

West Bengal State Warehousing Corporation

(A Statutory Corporation)

Khadya Bhavan, B-Block (4th Floor)

II-A, Mirza Ghalib Street, Kolkata - 700 087.

Phone: (033)2252 0334 / 0335; Fax: (033)2252 0555

Website: www.warehousingwb.com ## E-mail: project-swc@wb.gov.in

Memo No.: 5551/WBSWC-11011(20)/1/2020-PROJ SEC

Date: 14.12.2020

ORDER

Pursuant to this office earlier Order No. 4025/WBSWC-15012(12)/1/2019-GEN SEC dated 06.07.2020, a cloud based application software named Warehouse Management System (WMS) has been implemented for all kinds of Warehouses under this Corporation.

It is hereby informed that a new Human Resource Management Module (HRMS) under WMS is being introduced and implemented for all employees (except the employees of third party pay-roll) under this Corporation w.e.f. 16.12.2020. Unique User IDs and Passwords are being created/alterd for each employee for logging in into WMS for accessing the HRMS Module w.e.f. 14.12.2020 and shall be completed by 16.12.2020. Through this module one employee can view his basic and salary related information, can submit Leave Application & Self-Appraisal Report (SAR) online. Training programs through video conference were arranged in this regard where all the concerned employees of Head Office and field offices participated and acquired knowledge on HRMS module, its functionalities and related operation.

The unique User ID for logging in into WMS/HRMS will be a combination of employee's "First Name + Date of Birth in DD format". For e.g. if employee's name is Birendra Kumar Saha and his date of birth is 08.11.1981, then his User ID will be birendra08. **User ID is not case sensitive.**

Password will remain the same for Old User (i.e. Warehouse In-Charges) and the password will be **ERP2019 for new users**. New users are requested to change the default password to their desired password immediately after first login through the portal www.warehousingwb.in.

For any query related to the HRMS module the Nodal Officer / Operator(s) may be contacted as mentioned under.

- Mr. Bedaruddin Ahmed, Zonal Officer(Establishment), Cont. No.97483 08190
Nodal Officer,
- Mr. Soumendu Biswas, Clerk cum DEO Cont. No. 89610 77523
Operator
- Mrs. Gargee Nayek, Clerk cum DEO Cont. No. 84818 11011
Operator

Now, the authority of this Corporation has decided to give access to all concerned employees in WMS platform on which they will start working w.e.f. **16.12.2020**. All concerned are requested to fill in necessary details in the initial Employee Information form and submit positively on or before **23.12.2020 without fail**.

A brief guideline is attached herewith for ready reference.

Encl: As above.

Sd/-
Secretary

Memo No.: 5551/1(6)/WBSWC-11011(20)/1/2020-PROJ SEC

Date: 14.12.2020

Copy forwarded for information and taking necessary action to:

1. P.A. to the Managing Director, WBSWC.
2. All concerned employees.
3. All Sectional heads of WBSWC.
4. Nodal officers/All Operator H.O. WBSWC.
- ✓ 5. Software Support Personnel, WBSWC...with the request to upload in our official Website.
6. Guard file.

Sd/-
14/12/20
Secretary