

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
सॉफ्टवेयर प्रबंधन निदेशालय



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

Circular

With respect to the ongoing implementation of e-HRMS 2.0 in the Central Water Commission, all employees are required to complete updating their profiles and submit to nodal officer in respective establishment /offices for verification by 15-April 2024.

All concerned officials of CWC are requested to ensure the completion of their profile updates in accordance with the guidelines provided in Annexure-I. For any queries or assistance regarding the profile update process, please contact the support team at 01129583528/8888

This issue with the approval of competent authority.

Signed by Awdhesh Kumar
Date: 26-03-2024 15:10:29
Reason: Approved

(Awdhesh Kumar)
Deputy Director

Attachment – as above

Copy to: -
All Employees (Through CWC Website)



Part-1

Updating Reporting and Reviewing officers

1- Employee service

The screenshot displays the e-HRMS 2.0 Employee Services dashboard. The left sidebar contains navigation links: Dashboard, Employee Services (highlighted with a red box), Financial Records, APAR, Property, and Support. The main content area features a header for 'Hi, Awdhesh Kumar' with contact details for the Nodal Officer, Narinder Kumar. Below the header are three primary service cards: 'My Requests' (1 Pending), 'Welcome Back' (No Role assigned yet), and 'Deputation Opportunities' (0 Available). The bottom section includes three informational panels: 'Training Opportunities' (0 Completed, 0 In-progress), 'Latest Circulars/OMs' (a list of five recent notifications), and 'Quick Suggestions' (a list of three suggestions for skill development).

e-HRMS 2.0
Department of Personnel & Training

Hi, Awdhesh Kumar
Nodal Officer: Narinder Kumar | Email: narinderk.fpd@nic.in | Phone: 9278420965

Employee Services

My Requests
1 Pending

Welcome Back
No Role assigned yet

Deputation Opportunities
0 Available

Training Opportunities
0 Completed
0 In-progress

Latest Circulars/OMs

S.No.	Subject	Date
1	Cancellation of posting order in respect of Shri Devendra Kumar Sharma, DS of CSS (CSL No. 6534)	21/03/2024
2	Posting / Transfer of ASO	21/03/2024
3	Deemed Relieving in respect of Shri Ajay Kumar Sinha, Deputy Secretary of CSS (CSL No. 6733)	21/03/2024
4	Inclusion in SOSL 2018 (SQ)	21/03/2024
5	Curtailing the workflow levels on e-HRMS 2.0 portal - reg.	20/03/2024

Quick Suggestions
Popular IGOT Trainings across MDs (Deputy Director):
Elevate your skills with trending programs like:
1. Introduction to Emerging Technologies
2. Code of Conduct for Government Employees
3. Yoga Break at Workplace

2- Manage Reporting and Reviewing officer

e-HRMS 2.0
Department of Personnel & Training

Hi, Awdhesh Kumar
Nodal Officer: Narinder Kumar
✉ narinderk.fpd@nic.in ☎ 9278420965

Vigilance Status Pending [View Status](#) [Raise Ticket](#)

My Requests
1 Pending

Welcome Back
No Role assigned yet

Deputation Opportunities
0 Available

Training Opportunities
[Apply for New Training](#)

- 0 Completed
- 0 In-progress

Latest Circulars/OMs

S.No	Subject	Date
1	Cancellation of posting order in respect of Shri Devendra Kumar Sharma, DS of CSS (CSL No. 6534)	21/03/2024
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5	Curtailing the workflow levels on e-HRMS 2.0 portal - reg.	20/03/2024

[View All](#)

Quick Suggestions
[Apply Now](#)

Popular IGOT Trainings across MD0s (Deputy Director):
Elevate your skills with trending programs like:
1. Introduction to Emerging Technologies
2. Code of Conduct for Government Employees
3. Yoga Break at Workplace

[View All](#)

Left Sidebar:
Dashboard
Employee Services
Leave
Reimbursements
Loan/Advance
LTC
Official Tour
Private Foreign Visit
Transfer/Posting
Resignation/ Technical Resignation
Central Secretariat Club Membership
Voluntary Retirement (VRS)
Manage Reporting/Reviewing
Passport
Financial Records
APAR
Property
Support

Snipping Tool
Screenshot copied to clipboard and saved
Select here to mark up and share the image

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3- Update

← → ↻ e-hrms.gov.in/profile/update_managers

e-HRMS 2.0
Department of Personnel & Training

Employee 100% KHUSHVINDER

Dashboard

Employee Services

- Leave
- Reimbursements
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing**
- Passport

Financial Records

APAR

Property

Support

Manage Reporting/Reviewing

Reporting Officer's Email
Enter Reporting Officer's Email

Reviewing Officer's Email
Enter Reviewing Officer's Email

Tour Authority Email
Enter Tour Auth Officer's Email

Update

Please update only after filling up the emails for all fields i.e. reporting, reviewing and tour authority.

Laptop suply ...

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Part -2

Service profile updation (Basic Details)

1- Select 'service profile'

DASHBOARD PARICHAY (OFFICER) | Login in to Government e Mark | e-hrms.gov.in/profile/profile/bT... | Welcome to eOffice Solution | Email: Inbox (3535) | Orders and Circulars | Central V... | New Tab

e-hrms.gov.in/profile/profile/bT6N0tLSGtqUEQrS242Wm1MR0s1dz09

e-HRMS 2.0
Department of Personnel & Training

100% AVDHESH KUMAR

You have saved your profile but not submitted. Please submit the profile and get it approved from nodal officer.

Personal Details **Service Details** Address Experience Training Qualifications Awards/Publication

Employee Code: 03011990AWDH

Service: CWES/Central Water Engineering Service

Designation*: Deputy Director

Min/Dept/Office*: CWC/Central Water Commission

Current Place Of Posting*: Establishment-II, Sewa Bhawan, New Delhi

Whether posted on Central Staffing Scheme: No

Pay Matrix Level: LEVEL-11(67700-208700)

Basic Pay: 76200.00

Pay event: INCREMENT

Pay effective date: 01-07-2023

Previous Save as draft

Note: Declaration given by you on date 30.10.2023

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2- Under 'Min/dept/org' tab select CWC/Central Water Commission

GeM | Published Bids x GeM | Bid Finalization x WhatsApp x Email: Inbox (3533) x DASHBOARD PARICHAY (OFFICIAL) x e-hrms.gov.in/profile/profile/bt: x

e-hrms.gov.in/profile/profile/bTdd6N0tLSGtqUEQr5242Wm1MR0s1dz09

e-HRMS 2.0
Department of Personnel & Training

Dashboard ^
Apply v
Submit v
View v
Support v

Personal Details **Service Details** Address Experience Training Qualifications Awards/Publication

Employee Code: 03011990AWQH

Min/Dept/Office*
CWC/Central Water Commission
Culture
CVC/Central Vigilance Commission
DAD/Defence Accounts Department
DARPG/Administrative Reforms and Public Grievances
DDA/Delhi Development Authority

Service: CWES/Central Water Engineering Service
Designation*: Deputy Director
Current Place Of Posting*: Establishment-II, Sewa Bhawan, New Delhi
Whether posted on Central Staffing Scheme: No
Basic Pay: 79200.00
Pay event: INCREMENT

Previous Save as draft

Note: Declaration given by you on date

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please select CWC/ central water commission under min/Dept/office tab

3- Under 'service' tab

Under service tab please select as following

- Officers from CWES - CWES/ Central water Engineering Service
- Other Group A - Gr(A)(G)/ Group A-Gazetted
- Group B Gazetted - Gr(B)(G)/ Group B-Gazetted
- Group B Non-Gazetted - Gr(B)(NG)/ Group B- Non-Gazetted
- Group C Non-Gazetted - Gr(B)(NG)/ Group C- Non-Gazetted

The screenshot shows the e-HRMS 2.0 interface with the 'Service' tab selected. The 'Service' dropdown menu is open, showing options like 'CWES/Central Water Engineering Service', 'Gr(A)(G)/Group A - Gazetted', 'Gr(B)(G)/Group B - Gazetted', 'Gr(B)(NG)/Group B- Non-Gazetted', 'Gr(C)(NG)/Group C - Non Gazetted', 'GSol/Geological Survey of India', and 'IAAS/Indian Audit and Accounts Service'. A red box highlights the 'Service' tab and the dropdown menu. A text box below the dropdown provides instructions for selecting the correct service and group.

4- For 'current nodal officer wise'

e-HRMS 2.0
Department of Personnel & Training

Employee Services
Financial Records
APAR
Property
Support

You have saved your profile but not submitted. Please submit the profile and get it approved from nodal officer.

Personal Details | Service Details | Address | Experience | Training | Qualifications | Awards/Publication

Employee Code: 03011990AWDH

Min/Dept/Office*: CWC/Central Water Commission

Pay Matrix Level: LEVEL-11(67700-208700)

Pay effective date: 01-07-2023

Service: CWC/Central Water Engineering Service

Current Nodal officer wise *: Establishment-II, Sewa Bhawan, New Delhi

Designation*: Deputy Director

Whether posted on Central Staffing Scheme: No

Pay event: INCREMENT

For 'current nodal officer wise', the office where service book is being maintained is to be selected. Eg. For JAG and above level officers, Establishment-I should be selected, for STS Establishment-II and for JTS Establishment-III etc.

29°C Haze

Search

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5- Other fields should be entered as per details available in-service book.