

Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

"User Manual – Annual Property Return"



MS



Central Warehousing Corporation

Employee Self-Service Portal For Payroll And CPF



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 :

Password :

Login

[Forgot Password](#)



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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 011-46067716 between 10 AM to 6 PM

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

HRMS



News / Events

Birthday

Wedding Anniversary

Service Anniversary

HOME PAGE

- At the home page, you can view and modify the following modules:

1. Profile

2. Leave

3. e-APAR

4. Payroll

5. Medical

6. Request Manager

7. Policies & Forms

8. Tools

9. 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

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Profile > Personal Detail > Change Personal Info

Profile

- Personal Detail
 - General Detail
 - Contact Detail
 - Nominee Detail
 - Qualification
 - Change Personal Info**
- Official Detail
 - Org Assignment
 - Bank A/c Detail
 - Current Employment

Change Personal Info

Reference No. Reference Date

Employee

Mobile No.*

Official Email ID*

CHANGE YOUR PERSONAL INFORMATION

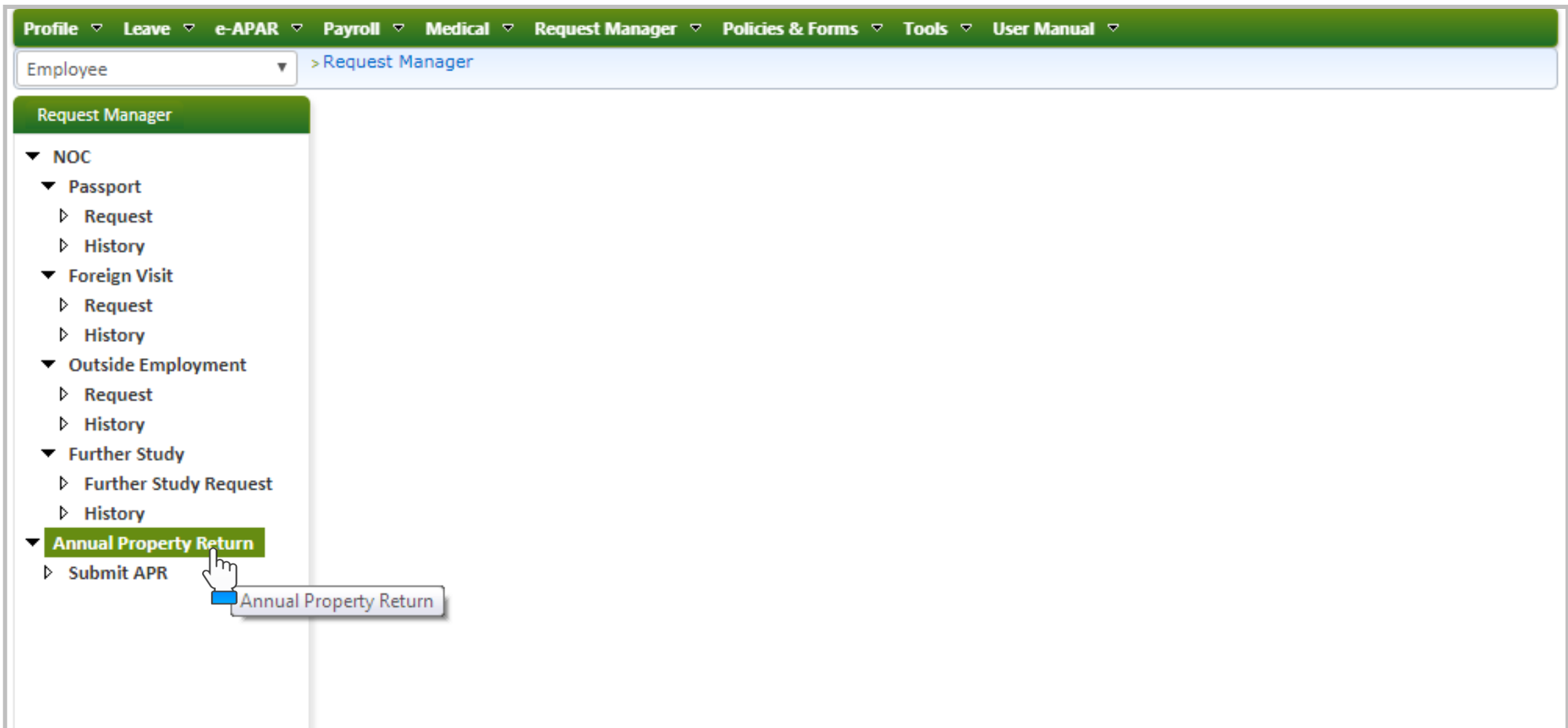
- To change your personal information such as mobile number and official e-mail ID click on:
Profile -> Personal Details -> Change Personal Info
- Your default mobile number and official e-mail ID will be visible on the screen
- To edit, click on the desired field and make changes accordingly
- Once you have furnished all the required information, click on “**Submit**” button present at bottom
- Your new details will be saved successfully at the portal

ANNUAL PROPERTY RETURN

"Authorization Role – Employee"



MS



REQUEST MANAGER

- To submit your Annual Property Return (APR), click on “**Request Manager**” module in menu bar
- Under Request Manager, click on **Annual Property Return -> Submit APR**
- A new page will appear on the screen as shown in the next slide

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Request Manager > Annual Property Return > Submit APR

Request Manager

- ▼ NOC
 - ▼ Passport
 - ▷ Request
 - ▷ History
 - ▼ Foreign Visit
 - ▷ Request
 - ▷ History
 - ▼ Outside Employment
 - ▷ Request
 - ▷ History
 - ▼ Further Study
 - ▷ Further Study Request
 - ▷ History
 - ▼ Annual Property Return
 - ▷ **Submit APR**

Submit APR

New Status Save as Draft ▾ From To Refresh Export Back

There is no record found

SUBMIT APR

- Once you click on “**Submit APR**” tab, the above shown page will appear on the screen
- Returns that you have saved as draft in the past will be visible on the page by default
- You can also filter your past APRs using the status option or the calendar drop-downs
- To submit a new APR, click on “**New**” button present in the top left corner of the screen

Request Details

Reference No.*


53121

Reference Date*

15.Feb.2019


Employee

Form-1

Click here to add 

Action	S.No.	Description of property and its location (See notes 1 & 5 below)	House/Building/Land No.	If not in own name, state in whose name held and his / her relationship, if any to the
 	1	DEMO		DEMO

Form-3

Click here to add 

Action	S.No.	In the name of	Name of the Company	No. Shares	Face Value	Cost Acquisition	Whether promoters / employees quota	How acquired	Position held at the time of acquisition and
 									

Any additions / deletions details

Annexure

3. Details of each transaction made in shares, securities, debenture, mutual funds scheme etc. during the calendar year

4. Particulars of the party/firm with whom transactions is made.

CREATE NEW APR RETURN

- Once you click on “**New**” button, a pop-up window will appear on the screen as shown above
- Here Form-1, Form-2 and Annexure can be filled through this single pop-up window
- To add details under Form 1, click on **+** icon available on the window
- To edit or delete your saved details, click on **EDIT** or **DELETE** button respectively

Request Details

Reference No.*

53121

Reference Date*

15.Feb.2019

Employee

PRIYA GUPTA (14572F)

Form-1



Click here to add

Action	S.No.	Detail
 		



Form-3

Click here to add

Action	S.No.	In the
 		



Any additions / deletions

Annexure

3. Details of each transaction under the provident funds scheme etc. during the period.

4. Particulars of the property.

Property Details

Details / Description of property and its location (See notes 1 & 5 below) House/Building/Land No.

DEMO

If not in own name, state in whose name held and his / her relationship, if any to the employee

DEMO

How and when acquired (See Notes 2 & 6 below)

DEMO

Value of the property (See Note 3 below)

DEMO

Total annual income for the property

X,XX,XXX.XX

Remarks

DEMO

ADD PROPERTY DETAILS IN FORM-1

- After you click on + icon, the above window will appear on screen to furnish property details
- Enter your property details against each required field as applicable
- After all the details are furnished, click on “**Save**” button present at the bottom of the window
- Your property details will be saved and can be edited or deleted at a later point of time

Request Details

Reference No.*

53595


Reference Date*



15.Feb.2019

Employee


PRIYA GUPTA (14572F)

Form-1

Click here to add 

Action	S.No.	Details / Description of property and its location (See notes 1 & 5 below)	House/Building/Land No.	If not in own name, state in whose name held and his / her relationship, if any to the
 	1	DEMO		DEMO

Form-3

Click here to add 

Action	S.No.	In the name of	Name of the Company	No. Shares	Face Value	Cost Acquisition	Whether promoters / employees quota	How acquired	Position held at the time of acquisition and
 									

Any additions / deletions details

Annexure

3. Details of each transaction made in shares, securities, debenture, mutual funds scheme etc. during the calendar year

4. Particulars of the party/firm with whom transactions is made.

FORM-1 DETAILS SAVED

- Once you click on “**Save**” tab, your details will be saved and shown in the main window
- In case you wish to edit any particular detail, click on **EDIT** icon available against the request
- In case you wish to delete a particular request, click on **DELETE** icon available against the request
- If you wish to proceed further, click on **+** icon under Form-3 to add details

Request Details

Reference No.* 53595 Reference Date* 15.Feb.2019

Employee PRIYA GUPTA (14572F)

Property Details

In the name of	Self
Name of the Company	DEMO
No. Shares	XX
Face Value	XX,XX,XXX.XX
Cost Acquisition	XX,XX,XXX.XX
Whether promoters / employees quota	DEMO
How acquired	DEMO
Position held at the time of acquisition and if the company had any borrowing or other facilities at that time	DEMO

Form-1
Click here to add +
Action S.No. Detail
✖ 1 DEMO

Form-3
Click here to add +
Action S.No. In the
✖

Annexure
3. Details of each tran funds scheme etc. du
4. Particulars of the n

ADD PROPERTY DETAILS IN FORM-3

- After you click on + icon, the above window will appear on screen to furnish property details
- Enter your property details against each required field as applicable
- After all the details are furnished, click on “**Save**” button present at the bottom of the window
- Your property details will be saved and can be edited or deleted at a later point of time

Request Details							
		1	Self	DEMO	0	0	0 DEMO
DEMO							
Any additions / deletions details							
DEMO							
Annexure							
3. Details of each transaction made in shares, securities, debenture, mutual funds scheme etc. during the calendar year				DEMO			
4. Particulars of the party/firm with whom transactions is made.							
(a) Is party related to you?				Select			
(b) Did you have dealings with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the near future?				Select			
5. Source or sources from which financed							
(a) Personal savings				DEMO			
(b) Other sources giving details				DEMO			

ADD DETAILS UNDER ANNEXURE

- Once you click on **“Save”** tab, your details of Form-3 will be saved and shown in the main window
- In case you wish to edit any particular detail, click on **EDIT** icon available against the request
- In case you wish to delete a particular request, click on **DELETE** icon available against the request
- Further, you have to furnish details as required under Annexure present on the window
- Once all the details are filled, kindly verify the same and click on **“Save”** button
- In case you wish to submit your Annual Property Return, click on **“Submit”** button present below

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Request Manager ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Request Manager > Annual Property Return > Submit APR

Request Manager


- ▾ NOC
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 - ▷ History
 - ▾ Outside Employment
 - ▷ Request
 - ▷ History
 - ▾ Further Study
 - ▷ Further Study Request
 - ▷ History
 - ▾ Annual Property Return
 - ▷ **Submit APR**

Submit APR

New Status Save as Draft ▾ From [Calendar] To [Calendar] Refresh Export Back

S.No.	Action	Reference No.	Employee ID	Employee Name	Request Type	Submitted Date	Approved Date	Status
1.						15.Feb.2019		Save as Draft

Message [Close]

 Change in Annual Property Declaration has been submitted successfully.
And an auto generated mail has not been sent for acknowledgement.

Close

APR SUBMITTED SUCCESSFULLY

- Once you click on the “**Submit**” button, the above shown message will appear on the screen
- Your request for Annual Property Return will be submitted successfully and an auto-generated mail will be sent for acknowledgement

