Government of India
Central Water Commission
O&M Section
- - -

Room No. 326(S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated: 12.08.2024

CIRCULAR

Implementation of e-Human Resource Management System (e-HRMS) v 2.0 Portal is underway in the Central Water Commission and implementation of its Leave module has been initiated in phased manner. It has been decided to start the services of e-HRMS 2.0 Leave module for applying leave by CWES Group 'A' officers in CWC w.e.f. 19.08.2024.

All the officers are requested to update their profile to 100% on e-HRMS 2.0 Portal (https://e-hrms.gov.in) and add their Reporting/ Reviewing Officers details in the Leave module on or before 16.08.2024. The Nodal officer for concerned establishment sections are also requested to verify the profile and update the leave details of officers on the portal.

It will be mandatory to apply leave through e-HRMS 2.0 Portal w.e.f. 19.08.2024. All the leave approving authority may ensure that officers under their control should apply all kinds of leave mandatorily through e-HRMS 2.0 Portal only failing which the leave may not be sanctioned by leave sanctioning authority.

In case of any query or problem in usage of eHRMS 2.0 Leave module, technical support team of SMD, CWC may be contacted (BPL No. 3214/ 3528) for help/ clarification.

All CWES Group 'A' officers in CWC are requested to comply the above direction without fail.

Digitally Signed by
Narinder Kumar   (Narinder Kumar)
Date: 12-08-2024 10:48:38   Under Secretary
Reason: Approved

All the CWES Group 'A' officers in CWC – (*through CWC website circular portal)*

Copy to:-
    Nodal Officer (E-I/ E-II/ E-III), CWC, New Delhi.

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
सॉफ्टवेयरप्रबंधननिदेशालय

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

Sub: Minutes of meeting held on 25.07.2024 under the chairmanship of Chief Engineer (HRM) to implementation of leave module through e-HRMS 2.0 (DoPT version 2.0) in CWC.

A meeting with reference to implementation of leave module through e-HRMS 2.0 (DoPT version 2.0) within CWC was held on 25th July, 2024 at 11.30 Hrs under the Chairmanship of Chief Engineer (HRM) in the chamber of CE, HRM at 2nd floor of CWC. The meeting was attended by officer as per the list enclosed as Annexure-I.

In this regard, the minutes of the meeting are enclosed for kind information and necessary action please.

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

Signed by Awdhesh Kumar
Date: 05-08-2024 12:38:17
Reason: Approved Kumar
Deputy Director

To:

1. CE (HRM) CWC, New Delhi.
2. Secretary, CWC, New Delhi
3. Director, Admin, CWC, New Delhi
4. Under Secretary, E-I, E-II and E-II CWC New Delhi.

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Conserve Water- Save Life

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Minutes of the meeting held on 25.07.2024 under the Chairmanship of Chief Engineer (HRM) for implementation of leave module through e-HRMS 2.0 (DoPT version 2.0) in CWC.

A meeting with reference to implementation of leave module through e-HRMS 2.0 (DoPT version 2.0) within CWC was held on 25th July, 2024 at 11.30 AM under the Chairmanship of Chief Engineer (HRM) in the chamber of CE, HRM at 2nd floor of CWC. The meeting was attended by officer as per the list enclosed as Annexure-I.

At the onset, the Chief Engineer (HRM), CWC, extended a warm welcome to all participants. The Director of the SM Directorate briefed the committee on the meeting agenda and the detailed discussions and recommendations during the meeting were as follows:

1- It was proposed in meeting that roll out of leave module through e-HRMS 2.0 (DoPT version 2.0) within CWC will be done in phased manner. Initially implementation for CWES cadre will be taken up.

2- On demonstration of leave module through e-HRMS 2.0 (DoPT version 2.0), Committee found that sanctions of leave are generated by reporting/ reviewing officers itself on behalf of nodal officer. It was clarified from eHRMS 2.0 support team that Sanctions of leave will be generated by reporting/ reviewing officers itself on behalf of nodal officer but in case of special leave like child care leave, maternity leave etc, the nodal officer will generate sanction of leave. it was also informed by eHRMS 2.0 support team that customisation of sanction authority is under process.

3- The situation of employee not availing the leave after approval of leave was discussed. It was informed regarding existing provision in e-HRMS 2.0 to send request for cancellation/modification of leave.

4- The committee decided to initiate the implementation of leave module for CWES at the earliest.

5- Meeting ended with vote of thanks to the Chair.

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⬡जल संरक्षण-सुरक्षित भविष्य⬡

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⬡**Conserve Water- Save Life**⬡

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Annexure-I

List of attendees during the meeting on to modify/revise the existing guidelines for providing laptop/notebook and similar devices for Central Water Commission officers of level of 8-12 in CWC held on 30.04.2024

Sl No.	Name of Officer	Designation	Remarks
1.	Sh. Padma Dorje	Chief Engineer (HRM)	
2.	Sh. Praveen Kumar	Secretary, CWC	
3.	Sh. S.F.H Abidi	Director (SM Dte)	
4.	Sh, Awdhesh Kumar	Deputy Director (SM Dte)	
5.	Sh. Sameer Kumar Munda	US, E-I, CWC	
6.	Sh. Chiranjib Mirdha	SO, E-II, CWC	
7.	Sh. Vivek Kumar	SO, E-I, CWC	

473756/2024/O&M Section

The demonstration of leave applies, Joining, leave cancelation etc

1. Employee login in eHRMS 2.0 through Parichay
2. After login click on employee services Module.
3. Then click on leave sub module.
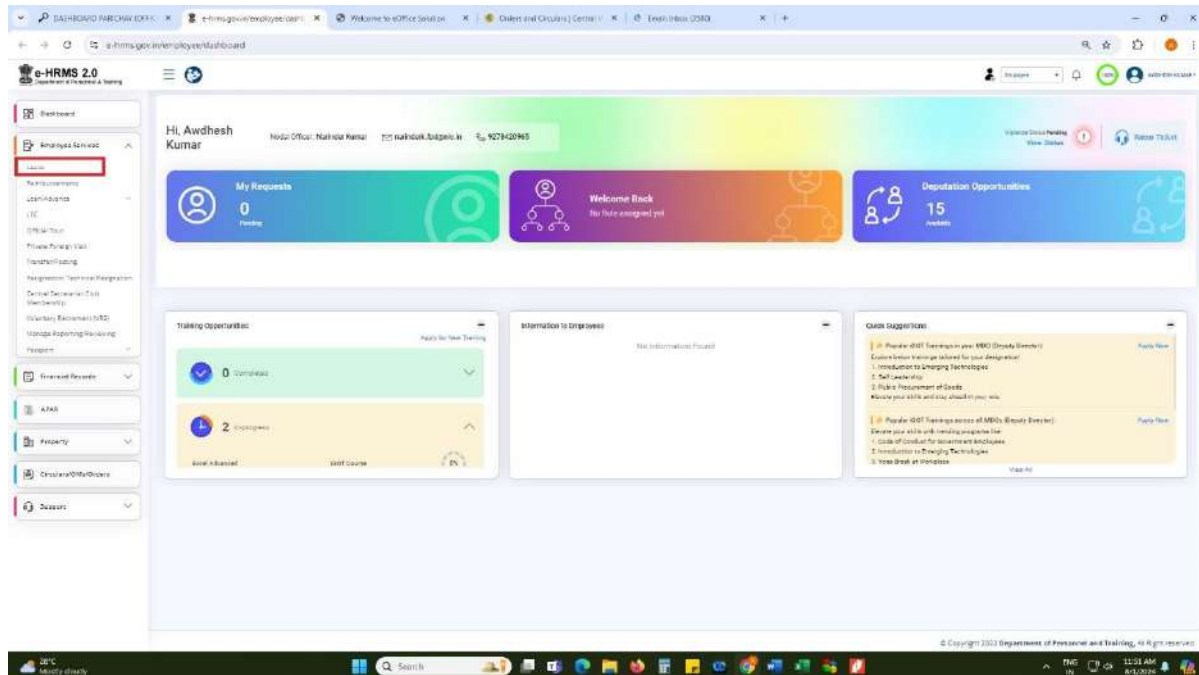
4. After that click on apply leave button.
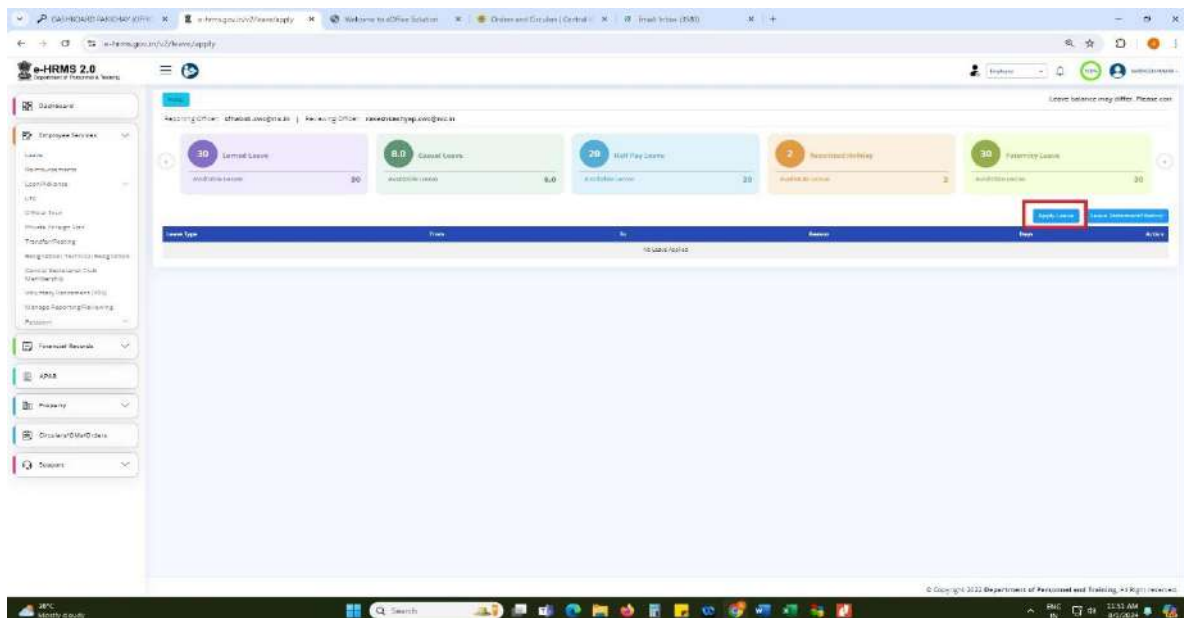
Apply Leave

Leave Type*	Select Type ∨
	● Single day ○ Multiple days
Date On*	dd-mm-yyyy
Reason*	Select Reason ▾
Leaving Station*	● No ○ Yes
Would like to avail LTC ?*	● No ○ Yes
Remarks ⓘ	Enter remark for leave and leave station
Attachment	Choose File No file chosen
	.pdf allowed upto 2 mb

⊡ Add

Apply Leave ✕

Leave Type*	Select Type ∨

Select Type
Casual Leave
Commuted Leave
Compensatory Casual Leave
Earned Leave
Extraordinary Leave
Half Pay Leave
Leave Not Due
Paternity Leave
Restricted Holiday
Special Casual Leave
Study Leave
Station leave

Date On*	
Reason*	
Leaving Station*	
Would like to avail LTC ?*	
Remarks ⓘ	
Attachment	Choose File No file chosen
	.pdf allowed upto 2 mb

⊡ Add

5. In apply leave, select leave type.
6. For one day leave employee have to be click on single day. For more than one day leave employee have to be select multiple days.
7. If employee have required to leave station, then select yes or NO before submit the leave.
8. In attachment employee can upload supporting documents regarding leave.
9. In special leave type like Paternity, Maternity and Study leave approving authority is Nodal officer and in other leave like EL, CL, HPL, and RH can be approved by reporting and reviewing officer.
10. Add more if employee apply more leave at a time.
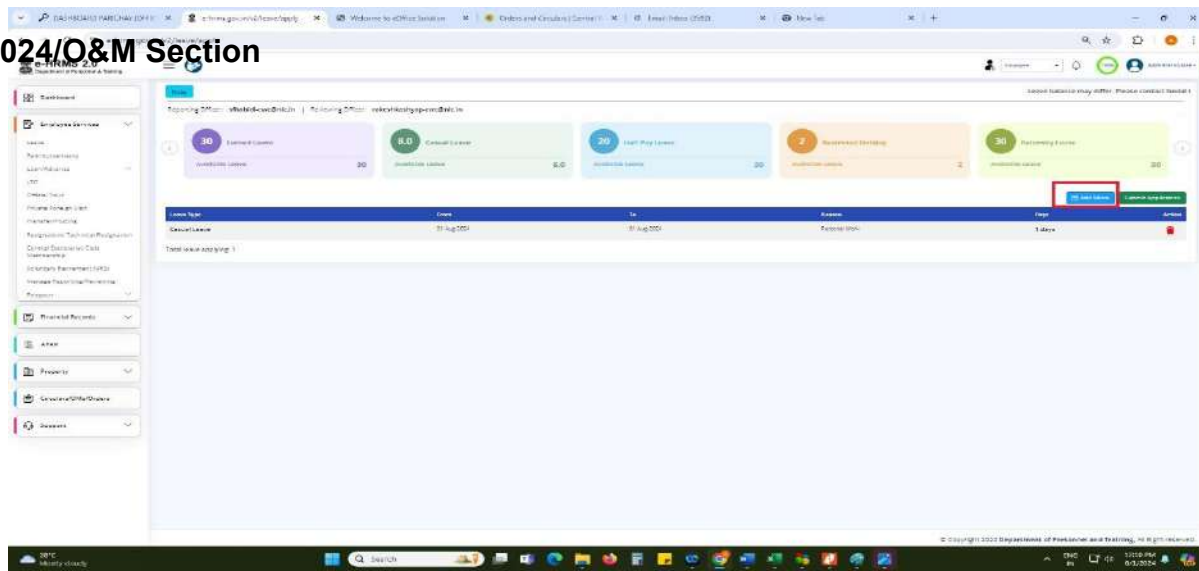
12- Submit leave application
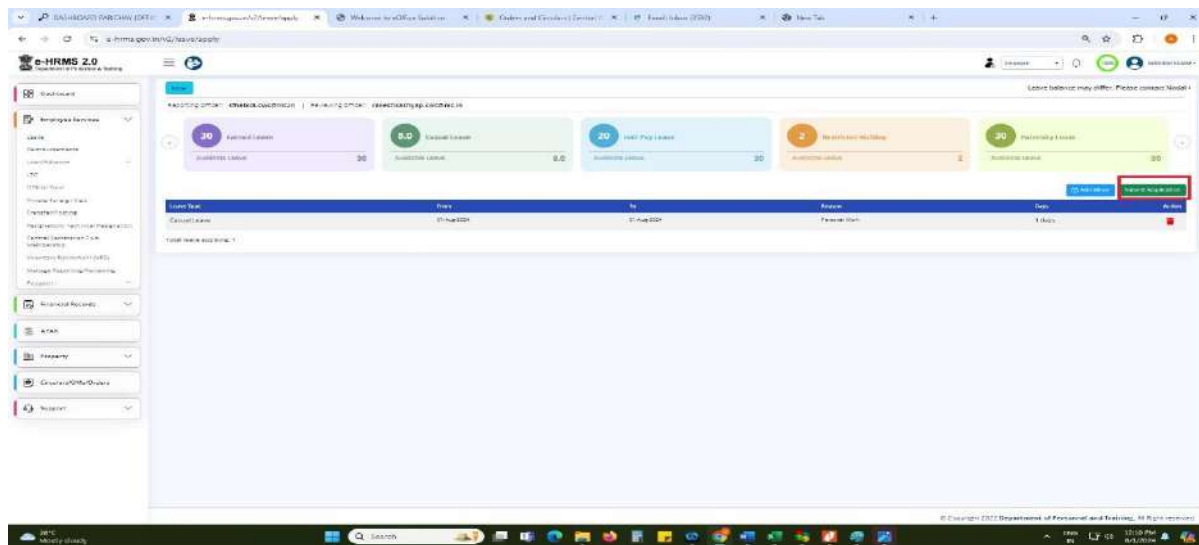
11. In leave statement/History employee can see their applied leave status.

12. In action button employee can extended their previous applied leave and may be submit their joining report after availed leave.
13. In case if employee have required cancel their leave due to non-availed of applying leave then employee may be select send cancel request and submit their leave cancel request.

F.No. J-11015/02/2024-O&M-551
Government of India
Central Water Commission
O&M Section

- - -

Room No. 326(S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 07.08.2024

OFFICE MEMORANDUM

Subject:- Implementation of leave module through e-HRMS 2.0 (DoPT version 2.0) in CWC -Regarding.

It has been decided with the approval of the Competent Authority to implement leave module through e-HRMS 2.0 (DoPT version 2.0) in   respect of officers of CWES.

2.   In this regard, SMD, Directorate is requested to nominate (as per the following details) two (2) officers who can be contacted in case of any technical support/issue is required :-
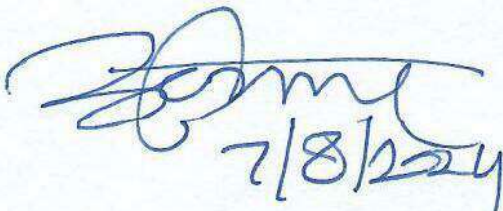
1.   Name: Bharat Singh Barad
     Designation: Rollout Manager
     Mobile Number: 3528

2.   Name: Manish Kumar
     Designation: Rollout Manager
     Mobile Number: 3214

(Narinder Kumar)
Under Secretary

Director (SMD)

7/8/2024