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Azadi Ka  
Amrit Mahotsav

केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A Govt. of India Undertaking)  
जन-जन के लिए भण्डारण/Warehousing for Everyone



No CWC CO-PD0ADMN/20/2021-PERS

Date – 27.12.2022

## CIRCULAR

### **Subject - Reimbursement of Monthly Mobile. Landline, Broadband charges through HRMS only**

With the implementation of e-office & continuous induction of e-tools, the Corporate Office CWC, has moved to ZPU i.e stoppage of physical movement of the files which has helped in faster disposal and completion of official works timely.

In this context, another e-tool is added, in the automation of the working of CWC. As such, the process of monthly reimbursement of mobile, landline, broadband charges will now be processed through **HRMS only w.e.f. 1<sup>st</sup> January 2023**. No application through e-office will entertained any more. User Guide for the same has been enclosed.

This has reference to earlier Circulars No. CWC/I-LAPTOP/Admn. Dated 23.03.2015, CWC/I-Mobile Phone/Admn dated 17.01.2016 & CWC/IR&P(Policy)/Rectt/2019/16828 dated 15.01.2020 for Laptops & Mobile phones.

It is to intimate that the bills submitted for 16<sup>th</sup> to 15<sup>th</sup> cycle, the payment of the same will be released by 30<sup>th</sup> of following month. **For eg-** Bill submitted between 16.02.2023 to 15.03.2023, payment will be made by 30.03.2023.

(Amrish Gautam)  
**Dy. General Manager (Admn)**

**Encl** as above

#### **Distribution:**

All HoDs, CWC, CO, New Delhi.  
Regional Managers, CWC, Regional Offices.

#### **Copy to:**

PPS to Chairman / PS to MD/ PS to Dir (M&CP)/ PA to Dir (F) / PS to Dir (P), CWC, CO, New Delhi

SAM (MIS), CWC CO, New Delhi – With a request to kindly upload the same in HRMS and also on e-office notice board.

# Central Warehousing Corporation (CWC)

**“User Guide – Mobile Bill Reimbursement”**





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](#)



# 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

The screenshot displays the HRMS Home Page. At the top, a green navigation bar contains the following menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, Helpdesk, Policies & Forms, Tools, and User Manual. Below this is a dropdown menu currently showing 'Employee'. The main content area is divided into three sections: a central image showing a group of men in white shirts, one of whom is presenting a framed certificate or award; a 'Pending Request Dashboard' section with a blue circular graphic and a notification for 'Goal Sheet 2019-20 - Review Mid Year'; and a right-hand sidebar with three green header boxes labeled 'Birthday', 'Wedding Anniversary', and 'Service Anniversary'. On the left, a green sidebar titled 'HRMS' lists the following menu items: Profile, Leave, e-APAR, Payroll, Medical, Request Manager, Helpdesk, Policies & Forms, Tools, and User Manual.

## 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**

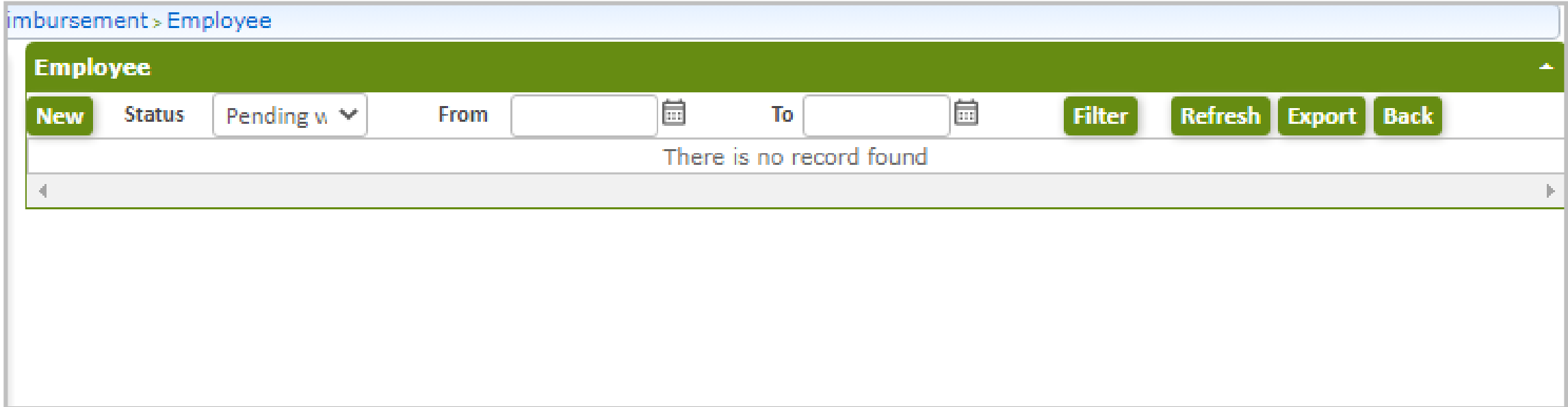
**10. User Manual**

- Change password of your account using the link provided at the top right corner of the screen

# MOBILE BILL REIMBURSEMENT REQUEST






Request Gets Initiated by Employee





## INITIATING A REIMBURSEMENT REQUEST – EMPLOYEE





- On menu bar, click on **Request Manager → Mobile Bill Reimbursement → Employee**
- You will see the previously submitted requests (if any) on your screen along with their latest status
- To add a new reimbursement request, click on “New” button present at the top left corner
- To view an already submitted request, click on “View” button against that request

Mobile Bill Details	
Mobile Number	<input type="text"/>
Service Provider	Select 
Reimbursement Period From	<input type="text"/> 
Reimbursement Period To	<input type="text"/> 
Bill No.	<input type="text"/>
Bill Due Date	<input type="text"/> 
Bill Amount	<input type="text" value="0"/>
Receipt No.	<input type="text"/>
Receipt Date	<input type="text"/> 
Receipt/Paid Amount	<input type="text" value="0"/>

### ADD MOBILE BILL DETAILS





- Once you click on “New” button, above shown window will appear on your screen
- Enter your Mobile Number and select the Service Provider from drop-down provided in the next row
- Select the From and To Period for Reimbursement
- Enter the Bill No. and Select Bill Due Date from calendar option given in next row
- You also have to mention the Bill Amount, Receipt No., Receipt Date and Receipt/Paid Amount in the respective fields as shown above



Landline Bill Details	
Landline Number	<input type="text"/>
Reimbursement Period From	<input type="text"/> 
Reimbursement Period To	<input type="text"/> 
Bill No.	<input type="text"/>
Bill Due Date	<input type="text"/> 
Bill Amount	<input type="text" value="0"/>
Receipt No.	<input type="text"/>
Receipt Date	<input type="text"/> 
Receipt/Paid Amount	<input type="text" value="0"/>

### ADD LANDLINE BILL DETAILS

- Enter your Landline Number and select the From and To Period for Reimbursement
- Enter the Bill No. and Select Bill Due Date from calendar option given in next row
- You also have to mention the Bill Amount, Receipt No., Receipt Date and Receipt/Paid Amount in the respective fields as shown above

Internet/Broadband Bill Details	
Internet/Broadband Number	<input type="text"/>
Reimbursement Period From	<input type="text"/> 
Reimbursement Period To	<input type="text"/> 
Bill No.	<input type="text"/>
Bill Due Date	<input type="text"/> 
Bill Amount	<input type="text" value="0"/>
Receipt No.	<input type="text"/>
Receipt Date	<input type="text"/> 
Receipt/Paid Amount	<input type="text" value="0"/>

### ADD INTERNET/BROADBAND BILL DETAILS

- Enter your Internet/Broadband Number and select the From and To Period for Reimbursement
- Enter the Bill No. and Select Bill Due Date from calendar option given in next row
- You also have to mention the Bill Amount, Receipt No., Receipt Date and Receipt/Paid Amount in the respective fields as shown above

Total Bill Amount*	
Total Entitlement*	
Reimbursable Amount*	
Attach Bill*	Choose File No file chosen
Attach Payment Receipt*	Choose File No file chosen
Attach any other document	Choose File No file chosen

I certify that the above information are correct.

Save Submit Close

## SUBMIT REIMBURSEMENT REQUEST

- Once all the details are added, Total Bill Amount and Total Entitlement along with Reimbursable Amount will get auto calculated and updated in the fields shown above
- Using the “Choose File” option, attach a soft copy of Bill, Payment Receipt and/or any other document
- In the end, you have to check the declaration box against “I certify that the above information are correct.”. Once done, click on “Submit” button to send your request for approval. Else you can save using the “Save” button and submit at a later stage.

# MOBILE BILL REIMBURSEMENT REQUEST

## Approval 1 – By Dealing Assistant



mbursement > Dealing Assistant

**Dealing Assistant**

Status Pending v From  To  Filter Refresh Export Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Re
1.	Print View Approve Reject Return	2022/00006			Mobile/Landline/Internet Bill Reimbursement	01.Jun

## REIMBURSEMENT APPROVAL PROCESS – BY DEALING ASSISTANT

- At the Home Page, select your authorization role as “Dealing Assistant” from top left corner
- On menu bar, click on **Request Manager → Mobile Bill Reimbursement → Dealing Assistant**
- You will see the reimbursement requests for which approval/rejection is pending at your end
- To provide approval/rejection on a reimbursement request, click on “Approve” button as shown above
- To return back a request, click on “Return” button

Total Bill Amount*	2300
Total Entitlement*	300
Reimbursable Amount*	300
Attach Bill*	<a href="#">View</a>
Attach Payment Receipt*	<a href="#">View</a>
Attach any other document	
Comments by Dealing Assistant	<input type="text"/>

## REIMBURSEMENT APPROVAL PROCESS – BY DEALING ASSISTANT

- Once you click on “Approve” button, request details as submitted by Employee will appear on the screen. You’ve to review the details and provide your comments in the space provided at the end.
- Once all the details are reviewed, click on “Approve” button
- If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return back a reimbursement request using the “Return” button

# MOBILE BILL REIMBURSEMENT REQUEST

**Approval 2 – By Admin/Estt. Head**



mbursement > Admin/Estt. Head

**Admin/Estt. Head**

Status Pending v From To Filter Refresh Export Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Re
1.	Print View Approve Reject Return	2022/00006			Mobile/Landline/Internet Bill Reimbursement	01.Jun

## REIMBURSEMENT APPROVAL PROCESS – BY ADMIN/ESTT. HEAD

- At the Home Page, select your authorization role as “Admin/Estt. Head” from top left corner
- On menu bar, click on **Request Manager → Mobile Bill Reimbursement → Admin/Estt. Head**
- You will see the reimbursement requests for which approval/rejection is pending at your end
- To provide approval/rejection on a reimbursement request, click on “Approve” button as shown above
- To return back a request, click on “Return” button



Total Bill Amount*	2300
Total Entitlement*	300
Reimbursable Amount*	300
Attach Bill*	<a href="#">View</a>
Attach Payment Receipt*	<a href="#">View</a>
Attach any other document	
Comments by Dealing Assistant	Approved
Comments by Admin/Establishment Head	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

## REIMBURSEMENT APPROVAL PROCESS – BY ADMIN/ESTT. HEAD

- Once you click on “Approve” button, request details as submitted by Employee will appear on the screen. You’ve to review the details and provide your comments in the space provided at the end.
- Once all the details are reviewed, click on “Approve” button
- If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return back a reimbursement request using the “Return” button

# MOBILE BILL REIMBURSEMENT REQUEST

Approval 3 – By Regional Manager



Regional Manager									
Status	All	From		To		<b>Filter</b>	<b>Refresh</b>	<b>Export</b>	<b>Back</b>
S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date			
1.	<a href="#">Print</a> <a href="#">View</a>	2021/00001			Mobile/Landline/Internet Bill Reimbursement	18.Dec.2021 14:45:31	18		
2.	<a href="#">Print</a> <a href="#">View</a>	2022/00001			Mobile/Landline/Internet Bill Reimbursement	31.May.2022 14:34:53	31		
3.	<a href="#">Print</a> <a href="#">View</a>	2022/00002			Mobile/Landline/Internet Bill Reimbursement	31.May.2022 15:24:35	31		
4.	<a href="#">Print</a> <a href="#">View</a>	2022/00003			Mobile/Landline/Internet Bill Reimbursement	31.May.2022 16:29:54	31		
5.	<a href="#">Print</a> <a href="#">View</a>	2022/00004			Mobile/Landline/Internet Bill Reimbursement	31.May.2022 17:11:06	31		
6.	<a href="#">Print</a> <a href="#">View</a>	2022/00005			Mobile/Landline/Internet Bill Reimbursement	31.May.2022 18:00:29	01		

## REIMBURSEMENT APPROVAL PROCESS – BY REGIONAL MANAGER

- At the Home Page, select your authorization role as “Regional Manager” from top left corner
- On menu bar, click on **Request Manager → Mobile Bill Reimbursement → Regional Manager**
- You will see the reimbursement requests for which approval/rejection is pending at your end
- To provide approval/rejection on a reimbursement request, click on “Approve” button as shown above
- To return back a request, click on “Return” button

Total Bill Amount*	2300
Total Entitlement*	300
Reimbursable Amount*	300
Attach Bill*	<a href="#">View</a>
Attach Payment Receipt*	<a href="#">View</a>
Attach any other document	
Comments by Dealing Assistant	Approved
Comments by Admin/Establishment Head	Approved
Comments by Regional Manager	

## REIMBURSEMENT APPROVAL PROCESS – BY REGIONAL MANAGER

- Once you click on “Approve” button, request details as submitted by Employee will appear on the screen. You’ve to review the details and provide your comments in the space provided at the end.
- Once all the details are reviewed, click on “Approve” button
- If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return back a reimbursement request using the “Return” button

# MOBILE BILL REIMBURSEMENT REQUEST

## Approval 4 – By Finance



mbursement > Finance

**Finance**

Status Pending v From To Filter Refresh Export Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Re
1.	Print View Approve Reject Return	2022/00006			Mobile/Landline/Internet Bill Reimbursement	01.Jun
2.	Print View Approve Reject Return	2022/00012			Mobile/Landline/Internet Bill Reimbursement	01.Jun

## REIMBURSEMENT APPROVAL PROCESS – BY FINANCE

- At the Home Page, select your authorization role as “Finance” from top left corner
- On menu bar, click on **Request Manager → Mobile Bill Reimbursement → Finance**
- You will see the reimbursement requests for which approval/rejection is pending at your end
- To provide approval/rejection on a reimbursement request, click on “Approve” button as shown above
- To return back a request, click on “Return” button

Total Bill Amount*	2300
Total Entitlement*	300
Reimbursable Amount*	300
Attach Bill*	<a href="#">View</a>
Attach Payment Receipt*	<a href="#">View</a>
Attach any other document	
Comments by Dealing Assistant	Approved
Comments by Admin/Establishment Head	Approved
Comments by Regional Manager	
Comments by Finance	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

## REIMBURSEMENT APPROVAL PROCESS – BY FINANCE

- Once you click on “Approve” button, request details as submitted by Employee will appear on the screen. You’ve to review the details and provide your comments in the space provided at the end.
- Once all the details are reviewed, click on “Approve” button
- If not satisfied, you can click on “Reject” button
- As explained earlier, you can also return back a reimbursement request using the “Return” button