



No.CWC CO-PDOHRMS/1/2020-PERS

Date: 04.09.2020

CIRCULAR

Sub: Updating mapping in HRMS – reg.

With reference to the Circular no. CWC/Estt/e-HRMS/2019-20/ dated 08.04.2020 (enclosed), it has been observed that mappings related to e-APAR/e-ACR & Leave are not being updated timely subsequent to transfer, promotion, retirement, etc. Therefore, to ensure timely update of mappings, following instructions are issued with immediate effect:-

For Regional Offices:

1. All the Nodal officers are advised to ensure that the e-APAR/e-ACR & Leave mapping of the officials for respective regions should be updated instantly as and when required.
2. If mapping needs to be updated from Corporate Office, desired details viz. name of the officers (all levels), with whom to be mapped, may be provided while sending the *Accepted Joining Report* to CR & HRMS cell.

For Corporate Office:

1. All HODs may please issue necessary instructions for sending copy of the *Accepted Joining Report* of any officials at the concerned division to CR/HRMS cell, along with the leave approver mapping as well as e-APAR/e-ACR mapping details.

This issues for the better and smooth functioning of the HRMS.

(Debapati Saha Chowdhury)
Asst. General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices – with the request to circulate the contents to all field units also.
3. GGM (System) –for uploading the circular on CWC Website.

Copy to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO – for information please.

**No.CWC/Estt/e-HRMS/2019-20/****Dated: 08.04.2020****CIRCULAR****Sub: SoPs for Updating Mapping on HRMS**

It is essential to update mapping on the HRMS system to ensure that leave and APAR related requests are addressed to the right authority. The true potential and desired efficiency of the HRMS module can only be harnessed by ensuring the different types of mappings are updated instantly as and when necessitated. Various rights have been conferred to authorities at ROs to ensure that timely upgradation is carried out at the RO level. Concerned HsOD at RO and CO are expected to intimate to the concerned authority at RO/CO regarding any change in mapping due to transfer, joining, promotion, retirement etc. Keeping all this in view, various rights assigned to the authorities at RO and CO are enumerated hereunder for information: -

Sl. No.	Module Name	Responsibilities	
		Regional Office	Corporate Office
1	e-APAR	<p><u>Rights Assigned to Nodal Officer at RO</u></p> <ul style="list-style-type: none"> • Mapping (Appraiser, Reviewer & Countersigning Authority) to be updated by Nodal Officer of the respective Region (on the basis of Approved CR Drill), for all employees working under Region except Regional Manager. • Intimation to be sent to CR Cell, Corporate Office for running Scheduler for up-dation of mapping. <i>This is essential to have the updated mapping available on the HRMS.</i> • Access to view status of all appraisal reports (e.g. goal sheet, assessment, etc.) for respective regions. 	<p><u>Rights Assigned to PMS Admin at CO</u></p> <ul style="list-style-type: none"> • Mapping is to be done for all RMs, HODs and for all the employees at Corporate Office. Respective HsOD to intimate any change in the mapping to PMS Admin. • Verifying the mapping and running the scheduler for up-dation of any change/modification in the mapping, as and when required. • Access to view status of all appraisal reports (e.g. goal sheet, assessment, etc.) of the corporation.

2	Leave	<p><u>Rights Assigned as Leave Admin to Head of Estt at RO</u></p> <ul style="list-style-type: none"> • Details of Leave Approver, Department and Estt. Head can be changed by specifying w.e.f. date from leave approver mapping tab for employees of that region except Regional Manager. • Details of Leave balance, Holiday Calendar can be edited from the role of Leave Admin. <p><u>Rights Assigned as Head of Estt at RO</u> For sanctioning EL and availing LTC/EL & LTC Encashment after getting recommendation of HoD for all employees working under Region except Regional Manager.</p>	<p><u>Rights Assigned as Leave Admin to HRMS Section at CO</u></p> <ul style="list-style-type: none"> • Details of Leave Approver, Department, Region & Estt. Head can be changed by specifying w.e.f. date from leave approver mapping tab of leave admin role for all employees transferred from one Region to another. • Details of Leave Approver, Department & Estt. Head can be changed by specifying w.e.f. date from leave approver mapping tab for all RMs/HODs & employees at Corporate Office. <p><u>Rights Assigned as Head of Estt at CO</u></p> <ul style="list-style-type: none"> • For sanctioning EL & availing LTC/EL & LTC Encashment after getting recommendation of HoD for all RMs & all employees at Corporate Office. • Also, issue NOCs for all employees of the Corporation.
3	Profile	<p><u>Rights assigned as employee</u> Email id & mobile number can be changed from change personal info tab.</p> <p><u>Rights assigned as Head of Estt</u> Email id, mobile number, Gender, Marital status, Emergency contact details can be changed from change personal info tab.</p>	All details of employees can be changed from Leave Admin Role.
4	e-ACR	<p><u>Rights Assigned as Nodal Officer</u> Mapping (Appraiser, Reviewer / Countersigning Authority) to be updated by Nodal Officer of the respective Region (on the basis of Approved CR Drill), for all employees working under Region.</p>	<p><u>Rights Assigned as PMS Admin</u> Mapping (Appraiser, Reviewer / Countersigning Authority) to be updated by Nodal Officer of the respective Region (on the basis of Approved CR Drill), for all employees working under Region.</p>

Apropos, all authorities are requested to utilise the rights assigned to them and carry out necessary updations as and when required. The help desk at CO can be approached for any assistance as and when required.

Prompt response and cooperation of all involved will ensure an updated HRMS system providing desired efficiency boost.

SD/-

(Priya Gupta)
Manager (CR &Estt)

Distribution to (through e-Office):

1. All Regional Managers, CWC.
2. All Head of Estt, Regional Offices.

Copy to (for information through e-Office):

1. MD, CWC, CO, New Delhi.
2. Director (Fin), Director (Pers.), CWC, CO, New Delhi.
3. All HoDs, CWC, CO, New Delhi.
4. JS (MIS): for arranging to upload on CWC Website.