

I/106/2017

भारत सरकार/Government of India  
केंद्रीय जल आयोग/Central Water Commission  
कार्य योजना सेल/Work Plan Cell

\*\*\*\*\*

Room No. 304 (S), Sewa Bhawan  
R. K. Puram, New Delhi  
Email: wpcl@nic.in

**Sub: Implementation of eHRMS in CWC – Creation of Office Admin for the Regional Offices of CWC - reg.**

Implementation of eHRMS is underway in Central Water Commission. APAR module of eHRMS has already gone live for the Group A CWES officers. Other modules such as Service Book, Leave, tour, transfer/posting etc., are under implementation. Further, it has been decided that eHRMS will be implemented in Regional Offices of CWC also in phases.

Accordingly, Office Admins for some of the offices of Field Unit of CWC have been created in eHRMS as indicated in the **Annexure-1** attached herewith. The Login ID and Password for the Office Admins have been sent to their e-mail as shown against their name and Offices. Creation of Office Admins for the remaining offices is in process.

As a first step, it is requested that Employee Registration may be completed and Login ID and Password may be generated for all the employees to whom service book is maintained. A staff/officer who maintains the service book may be given the role of data entry, if required. The generated Login ID and Password are to be shared to the concerned employees. Screen shots showing the step by step procedure of Employee Registration is attached herewith as **Annexure – 2** for reference. Further, Employee Master Data of employees of CWC collected by SM Dte. through web form is also being sent by email to all the Office Admins for reference.

Further, it is requested that the following details of sub Divisions and Site offices under your organization may also be sent to this office by e-mail urgently:

1. Name of the sub Division / site office :
2. Name of the Division / Sub Division  
under which the Sub Division / Site office is working:
3. Office Address :
4. Office State :
5. Office District :
6. Office Head Mobile :
7. Office Telephone No. :
8. Office Email ID :



I/106/2017

The above details are to be mapped in the eHRMS so that the same can be entered during the employee registration.

In case of any queries/clarifications on the Employee Registration, the following officials may be contacted or email may be sent to [ehrmshelpdesk@gmail.com](mailto:ehrmshelpdesk@gmail.com) :

1. Hariom Mishra, NIC, Mobile No. 9457437183
2. Kumar Harsh Vardhan, NIC, Mobile No. 9990922299
3. Vimlesh Yadav, AD-II, CWC, Mobile No. 7009506227

This issues with the approval of the Chief Engineer (HRM), CWC.

(M.S.Saravana Kumar)  
Dy. Director

1. Chief Engineer, KGBO, CWC, Hyderabad.
2. Chief Engineer, CSRO, CWC, Coimbatore
3. Chief Engineer, Mon(C), CWC, Nagpur.
4. Chief Engineer, Mon(S), CWC, Bengaluru.

---

CWC ID No. J-11015(13)/1/2017-WPC-Part(1) Dated:

Copy to:

5. Dr. Kishore Kumar, Senior Technical Director, National Informatics Centre, CGO Complex, New Delhi- 110003.
6. Sh. B Koti Reddy, Technical Director, National Informatics Centre, CGO Complex, New Delhi- 110003.
7. Dy. Director, SMD, CWC, New Delhi – *with a request to upload in the CWC website.*

Copy for kind information to:

8. PPS to Chairman, CWC. New Delhi
9. PPS to Member(WP&P/D&R/RM), CWC, New Delhi
10. PS to CE (HRM), CWC, New Delhi.



I/106/2017

**Annexure-1****List of Offices for which Office Admin have been created in eHRMS**

<b>Sl. No.</b>	<b>DIRECTORATE/ CIRCLE FOR E-HRMS</b>	<b>Name</b>	<b>e-mail</b>
1	CSRO Coordination, Coimbatore	R Azhagesan	<a href="mailto:secocoimbatore-cwc@nic.in">secocoimbatore-cwc@nic.in</a>
2	Cauvery & Southern Rivers Circle, Bengaluru	V Mohanmurli	<a href="mailto:secsrcbangalore-cwc@nic.in">secsrcbangalore-cwc@nic.in</a>
3	Monitoring Directorate, Coimbatore	G Naga Mohan	<a href="mailto:dirmoncoimbatore-cwc@nic.in">dirmoncoimbatore-cwc@nic.in</a>
4	Beach Erosion Directorate, Kochi	R Thangamani	<a href="mailto:dirbecochin-cwc@nic.in">dirbecochin-cwc@nic.in</a>
5	Krishna & Coordination Circle, Hyderabad	Rajeev Singhal	<a href="mailto:sekcohyderabad-cwc@nic.in">sekcohyderabad-cwc@nic.in</a>
6	Godavari Circle, Hyderabad	O R K Reddy	<a href="mailto:segchderabad-cwc@nic.in">segchderabad-cwc@nic.in</a>
7	Monitoring & Appraisal Directorate, Hyderabad	G Rambabu	<a href="mailto:dirmahyderabad-cwc@nic.in">dirmahyderabad-cwc@nic.in</a>
8	Monitoring Central Coordination, Nagpur	Milind Panpatil	<a href="mailto:seconagpur-cwc@nic.in">seconagpur-cwc@nic.in</a>
9	Appraisal Directorate, Nagpur	R D Deshpande	<a href="mailto:diranagpur-cwc@nic.in">diranagpur-cwc@nic.in</a>
10	Monitoring Directorate, Nagpur	D M Raipure	<a href="mailto:dirmonnagpur-cwc@nic.in">dirmonnagpur-cwc@nic.in</a>
11	Monitoring South Coordination, Bengaluru	Pankaj Kumar Sharma	<a href="mailto:secobangalore-cwc@nic.in">secobangalore-cwc@nic.in</a>

<b>Sl. No.</b>	<b>DIVISIONS FOR E-HRMS</b>	<b>Name</b>	<b>e-mail</b>
1	Southern Rivers Division, Coimbatore	R Saravanan	<a href="mailto:ee-srd-cwc@gov.in">ee-srd-cwc@gov.in</a>
2	Southern Western Rivers Division, Kochi	Rajesh V	<a href="mailto:ee.kochi-cwc@gov.in">ee.kochi-cwc@gov.in</a>
3	Cauvery Division, Bengaluru	Ashok Kumar V	<a href="mailto:ee.cd.bng-cwc@gov.in">ee.cd.bng-cwc@gov.in</a>
4	Hydrology Division, Chennai	R Giridhar	<a href="mailto:ee.chn-cwc@gov.in">ee.chn-cwc@gov.in</a>
5	Upper Krishna Division, Pune	Umbarje Harish Girish	<a href="mailto:harishumbarje-cwc@nic.in">harishumbarje-cwc@nic.in</a>
6	Lower Krishna Division, Hyderabad	Machiraju Naga Ranga Meher Vani	<a href="mailto:eelkdhyd.cwc@gov.in">eelkdhyd.cwc@gov.in</a>
7	Upper Godavari Division, Hyderabad	Venkateswarlu E	<a href="mailto:evenkateswarlu-cwc@nic.in">evenkateswarlu-cwc@nic.in</a>
8	Lower Godavari Division, Hyderabad	P S Mohan Kumar	<a href="mailto:mohankumr-cwc@nic.in">mohankumr-cwc@nic.in</a>
9	Wainganga Division, Nagpur	A.S.Banode	<a href="mailto:asb-cwc@nic.in">asb-cwc@nic.in</a>



## **Annexure-2**

Steps involved in Employee Registration in eHRMS:

1. Go to <http://ehrms.nic.in/> - Select “ehrms Registered State”, a drop down menu will be visible. (screen shot is given below)
2. Select “Ministry of Water Resources, River Development and Ganga Rejuvenation”
3. After selecting the above option, the screen will display address as <http://ehrms.nic.in/Home/Index/MW>
4. Click Login and Enter your Office Admin User Id and Password as communicated by email mentioned in **Annexure – 1**.
5. All the Office Admins are requested to kindly change their password after 1<sup>st</sup> login.
6. Then click Employee enrollment and then Employee Registration.
7. Then click Register New Employee.
8. Then a form will appear and enter the details of an employee and click Generate Employee Code.
9. The Employee Code and password generated may be communicated to the concerned employee.



MANAV SAMPADA  
E-TOOL FOR HUMAN RESOURCE MANAGEMENT

Home | Skip to main content | Mobile APP for Android | Sitemap | eHRMS Registered States | --Select State--

State Registration | Features | Services | Report | About eHRMS | News/Events

**eHRMS FEATURES**

- Dynamic Form Wise Help
- Online Joining and Relieving Orders
- Multi-Lingual SSRS (Report)
- Online Vacancy/ Recruitment
- Online ACR
- Dynamic Service
- Online APR
- Online Queries within the department officials
- Self-Registration Through API
- Online Promotions
- Standardized of Service Book Formats in 12 Forms
- User Defined Forms (Single/Multiple)
- Online Transfer
- Online Leave
- Online Pension
- Role Based Access
- DPC
- Support Local Language Form Labels and Menus
- Dash Board for DSS
- Online Grievances
- Customized Order Format at Department Level

14 eHRMS Registered States | 536 Registered Departments | 17255 Published Orders | 1519674 Registered Employees | HRMS Application Process Flow | Total Visitors 9091162

The Manav Sampada (Human Resource Management System) project of NIC has won the Skoch Smart Governance Award 2015 on 23rd September 2015.  
Himachal Pradesh has won CSI Award of Excellence 2012 for Manav Sampada

**Solution Provider:** Powered by Ministry of Electronics and Information Technology, National Informatics Centre, Government of India

**Other Important Links**  
eHRMS-Jharkhand | eHRMS-Himachal Pradesh  
eHRMS-Brochure | eHRMS-Write Up  
eHRMS-FAQ

**Disclaimer:** Content on this website is published and managed by Department of Personnel of respective State Government. Site is designed by NIC State Centre, Himachal Pradesh. © Copyright 2015 NIC, Himachal Pradesh. All rights reserved.

**Browser Compatibility:** This website is best viewed by Internet Explorer 10.x or higher versions, Mozilla Firefox 33.x or higher, Chrome 35.x or higher, or equivalent browser software. If your browser is older, you may have trouble viewing many of our web site features properly. You can determine the version of your browser by choosing "Help" at the top of your browser window, then select "About" (your browser).

MANAV SAMPADA  
E-TOOL FOR HUMAN RESOURCE MANAGEMENT

Home | Skip to main content | Mobile APP for Android | Sitemap | eHRMS Registered States | --Select State--

State: --Select State--

- ASSAM-অসম
- BIHAR-बिहार
- CHANDIGARH-ਚੰਡੀਗੜ੍ਹ
- DELHI-दिल्ली
- GOA-गोवा
- GIS HIMACHAL PRADESH-हिमाचल प्रदेश
- TA HRMS DEMO STATE-HRMS डेमो राज्य
- App JHARKHAND-झारखंड
- App MAHARASHTRA-महाराष्ट्र
- App MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT and GANGA REJUVENATION-जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
- NO PUDUCHERRY-पुदुचेरी
- Req PUNJAB-ਪੰਜਾਬ
- Mex TELANGANA-तेलंगाना
- Chil UTTAR PRADESH-उत्तर प्रदेश
- UTTARAKHAND-उत्तराखंड

The Manav Sampada (Human Resource Management System) project of NIC has won the Skoch Smart Governance Award 2015 on 23rd September 2015.

**Solution Provider:** Powered by Ministry of Electronics and Information Technology, National Informatics Centre, Government of India

**Other Important Links**  
eHRMS-Jharkhand | eHRMS-Himachal Pradesh  
eHRMS-Brochure | eHRMS-Write Up  
eHRMS-FAQ

**Disclaimer:** Content on this website is published and managed by Department of Personnel of respective State Government. Site is designed by NIC State Centre, Himachal Pradesh. © Copyright 2015 NIC, Himachal Pradesh. All rights reserved.

**Browser Compatibility:** This website is best viewed by Internet Explorer 10.x or higher versions, Mozilla Firefox 33.x or higher, Chrome 35.x or higher, or equivalent browser software. If your browser is older, you may have trouble viewing many of our web site features properly. You can determine the version of your browser by choosing "Help" at the top of your browser window, then select "About" (your browser).



Manav Sampada

Welcome to eHRMS- eTool for Human Resource Management System

**NoticeBoard**

Search:  First Previous Next Last

S.N.	Department	Order Date	Order Description( OrderNo/Year )
Transactions Based Online Orders Will be Available Soon.			

**Employee Related**

- View Property Return
- View eService Book
- Search Orders
- Telephone Directory
- Send Feedback
- Dashboard

**Department Related**

- State Wise Data Entry Status
- View Transactions
- Vacancy Position Detail
- Downloadable Forms
- Help Line and Compliant
- Recruitment - Apply Online

**Notification** --Select Department--

**News**

For any software related queries send your E-mail at : hrms-support@nic.in Total Visitors : 45686

Other Important Links:

Manav Sampada

Welcome to eHRMS- eTool for Human Resource Management System

**NoticeBoard**

Search:  First Previous Next Last

S.N.	Department	Order Date	Order Description( OrderNo/Year )
Transactions Based Online Orders Will be Available Soon.			

**Employee Related**

- View Property Return
- View eService Book
- Search Orders
- Telephone Directory
- Send Feedback
- Dashboard

**Department Related**

- State Wise Data Entry Status
- View Transactions
- Vacancy Position Detail
- Downloadable Forms
- Help Line and Compliant
- Recruitment - Apply Online

**Notification** --Select Department--

**News**

For any software related queries send your E-mail at : hrms-support@nic.in Total Visitors : 45686

Other Important Links:

**User Type:** ☐ State Government ☒ Ministry / Central Government

**State**  
MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT and GANGA REJU

**Login As**  
HRMS Code

**User Id**

**Password**

**Captcha Text**  
8 + 4 = ?

☒



gov.in | Manav Sampada | ehms.nic.in/Home/ALog

English | Logout

**MANAV SAMPADA**

Department Of : **CENTRAL WATER COMMISSION , MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT AND GANGA REJUVENATION**

Logged As : OFCADM219->>VENKATESWARLU E , Office Admin | Role : Office Administrator  
Posted At : UPPER GODAVARI DIVISION | Logged Time : 22 Sep 2017 11:23:23 AM

Employee Enrollment | NOC Applications | Leave Management | e-Profile

Employee Registration | Online HRMS Grievence / Representation | Leave Dashboard | FAQ

Assign Role To Employee  
Update Office Sanction Post

HELP DESK

You have 0 new Message(s) in your Inbox

ehms.nic.in/UserManagement/EmpGenerate/empGenerate

Employee details e....csv | pension\_case10.pdf | Show all

Windows Taskbar: 11:24 22/09/2017

gov.in | Manav Sampada | ehms.nic.in/UserManagement/EmpGenerate/empGenerate

English | Logout

**MANAV SAMPADA**

Department Of : **CENTRAL WATER COMMISSION , MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT AND GANGA REJUVENATION**

Logged As : OFCADM219->>VENKATESWARLU E , Office Admin | Role : Office Administrator  
Posted At : UPPER GODAVARI DIVISION | Logged Time : 22 Sep 2017 11:23:23 AM

Employee Enrollment | NOC Applications | Leave Management | e-Profile

Online HRMS Grievence / Representation | Leave Dashboard | FAQ

**REGISTER NEW EMPLOYEE**

Register New Employee  
Search and Edit Employee Current Detail

**Edit Employee Detail**

Enter Employee Code | Employee Code

Left Blank To See All Employee Of Your Establishment Office

SEARCH | GET FORM WISE REPORT | VIEW REPORT

--Select Form Name | Dashboard | Online HRMS Grievence / Representation | Leave Dashboard | FAQ

HELP DESK

You have 0 new Message(s) in your Inbox

Employee details e....csv | pension\_case10.pdf | Show all

Windows Taskbar: 11:26 22/09/2017



gov.in

Manav Sampada

ehrms.nic.in/UserManagement/EmpGenerate/empGenerate

Employee EnrollmentNOC ApplicationsLeave ManagementProfile

REGISTER NEW EMPLOYEE

Fetch Data From UIDFetch Data From Aadhar

SECTION - 1 : Employee Basic Details

Employee Name \*

Mr

First Name \*

Middle Name

Last Name

Employee Name (Initials) \*

First Name \*

Middle Name

Last Name

Father \*

Husband

 Mother \*

Date of Birth \*

Date of Birth

Employee Type \*

--Select--

UID No \*

UID Number

Nationality \*

India

Address Details

State \*

--Select--

Pin Code

Full Address \*

Small Address

Mobile Number

Mobile No

SECTION - 2 : Employee Current Posting Details

Current Posting Department \*

CENTRAL WATER COM

Office State \*

TELANGANA

Office Level \*

--Select--

Current Posting Office \*

UPPER GODAVARI DEVISION -- (GODAVARI CIRCLE-HYDERABAD)

Current Designation \*

--Select--

Mode of Recruitment \*

--Select--

Date of Joining \*

DD in Current Office

Current Class \*

--Select--

Office District \*

HYDERABAD

Sub Designation \*

--Select--

Branch \*

--Select--

Date of Retirement \*

Date of Retirement

Casualty

Non-Casualty

SECTION - 3 : Establishment (where Service Book Will Be Updated)

Establishment Department \*

CENTRAL WATER COM

Office State \*

TELANGANA

Office Level \*

DIVISION / ESTABLISHMENT

Establishment Office \*

UPPER GODAVARI DEVISION -- (GODAVARI CIRCLE-HYDERABAD)

Designation Description

Departmental Employee Code

E-salary Code

GENERATE EMPLOYEE CODE

Search and Edit Employee Current Detail

--Select Form Name

DashboardOnline HRMS Grievance / RepresentationLeave DashboardFAQ

Employee details e....csv

pension\_case10.pdf

Show all

11:29

22/09/2017