

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
Tel: 01129583321

Date: 13.11.2017

To

All the Chief Engineers of Regional Offices of CWC.

Sub: Implementation of eHRMS in CWC – Filling up of sanctioned and filled posts of respective offices in eHRMS by Office Admins - 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 requested that the details of sanctioned and filled posts under your organization may kindly be got filled/updated in e-HRMS, by the concerned Office Admins, as per the steps indicated in **Annexure** attached herewith. The concerned Office Admins, may fill the above details for all the posts under their Administrative control even if no service book is maintained for the particular designation / posts.

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 :

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

This issues with the approval of Secretary, CWC.

Yours faithfully,

Validity unknown
Digitally signed by M.S. SARAVANA KUMAR
Date: 2017.11.13 12:59:59 IST

(M.S.Saravana Kumar)
Dy. Director

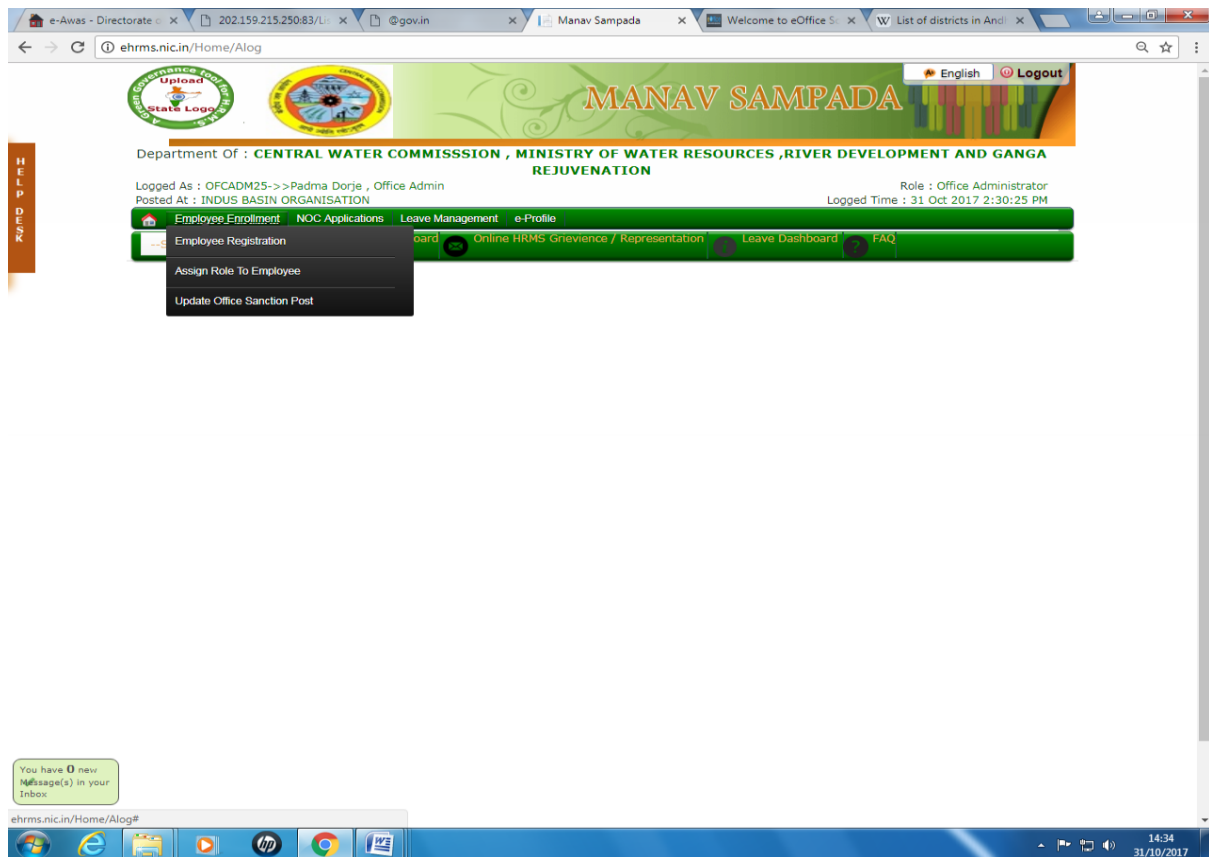
Copy for kind information to:

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

Annexure:

Screen shots showing updation of Office sanctioned and filled posts in eHRMS:

Step-1:



Step-2:

The screenshot displays the Manav Sampada web application interface. The browser's address bar shows the URL: `ehrms.nic.in/DepartmentAdministrator/UpdateSanctionPost/UpdateSanctionPost`. The page header includes the Manav Sampada logo and the text "MANAV SAMPADA". Below the header, the department is identified as "CENTRAL WATER COMMISSION, MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT AND GANGA REJUVENATION". The user is logged in as "OFCADM25->>Padma Dorje, Office Admin" with the role of "Office Administrator". The page shows the "UPDATE SANCTION POST" form with the following details:

- Office State ***: CHANDIGARH
- Office District ***: CHANDIGARH
- Office Level ***: ORGANIZATION
- Office Name ***: INDUS BASIN ORGANISATION

Below the form, there is a search bar labeled "Search Sanction Post". The footer of the application shows navigation links: "Dashboard", "Online HRMS Grievance / Representation", "Leave Dashboard", and "FAQ". A notification bubble in the bottom left corner states: "You have 0 new Message(s) in your Inbox". The system clock in the bottom right corner shows the time as 14:38 on 31/10/2017.

Step-3:

Browser tabs: e-Awas - Directorate, 202.159.215.250:83/L... @gov.in, Manav Sampada, Welcome to eOffice S..., List of districts in And...

Address bar: ehms.nic.in/DepartmentAdministrator/UpdateSanctionPost/UpdateSanctionPost

Language: English Logout

MANAV SAMPADA

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

Logged As : OFCADM25->>Padma Dorje , Office Admin Role : Office Administrator
Posted At : INDUS BASIN ORGANISATION Logged Time : 31 Oct 2017 2:30:25 PM

Employee Enrollment NOC Applications Leave Management e-Profile

UPDATE SANCTION POST

Update Sanction Post
Note 1:Note 1:Department Administrator Can Upadte Sanction Strength Of All Offices of His/Her Department
Note 2:Note 2:Office Administrator can Also Update Sanction Strength Of His/Her Office and Whose Offices Reporting to that particular Office

Search Sanction Post

Show 10 entries

Designation Name	Sanction Post	Filled Posts
AAO (COSTING) (EX-CADRE)	0	0
ACCOUNTANT (CANTEEN)	0	0
ACCOUNTS OFFICER	0	0
ACCOUNTS OFFICER (EX-CADRE)	0	0
ASSISTANT	0	0
ASSISTANT COMMISSIONER	0	0
ASSISTANT (GBWRO)	0	0
ASSISTANT ACCOUNTS OFFICER	0	0
ASSISTANT CAMERAMAN (PUBLICATION)	0	0
ASSISTANT DIRECTOR	0	0

Showing 1 to 10 of 153 entries

SAVE

You have 0 new Message(s) in your Inbox

--Select Form Name Dashboard Online HRMS Grievance / Representation Leave Dashboard FAQ

14:33 31/10/2017