

भारत सरकार/Government of India  
केंद्रीय जल आयोग/Central Water Commission  
कार्य योजना सेल/Work Plan Cell  
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Room No. 304 (S), Sewa Bhawan  
R. K. Puram, New Delhi  
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**Sub: Implementation of eHRMS in CWC – Creation of Office Admin for the Regional Offices of CWC - reg.**

Ref: CWC Lr. No. J-11015(13)/1/2017-WPC-Part(1) dated 25.09.2017.

In continuation to the above cited letter, it is informed that Office Admins for some more Field Units of CWC such as B&BBO, MERO, NTBO, UGBO and YBO have been created in eHRMS as indicated in the **Annexure** 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 indicated in the above cited letter under reference, 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 communicated to the concerned employees. 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. Name and designation of office head:
4. Office Address :
5. Office State :
6. Office District :
7. Office Head Mobile :
8. Office Telephone No. :
9. Office Email ID :

o/c

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

Issued  
26/10/17

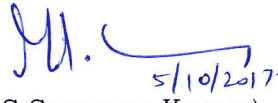
In case of any queries/clarifications on the Employee Registration, the following officials may be contacted or email may be sent to [ehrmshelpdesk@gmail.com](mailto:ehrmshelpdesk@gmail.com) :

1. Hariom Mishra, NIC, Mobile No. 9457437183, 7860186186
2. Kumar Harsh Vardhan, NIC, Mobile No. 9990922299
3. Vimlesh Yadav, AD-II, CWC, Mobile No. 7009506227

It is requested that employee registration of all the employees under your organization, to whom service book is maintained, may be completed by 10.10.2017. Other modules such as service book entry, leave, tour etc may be started after further instructions from CWC(HQ).

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

Encl: As above

  
(M.S.Saravana Kumar)  
Dy. Director

1. Chief Engineer, B&BBO, CWC, Shillong.
2. Chief Engineer, MERO, CWC, Bhubaneshwar.
3. Chief Engineer, NTBO, CWC, Gandhinagar.
4. Chief Engineer, UGBO, CWC, Lucknow.
5. Chief Engineer, YBO, CWC, Delhi.

CWC ID No. J-11015(13)/1/2017-WPC/171

Dated: 5.10.2017

Copy to:

1. Chief Engineer, CSRO/KGBO/Mon(C)/Mon(S), CWC – *with a request to complete employee registration under your organization by 10.10.2017.*
2. Dr. Kishore Kumar, Senior Technical Director, National Informatics Centre, CGO Complex, New Delhi- 110003.
3. Sh. B Koti Reddy, Technical Director, National Informatics Centre, CGO Complex, New Delhi- 110003.
4. Dy. Director, SM Dte, CWC, New Delhi – *with a request to upload in the CWC website.*

Copy for kind information to:

5. PPS to Chairman, CWC. New Delhi
6. PPS to Member(WP&P/D&R/RM), CWC, New Delhi



## Annexure

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

Sl.No.	ORGANISATIONS FOR E-HRMS	Name	e-mail
1	Brahmaputra and Barak Basin Organisation	Ajit Kumar	<a href="mailto:secoshillong-cwc@nic.in">secoshillong-cwc@nic.in</a>
2	Mahanadi and Eastern Rivers Organisation	Ambarish Nayak	<a href="mailto:secobhubaneswar-cwc@nic.in">secobhubaneswar-cwc@nic.in</a>
3	Narmada and Tapi Basin Organisation	Kushagra Sharma	<a href="mailto:secogandhinagar-cwc@nic.in">secogandhinagar-cwc@nic.in</a>
4	Upper Ganga Basin Organisation	Shiva Prakash	<a href="mailto:secolucknow-cwc@nic.in">secolucknow-cwc@nic.in</a>
5	Yamuna Basin Organisation	Jitendra Panwar	<a href="mailto:secodelhi-cwc@nic.in">secodelhi-cwc@nic.in</a>

Sl.No.	DIRECTORATE/ CIRCLE FOR E-HRMS	Name	e-mail
1	Hydrological Observation Circle, Guwahati	Ravi Ranjan	<a href="mailto:se.hocghy-cwc@gov.in">se.hocghy-cwc@gov.in</a>
2	North East Investigation Circle, Shillong	Abhay Kumar	<a href="mailto:seneicshillong-cwc@nic.in">seneicshillong-cwc@nic.in</a>
3	Meghna Circle, Silchar	K V Prasad	<a href="mailto:semcsilchar-cwc@nic.in">semcsilchar-cwc@nic.in</a>
4	Hydrological Observation Circle, Bhubaneswar	Dilip Kumar Jena	<a href="mailto:sehocbbshwar-cwc@nic.in">sehocbbshwar-cwc@nic.in</a>
5	Monitoring & Appraisal Directorate, Bhubaneswar	A K Pradhan	<a href="mailto:dirmabbshwar-cwc@nic.in">dirmabbshwar-cwc@nic.in</a>
6	Hydrological Observation Circle, Gandhinagar	Vimal Kumar	<a href="mailto:sehocgandhinagar-cwc@nic.in">sehocgandhinagar-cwc@nic.in</a>
7	Monitoring & Appraisal Directorate, Vadodara	M W Paunekar	<a href="mailto:dirmavadodara-cwc@nic.in">dirmavadodara-cwc@nic.in</a>
8	Monitoring Directorate, Gandhinagar	Y S Varshney	<a href="mailto:dirmongnagar-cwc@nic.in">dirmongnagar-cwc@nic.in</a>
9	Hydrological Observation Circle, Dehradun	Sudhir Kumar	<a href="mailto:sehocdehradun-cwc@nic.in">sehocdehradun-cwc@nic.in</a>
10	Hydrological Observation Circle, Varanasi	Anupam Prasad	<a href="mailto:sehocvaranasi-cwc@nic.in">sehocvaranasi-cwc@nic.in</a>
11	Monitoring & Appraisal Directorate, Lucknow	Shiva Prakash	<a href="mailto:dirmalucknow-cwc@nic.in">dirmalucknow-cwc@nic.in</a>
12	Hydrological Observation Circle, Noida	Ajay Kumar	<a href="mailto:sehocnoida-cwc@nic.in">sehocnoida-cwc@nic.in</a>
13	Planning Circle, Faridabad	Susant Kumar Samal	<a href="mailto:seplanning-cwc@nic.in">seplanning-cwc@nic.in</a>
14	Monitoring Directorate, Agra	Samarth Lal Meena	<a href="mailto:dirmaagra-cwc@nic.in">dirmaagra-cwc@nic.in</a>
15	Monitoring & Appraisal Directorate, Jaipur	Puneet Kumar Mittal	<a href="mailto:dirmajaipur-cwc@nic.in">dirmajaipur-cwc@nic.in</a>
16	Nepal & Bhutan Coordination Directorate	Niranjan Bar	<a href="mailto:niranjanbar-cwc@nic.in">niranjanbar-cwc@nic.in</a>

Sl.No.	DIVISIONS FOR E-HRMS	Name	e-mail
1	Lower Brahmaputra Division, Jalpaiguri	Sudipta Sarkar	sudiptasarkar-cwc@nic.in
2	Middle Brahmaputra Division, Guwahati	Ashes Chakraborty	chak-cwc@nic.in
3	Upper Brahmaputra Division, Dibrugarh	Bhakti Prasad Sonowal	bhaktisonowal-cwc@nic.in
4	North-East Investigation Division-I, Silchar	Ramavtar Verma	neid1sil@rediffmail.com
5	North-East Investigation Division-II, Aizawl	M K Meena	mkmeena-cwc@nic.in
6	North-East Investigation Division-III, Itanagar	Prakash Chand	praksch-cwc@nic.in
7	Meghna Division, Silchar	P Karthigayan	pkarthigyn-cwc@nic.in
8	Meghna Investigation Division, Shillong	Shrihari Shekhar	midcwc-meg@nic.in
9	Eastern Rivers Division, Bhubaneswar	C Mohanty	cmohanty-cwc@nic.in
10	Mahanadi Division, Burla	N Srinivasa Rao	nsriniws-cwc@nic.in
11	Mahi Division, Gandhinagar	Vishnu Sharma	eemdgnr-cwc@gov.in
12	Tapi Division, Surat	Umesh Prasad Gupta	ee.tapi-cwc@gov.in
13	Himalayan Ganga Division, Dehradun	Asheesh Kumar Singhal	asheeshkr-cwc@nic.in
14	Middle Ganga Division-II, Lucknow	S H F Abidi	eemgd2-cwc@gov.in
15	Middle Ganga Division-I, Lucknow	Shusheel Khajuria	eemgd1-cwc@gov.in
16	Middle Ganga Division-III, Varanasi	R K Gautam	eemgd3-cwc@gov.in
17	Upper Yamuna Division, New Delhi	Shobhit Chandra Misra	scmisra-cwc@gov.in
18	Lower Yamuna Division, Agra	Vipin Kumar Singh	vipinkrsingh-cwc@gov.in
19	Chambal Division, Jaipur	Narendra Singh Shekhawat	chambalcwc@yahoo.co.in
20	Planning & Investigation Division Faridabad	Vishal Garg	vishalgarg-cwc@nic.in

Signature Not Verified

Digitally signed by M S  
SARAVANA KUMAR  
Date: 2017.10.05 18:27:10 IST