



  
**केन्द्रीय भण्डारण निगम**  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

**No. CWC/Estt/e-HRMS/2018-19/450-A**

**Dated: 10<sup>th</sup> December, 2018**

**CIRCULAR**

As one of the MoU target with Department of Food & Public Distribution, Govt. of India for 2018-19 and to encourage digitization, CWC has initiated the process of implementation of Online Human Resource Management System also called as e-HRMS for all employees of the Corporation. Some modules of HRMS like Salary, CPF, Pension, Medical reimbursement e-APAR, Leave Management, Digitization of Employee Service Record has been automated & already been implemented successfully in the Corporation.

Other HR Modules has also been introduced in e-HRMS which are mentioned as under:

1. New Joining & Maintenance of service book
2. NOCs
  - Passport
  - Foreign visit
  - Outside Employment
  - Further Study
3. Leave Encashment & LTC Encashment
4. Nomination Forms
  - Gratuity
  - Lump sum Compensation
  - CPF
5. Promotion Orders
  - Issue Order
  - Relieving
  - Joining
6. Transfer Orders
  - Issue Order
  - Relieving
  - Joining

The very objective of implementing & introducing e-HRMS in the Corporation is to bring efficiency, transparency, convenience & uniformity in all the operations of HR. e-HRMS is a single platform for all employees and it

will help them to not only see all their details w.r.t service book, leave balance, status of leave, Salary etc., but also providing them facility to apply different kind of request, reimbursements, leave encashment, LTC availment & encashment, etc and get their approval online.

This is a step in the direction of fully automated Human Resource Management System with a target to bring all employees on online portal so that all processes of personnel management from hiring to retiring will be on digital mode and manual system of handling personnel management will be dispensed with.

Thus, all employees of the Corporation are advised to use e-HRMS application for all HR related matters mentioned above and they all are being given access of e-HRMS Application through HRMS login from their respective IDs/CPF Codes. Some valuable guidelines are highlighted below for ready reference:-

- User Manual for usage of e-HRMS including helpdesk number is available on CWC Website. However, the training on the usage of this application either through Classroom training or video conferencing will be conducted during this month. In case of any assistance you may contact to Personnel Division & MIS division, CWC, Corporate Office.
- Employee Service Record of all employees has been digitized and updated in the system. All employees are requested to kindly check & verify their data through their login ID and inform to Personnel Division, Corporate office through proper channel, in case of any deviation in the data with documentary evidence.
- In case of leave applied on medical ground, Medical Certificate shall have to be uploaded through system only and the hardcopy of the same is to be maintained with their concerned division and then there is no need to submit or send copy of Medical Certificate to Estt or Personnel division. However, any leave on Medical ground for more than 15 days must be forwarded to Estt/Pers division and the leave will be regularized only after verification of the original Medical Certificate.

Automation of any process takes some time to stabilize as it involves shift from existing established processes to a new system. Since the whole process of automation and centralization is to bring efficiency & convenience in HR operations, it is important that this change is addressed in right perspective. Also, Personnel division team is making efforts to automate the practices with least deviations, it may not be possible to absolutely mirror the manual processes. Certain glitches/ gaps are bound to surface until the whole process runs for atleast 3 months. All employees/users are requested

to bring any gap/glitches if observed any, to the notice of their concerned Nodal officer of Estt division which they in turn may bring to the notice of Personnel division, Corporate Office. Since this is an initiative by the employees and for the employees, let us all join hands together in making it better day by day.

The above guidelines may be followed scrupulously by all concerned.

  
10-12-18

**(Arvind Chaudhri)**  
**Group General Manager (Pers.)**

**Distribution:**

1. All HoDs, CWC, CO, New Delhi
2. All RMs/SEs/EEs for circulation to all concerned.
3. GM(MIS), CWC, CO, New Delhi – for updating this on CWC website
4. Sr. PA to Chairman, PPS to MD, SAM to Dir(Pers), PS to Dir(MCP), PS to CVO, CWC, CO, New Delhi

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1. Sr. PA to Chairman/PPS to Managing Director/ PS to Director (M&CP)/ SAM to Director (Fin.), CWC, CO, New Delhi
2. GM (MIS),CWC, CO New Delhi with the request to upload it on the CWC website
3. Notice Board for information to all.