

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: 27/10/2017

To

The Chief Engineer, IBO, CWC, Chandigarh.
The Chief Engineer, NBO, CWC, Bhopal.
The Chief Engineer, NWA, CWC, Pune.
The Chief Engineer, LGBO, CWC, Patna.
The Chief Engineer, TBO, CWC, Siliguri.

Sub: Implementation of eHRMS in CWC – Creation of Office Admin for the Regional Offices of CWC - 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.

Sir,

In continuation to the above cited letters, it is informed that Office Admins for the remaining Field Units of CWC such as IBO, NBO, NWA, LGBO and TBO 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.

As indicated in the above cited letters 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 (not required for NWA, Pune) 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 :

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

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

It is requested that employee registration of all the employees (including work charged staffs under your organization) **to whom service book is maintained**, may be completed by 31.10.2017. Other modules such as service book entry, leave, tour 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.

Encl: As above

Yours faithfully,
Signature valid
Digitally signed by M.S. SARAVANA
KUMAR
Date: 2017.10.27 17:30:16 IST
(M.S.Saravana Kumar)
Dy. Director

Copy to:

1. Chief Engineer, BBBO/CSRO/KGBO/Mon(C)/Mon(S)/MERO/NTBO/UGBO/YBO, CWC – *with a request to complete employee registration (including for the work charged staffs) under your organization urgently.*
2. Dy. Director, SM Dte, CWC, New Delhi – *with a request to upload in the CWC website.*

Copy for kind information to:

3. PPS to Chairman, CWC. New Delhi
4. 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 of Office Admins (S/Sh)	e-mail
1	Indus Basin Organisation	Padma Dorje	secochandigarh-cwc@nic.in
2	Narmada Basin Organisation	Pradeep Kumar Thakur	secobhopal-cwc@nic.in
3	National Water Academy	Arifulla Baig	arifullabaig-cwc@nic.in
4	Lower Ganga Basin Organisation	Akhilesh Kumar Jha	secopatna-cwc@nic.in
5	Teesta Basin Organisation	Jani Ram Boro	setbo-cwc@nic.in

Sl.No.	DIRECTORATE/ CIRCLE FOR E-HRMS	Name of Office Admins (S/Sh)	e-mail
1	Monitoring and Appraisal Directorate, Jammu	Yoki Vijay	dirmajammu-cwc@nic.in
2	Monitoring and Appraisal Directorate, Shimla	A K Gupta	dirmashimla-cwc@nic.in
3	Monitoring and Appraisal Directorate, Chandigarh	Shiv Kumar Sharma	dirachandigarh-cwc@nic.in
4	Monitoring Directorate, Faridabad	Shiv Kumar Sharma	dirmonhar-cwc@nic.in
5	Monitoring Directorate, Patna	M K Singh	dirmonpatna-cwc@nic.in
6	Hydrological Observation Circle, Maithon	Amit Kumar Jha	sehocmaithon-cwc@nic.in
7	Monitoring & Appraisal Directorate, Ranchi	Balram Kumar	dirmaranchi-cwc@nic.in
8	Monitoring & Appraisal Directorate, Bhopal	Manoj Tiwari	dirmabhopal-cwc@nic.in
9	Monitoring & Punasa Directorate, Bhopal	Kiran Parmanik	dirmonbhopal-cwc@nic.in
10	Monitoring & Appraisal Directorate, Raipur	Manoj Tiwari	manojtewari-cwc@nic.in
11	Investigation Circle, Gangtok	Baleshwar Thakur	seicgangtok-cwc@nic.in
12	Monitoring & Appraisal Directorate, Kolkata	Sanjeev Kumar Suman	dirmonkolkata-cwc@nic.in

Sl.No	DIVISIONS FOR E-HRMS	Name of Office Admins (S/Sh)	e-mail
1	Chenab Division, Jammu	Hardesh Kumar	exenjammu@gmail.com
2	Snow Hydrology Division, Shimla	H P Chaurasia	eeshdcwc@yahoo.com
3	Lower Ganga Division-I, Patna	A K Mishra	anjanikmishra-cwc@nic.in
4	Lower Ganga Division-II, Patna	N N Shankar	nnshankar-cwc@nic.in
5	Damodar Division, Asansol	P K Patnaik	eecwcasansol@gmail.com
6	Lower Ganga Division-III, Berhampore	Subrata Sarkar	lgdcwc@gmail.com
7	Narmada Division, Bhopal	Manish Kumar	eendb-cwc@nic.in
8	Sikkim Investigation Division, Gangtok	Neelam Narolia	sidgangtok-cwc@nic.in