



CWC CO- PD0HRMS /11/2020-PERS

Dated: 16.07.2021

CIRCULAR

Sub: - Enabling OD facility through the HRMS system and related guidelines

In supersession to the earlier circulars issued by Corporate Office regarding Official duty, the following instructions are issued with immediate effect: -

1. Outdoor Duty/Other Duty (OD) will be treated as only Official Duty(OD).
2. The approval flow of ODs would be as following: -
 - i. For officials working in the Region - concerned Regional Manager through proper channel.
 - ii. For Corporate Office - HOD of the concerned division through proper channel.
3. Officials should ensure marking attendance (through Biometric Machine/HandyHR App) at least twice (for recording Punch-In and Punch-Out) a day.
4. Officials going on Official Duty would be required to obtain prior approvals from the concerned Authority as mentioned at point 2 above.
5. There may be emergent situations, wherein the officer may have to attend other offices in the forenoon or afternoon, but could not return office by end of the business hour, in all such situations, the officer needs to apply for post-facto approval of the concerned authority as mentioned at point 2 above.
6. To avoid difficulties faced by officials regularising their absence via manual mode, applying for availing OD facility through the HRMS system has been resumed, for which following steps to be followed: -
 - a. Login into HRMS application
 - b. Click on Employee tab
 - c. Click on **apply leave** sub-tab and select Official **Duty from** the leave type dropdown-list and submit the leave request after mentioning the appropriate details against the relevant fields.
7. Detailed illustrations for applying Official Duty through the HRMS system is enclosed at **Annexure-I**.



8. All the pending ODs (if approval has not been taken through the manual mode) prior to issuance of this circular, whose period of absence is within 60 days, should be submitted through the HRMS system only.
9. The other terms and conditions issued vide Circular No. CWC/VII-19/Admn.17580 Dt. 23rd January, 2020 regarding Punctuality in attendance remains unchanged.

Encl: - As above

(Anil Manik Rao)
Grp. Gen. Manager (Personnel)

Distribution :

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. PS to Chairman, Sr. PA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers), PA to CVO, CWC, CO, New Delhi.

For officials working at Corporate Office →

S.N o.	Date	In Time	Out Time	Reason for official Visit	Action Required
1.	15/07/21	12:30 Pm	05:30 pm	To attend the meeting from 09:00 am to 12:30 pm (including transit time).	Apply 1 st Half OD and get it approved
2.	16/06/21	09:00 Am	02:30 pm	To attend the training from 02:30 pm to 05:30 pm (including transit time).	Apply 2 nd Half OD and get it approved
3.	10/07/21	10:01 Am	04:30 pm	To attend the meeting from 02:30 pm to 05:30 pm (including transit time).	Apply 1 st Half OD and get it approved
4.	02/07/21	Not Available	Not Available	To attend the meeting/conference/training for the whole day and is not available at office.	Apply Full day OD and get it approved

For officials working at Regional Office →

S.N o.	Date	In Time	Out Time	Reason for official Visit	Action Required
1.	15/07/21	12:30 Pm	04:30 pm	To attend the meeting from 09:30 am to 12:30 pm (including transit time).	Apply 1 st Half OD and get it approved
2.	16/06/21	09:30 Am	02:30 pm	To attend the training from 02:30 pm to 04:30 pm (including transit time).	Apply 2 nd Half OD and get it approved
3.	10/07/21	10:31 Am	03:30 pm	To attend the meeting from 03:30 pm to 05:30 pm (including transit time).	Apply 1 st Half OD and get it approved
4.	02/07/21	Not Available	Not Available	To attend the meeting/conference/training for the whole day and is not available at office.	Apply Full day OD and get it approved