both oral and written with superiors, colleagues and subordinates.) (Maximum 1000 Characters Only)*	
Inter-personal relations and team work (Please comment on relationship with superiors, colleagues and subordinates, his/her capacity to work as a member of a team and to promote team spirit, capacity to maximize the output of the subordinates.) (Maximum 1000 Characters Only)*	
Relation with the customers, public and govt. officials (Maximum 1000 Characters Only)*	

PART – III (TO BE FILLED BY THE REPORTING OFFICER)

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

ACR for WAREHOUSE MANAGER – SUNIL KUMAR (11241L)

Aptitude and potential (Please indicate three fields only requiring specialization and career development of the officer.)

i) Personnel Administration*	
ii) Financial Administration*	
iii) Marketing and sales Promotion*	
iv) Storage and Preservation Technology*	
v) Industrial Administration*	

APTITUDE AND POTENTIAL

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

vi) Business & Commercial Management*	
vii) Work study and security*	
viii) Any other field(Please specify)*	
Integrity*	
1. General Assessment*	Select ▼

APTITUDE AND POTENTIAL

- Enter details as mentioned against each field
- You also have to select the General Assessment from drop-down menu as:
  - Outstanding
  - Very Good
  - Good
  - Average or Poor

I.) (Please give an overall assessment of the officer with reference to his/her strength and weakness and also such qualities not covered by the entries above)

II.) An officer should not be graded outstanding/excellent in any of the above assessment unless exceptional qualities and performances have been noticed. Grounds for such assessment should be clearly brough out.

III.) If any shortcomings are noticed, this also should be recorded with a note, what effort has been made by way of advice/guidance by the Reporting Officer, despite which such shortcomings found to persist.

| Proficiency in Working with Official Language.* | Select ▼ |
| Whether any vigilance case is contemplated/initiated/pending against him.(Maximum 1000 Characters Only)* | |

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Employee	SUNIL KUMAR	29.Apr.2020 10:52:17	Submitted By Employee	
2.	Appraiser	BALWANT SINGH		Pending with Appraiser	

Approve   Return   Close

APPROVE / RETURN e-ACR

- Choose the proficiency of Employee in working with official language from the drop-down menu
- Also mention whether any vigilance case is contemplated/initiated/pending against the Employee
- 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 Employee for correction at his/her end
- If you click on "Submit" button, an auto-generated mail will be sent to you and the Reviewer to review and approve/return the e-ACR from his/her end

3. Authorization Role – "Reviewer"

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	App
1.	Print View Approve Return	2020/00034	:		ACR for WAREHOUSE MANAGER	29.Apr.2020 10:52:16	

e-ACR for Warehouse Manager

Status: Pending w ▼   From: _____   To: _____   Filter Refresh Export Back

e-ACR FOR WAREHOUSE MANAGER

- 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 Warehouse Manager**
- 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 Appraiser will open on the screen for your review and approval

ACR for WAREHOUSE MANAGER - SUNIL KUMAR (11241L)

Reference No.*	84422	Reference Date*	29.Apr.2020 10:52:16

Search
Employee ID
Employee Name
D.O.B
D.O.J

Part - I (PERSONAL DATA)

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 WAREHOUSE MANAGER

- Once you click on "View" button, e-ACR as approved by Appraiser will appear as shown above
- Review all the details furnished by Employee and 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 Employee and Appraiser are correct, proceed to the lower part where multiple details are to be furnished from your end as well

(PART-IV) (REMARKS OF THE REVIEWING AUTHORITY)

Length of service under the Reviewing officer during the calendar year. (Maximum 1000 Characters Only)*	
Are you satisfied that the Reporting Authority has made proper assessment with proper care and diligence? If not, specify the area of disagreement with recorded reasoning. (Maximum 1000 Characters Only)*	
General assessment of performance and qualities. (Maximum 1000 Characters Only)*	
Do you have personal knowledge of the officers performance? (Maximum 1000 Characters Only)*	

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Employee	SUNIL KUMAR	29.Apr.2020 10:52:17	Submitted By Employee	
2.	Appraiser	BALWANT SINGH	29.Apr.2020 14:08:36	Submitted By Appraiser	
3.	Reviewer	NARENDRA KUMAR		Pending with Reviewer	

Approve | **Return** | **Close**

PART – IV (REMARKS OF THE REVIEWING AUTHORITY)

- 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

4. Authorization Role – "Counter Signing"

e-ACR for Warehouse Manager

| Status | Pending w ▼ | From | 📅 | To | 📅 | Filter | Refresh | Export | Back |

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	App
1.	Print View Approve Return	2020/00001			ACR for WAREHOUSE MANAGER	17.Apr.2020 11:14:02	
2.	Print View Approve Return	2020/00034			ACR for WAREHOUSE MANAGER	29.Apr.2020 10:52:16	

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e-ACR FOR WAREHOUSE MANAGER

- 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 Warehouse Manager**
- 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 WAREHOUSE MANAGER – SUNIL KUMAR (11241L)

Reference No.*	84422	Reference Date*	29.Apr.2020 10:52:16
Search			
Employee ID			
Employee Name			
D.O.B			
D.O.J			

Part - I (PERSONAL DATA)

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 WAREHOUSE MANAGER

- Once you click on "View" button, e-ACR as approved by Reviewer will appear as shown above
- Review all the details furnished by Employee, 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 Employee, Appraiser and Reviewer are correct, proceed to the lower part where one detail is to be furnished from your end as well

	Are you satisfied that the Reporting Authority has made proper assessment with proper care and diligence? If not, specify the area of disagreement with recorded reasoning. (Maximum 1000 Characters Only)*	DEMO
	General assessment of performance and qualities. (Maximum 1000 Characters Only)*	DEMO
	Do you have personal knowledge of the officers performance? (Maximum 1000 Characters Only)*	DEMO

(PART-V)

Remarks of the Accepting/Countersigning Authority*

S.No.	Stage	Action By	Action On	Status	Remarks
1.	Employee	SUNIL KUMAR	29.Apr.2020 10:52:17	Submitted By Employee	
2.	Appraiser	BALWANT SINGH	29.Apr.2020 14:08:36	Submitted By Appraiser	
3.	Reviewer	NARENDRA KUMAR	29.Apr.2020 14:32:58	Approved by Reviewer	
4.	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 Employee for his/her acknowledgement