

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  
Email: [wpcl@nic.in](mailto:wpcl@nic.in)  
Tel: 01129583321

To

All the Chief Engineers of Regional Offices of CWC as per the list.  
The Under Secretary, E-I/E-II/E-III/E-V/E-VI/E-VII/E-VIII/E-IX/E-X/  
E-XI/E-XIII, CWC, New Delhi.

**Sub: Implementation of eHRMS in CWC – Service Book Entry in eHRMS - reg.**

Ref: 1. CWC Lr. No. J-11015(13)/1/2017-WPC-Part(1) dated 25.09.2017.  
2. CWC ID No. J-11015(13)/1/2017-WPC dated 05.10.2017.  
3. CWC Lr. No. J-11015(13)/1/2017-WPC/397 dated 27.10.2017.

Sir,

In continuation to the above cited letters, it is informed that Service Book entry may kindly be started in eHRMS, by the concerned Office Admins, for all the employees under your Organisations/Sections/Offices.

As some of the customization works are still pending on the part of NIC, entry of only the following forms may be started:

- a. Personal Information
- b. Address Information
- c. Initial Joining Information
- d. Family Information

The step by step procedure for the above service book entry (showing screen shots) is enclosed herewith as **Annexure**. In case of any queries/clarifications on the Service Book entry, 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

As the Ministry fixed deadline, it is kindly requested that the above Service Book entry may be completed (including work charged staffs under your

organization) by 30.11.2017. Other modules such as leave, tour, Annual Property return, transfer posting etc may be started after further instructions from CWC(HQ) as some of the customization works are still pending on the part of NIC.

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

Yours faithfully,

Encl: As above

(M.S.Saravana Kumar)  
Dy. Director

Copy to:

1. Vimlesh Yadav, AD-II, WPC, CWC – to upload in the CWC website.

Copy for kind information to:

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

List of Regional Chief Engineers of CWC			
1	Chief Engineer, Brahmaputra & Barak Basin Orgn., Lachumiere, Temple Road, Near Barik point, Shillong - 793001	8	Chief Engineer, Monitoring(Central) Orgn., CGO Complex, Block - C, 3rd Floor, Semenari Hills, Nagpur - 440006 MP
2	Chief Engineer, Cauvery & Southern Rivers Orgn., CWC, Sangamam, Gandhimaanagar, Peelamedu, Coimbatore - 641004 Tamil Nadu	9	Chief Engineer, Monitoring(South) Orgn., CWC, JALASUDHA, Near HMT Precision Machinery Division, HNT Post, Banglore - 560031 Karnataka
3	Chief Engineer, National Water Academy, CWC, Sinhagad Road, Khadakwasla R.S. (PO), Pune - 411024 Maharashtra	10	Chief Engineer, Narmada Basin Orgn., CWC, Block - 3, Ground Floor, Paryawas Bhawan, Mother Terasa Marg, Arrera Hills, Bhopal - 462011 MP
4	Chief Engineer, Indus Basin, CWC,Block - 4, 6th Floor, Kendriya Sadan, Sector-9A, Chandigarh - 160017	11	Chief Engineer, Narmada and Tapi Basin Orgn., CWC, Narmada Tapi Bhawan, 1st Floor, Sector - 10 A, Gandhi Nagar - 382010, Gujarat
5	Chief Engineer, Krishna & Godavari Basin Orgn., CWC, Krishna Godavari Bhawan, 1st Floor, H.No.11-4-648 A.C. Guards, Hyderabad - 500004 AP	12	Chief Engineer, Teesta Basin Orgn., CWC, Teesta Basin, 2nd Mile, Sevoke Road, Siliguri - 734401, West Bengal
6	Chief Engineer, Lower Ganga Basin Orgn., CWC, 117-B, Shrikrishnapuri, Patna - 800001, Bihar	13	Chief Engineer, Upper Ganga Basin Orgn., CWC, Jahanavi Sadan, 21/496, Indira Nagar, Lucknow - 226024 UP
7	Chief Engineer, Mahanadi & Eastern Rivers Orgn., CWC, Plot No. 13 & 14, Mahanadi Bhawan, Bhoi Nagar, Bhubaneswar - 751002 Orissa	14	Chief Engineer, Yamuna Basin Orgn., CWC, Kalandi Bhawan, B - 5, Tara Cresent Road, Kutub institutional Area, New Delhi - 110016