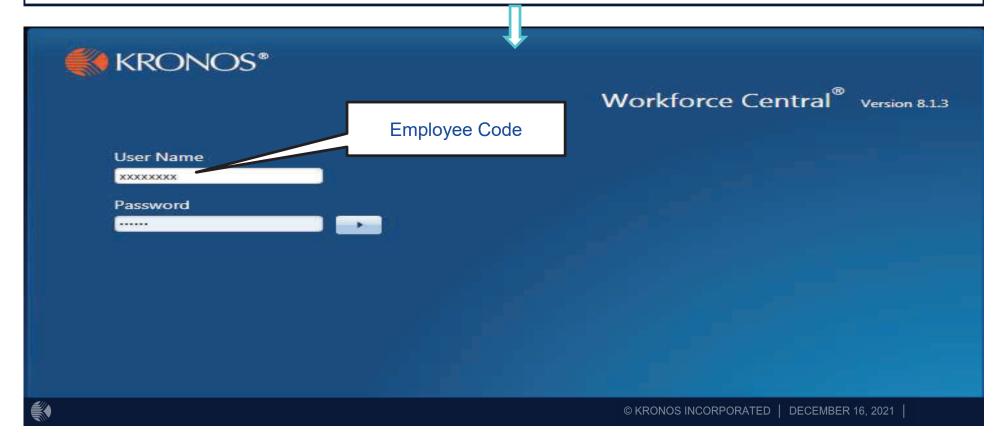# KRONOS FOR ADANI

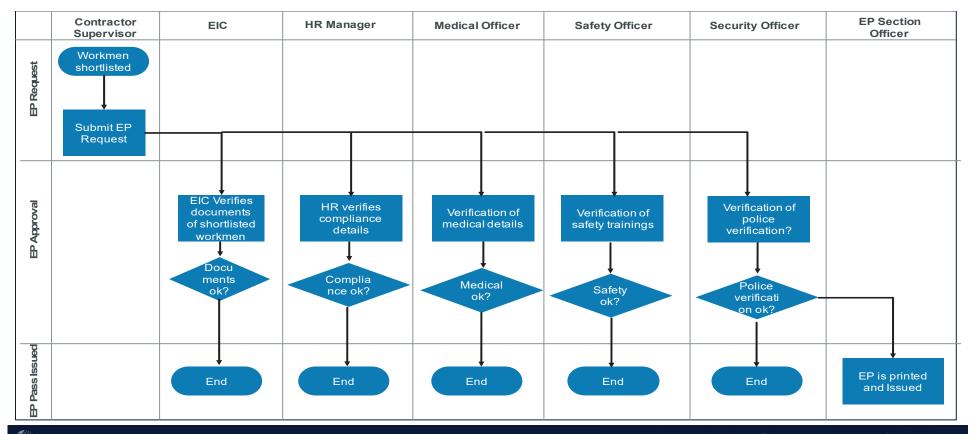**Kronos Login Screen**

Save Link :- https://clms.adani.com/wfc/htmlnavigator/logon
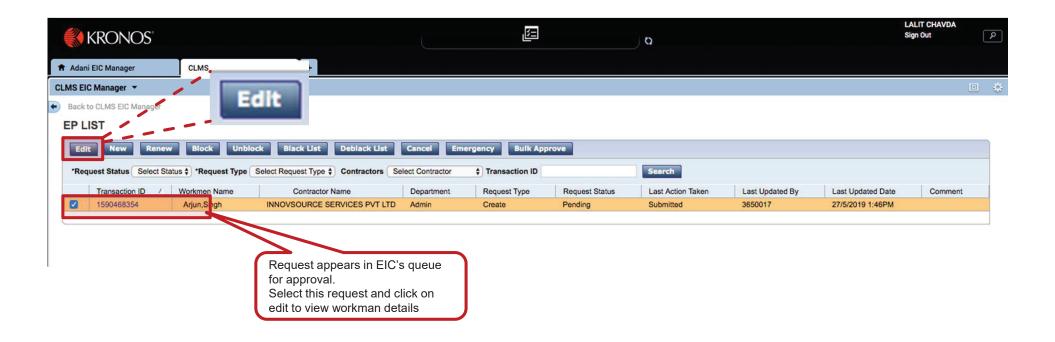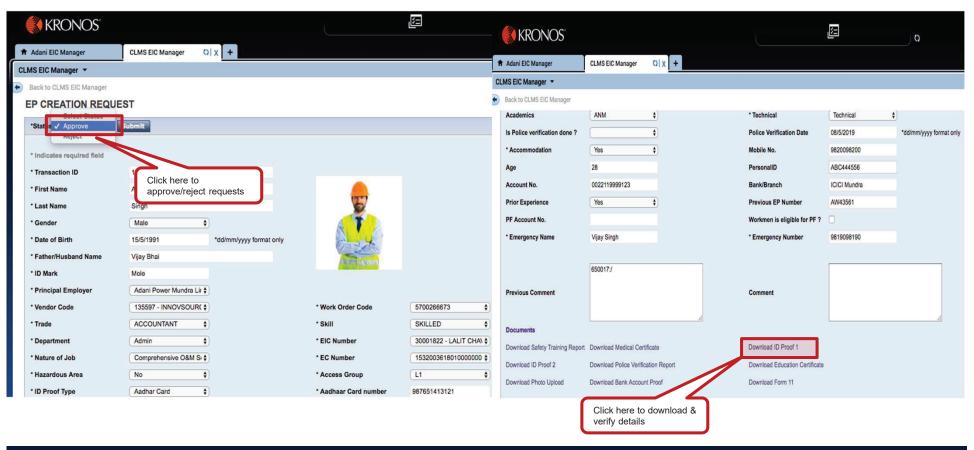
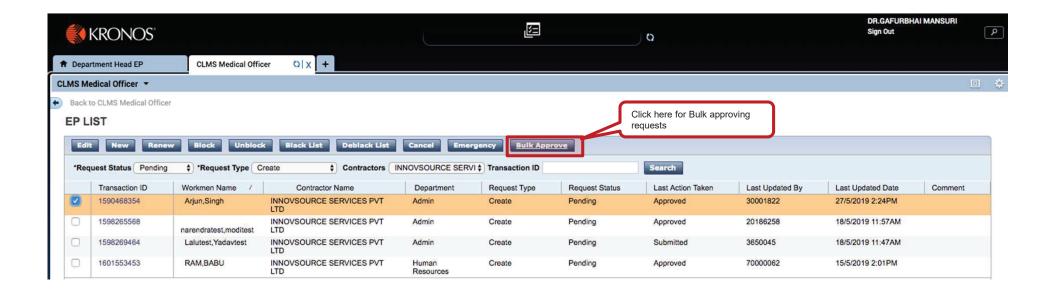# EP Process Approval Workflow

	Contractor Supervisor	EIC	HR Manager	Medical Officer	Safety Officer	Security Officer	EP Section Officer
EP Request	Workmen shortlisted → Submit EP Request						
EP Approval		EIC Verifies documents of shortlisted workmen → Documents ok?	HR verifies compliance details → Compliance ok?	Verification of medical details → Medical ok?	Verification of safety trainings → Safety ok?	Verification of police verification? → Police verification ok?	
EP Pass Issued		End	End	End	End	End	EP is printed and Issued

New EP Creation Request Submission

Request appears in EIC's queue for approval.
Select this request and click on edit to view workman details

EP Request Review Screen for EIC

Click here to approve/reject requests

Click here to download & verify details
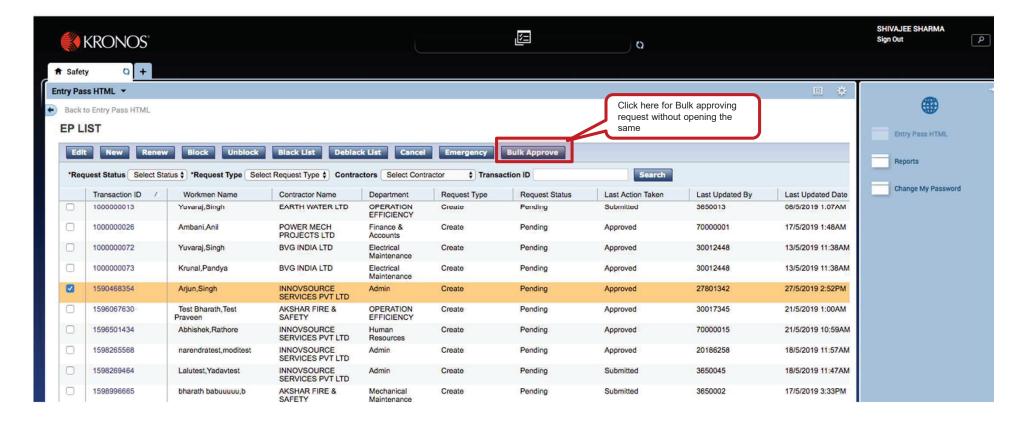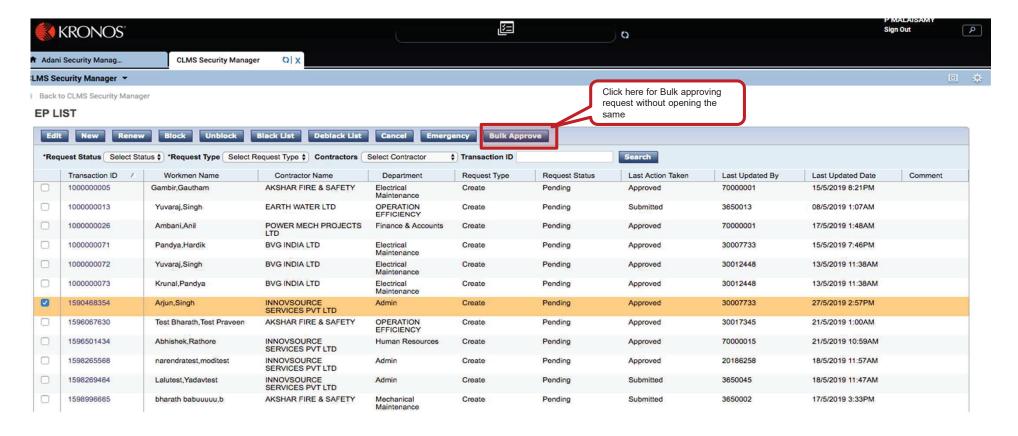
EP Request in Medical Officer Approval

EP Request - Safety Manager Approval

EP Request - Security Manager Approval

Questions?

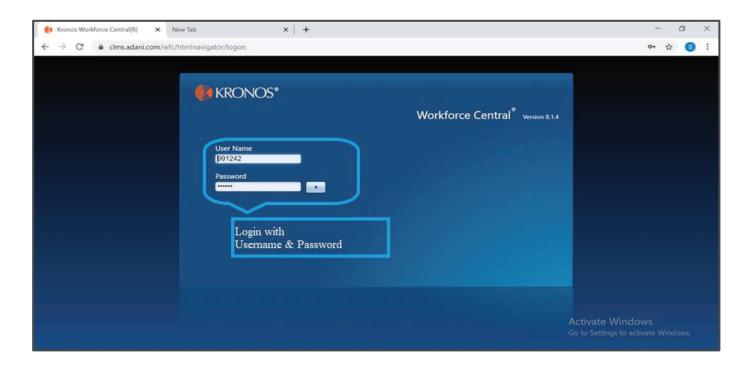**ADANI KRONOS**

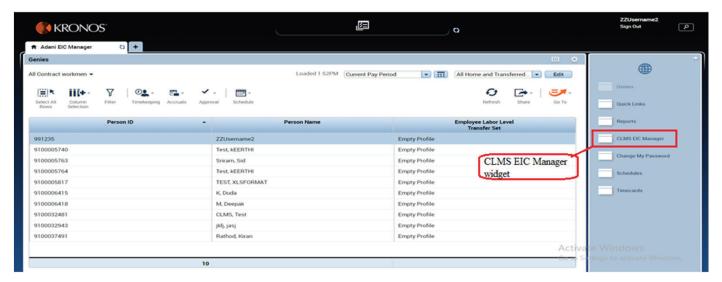Training Module

Access to the Kronos application

Log into Kronos application using the **URL:** https://clms.adani.com/wfc/htmlnavigator/logon
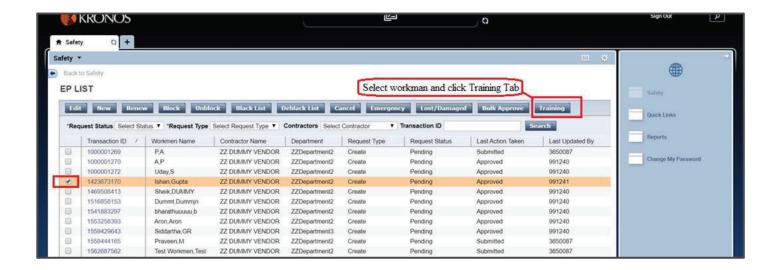
Training Module:

EIC Manager:

❖ Login through EIC Manager.
❖ Go to CLMS EIC Manager widget and click the link.

❖ On clicking CLMS EIC Manager Link opens a page.

❖ Go to Entry Pass link.

- ❖ On clicking Entry Pass link an EP List page opens.
- ❖ Choose the EP which is to be approved.
- ❖ Check the checkbox of the required transaction ID and click Training tab.

- ❖ On clicking Training tab, opens a workmen training details page which has the training details of particular workmen.
- ❖ Provide information for Training type and Training Name.
- ❖ Click SAVE button to save data provided.

- ❖ On clicking Return button an EP List page opens(By default all the pending create request list will open).
- ❖ Choose the EP which is to be approved.
- ❖ Check the checkbox of the required transaction ID and click edit button.

- ❖ On clicking Edit opens an EP creation request page which has the EP details of particular employee.
- ❖ Go to Status and choose approve option from the dropdown provided.
- ❖ Click submit button
- ❖ Approval from EIC Manager is granted.

THANK YOU

Sr No	Documents Required to create user id and Passward for agency in KRONOS	Remarks
1	Copy of Work order/ Service Order	
2	Copy of PF Registration of the Agency	
3	Copy of Employee Compensation Policy Adani Power Mundra Limited site	
4	Name, Address, Mobile No, & Email id of site incharge/ Manager/ Owner	
5	Copy of Labor License if Contracotr will engage moren than 49 workmens at Adani Power Plant Premises	
	Documents required to Create Entry permit of workmen	
1	Copy of Aadhar card front & Back site PDF copy	
2	Copy of Vaccination certificate both dose & Medical Report	
3	Certificate of Safety training received at Plant	
4	Copy of Police verification	
5	one Passport size Photo of the workmen	
6	Bank detail of the workmen	
7	UAN Number of the workmne/ In case of exempted workmne copy of Form No 11	

If need any clerificaion cummunicate to nischalj.ravani@adani.com, Mobile : 9687660206

Work category	subtype	Types of reports required
Non hazardous		CBC,RBS,Blood group and clinical examination,opthalmic examination & colour vision
Hazardous	Noise Hazard	CBC,RBS,Blood group, clinical examition,opthalmic examination & colour vision ,Audiometry
	Dust and Chemical hazard	CBC, RBS,blood group, clinical examination, opthalmic examination & colour vision ,PFT. Xray chest
	Dust, noise and Chemical hazard	CBC, RBS, blood group, clinical examination,opthalmic examination & colour vision , Audiometry,PFT. Xray chest
specific	Canteen worker	CBC, ESR,blood group, widal,VDRL, stool for ova and cyst, Urine RM, clinical examination, opthalmic examination.Xray chest
	Vision test for Drivers/operators of lifting appliances and transport equipments	CEA- Includes refrection once in a year for age below 40 and once in six month for 40 and above age. Port Act- Before employing, after illness or injury if it appears that the illness or injury may affect his fitness and thereafter once in every 2 years upto the age of 40 and once in a year, thereafter i.e. age above 40 . Visual status: 1.Distant vision 2 Near vision 3 Binocular vision. 4 No diplopia 5 No limitation of visual fields. 6.Stercopsis 7 colour vision

	Time required for contract workmne in Entry permit creation	
Sr No	Activity	Time Duration
1	Afeter Receiving SO/ PO To create User ID and Pass ward in KRONOS	As per KRONOS SOP they need atleast 03 days time to create user id and Passward in system
2	Documents uploading by the agency supervisor	10 Minitues Per Candidate
3	Medcial Check up By FMO for the contract workmen at Security gate (As blood report carring by workmen)	30 Minitues per workmne after receiving all the documents
4	Safety Triaining	03 Hrs (In Batch)
5	Documents uploading by the agency supervisor for Medical fitness / Safety training certificate and Police verification	10 mnt .
6	Approval in system by Respective approval authories (05 nos.)	04 hrs (Max. as per his availability in office)
7	Entry permit Printing by security	Within 10 Minitues after verification by original

Contractor Supervisor	EIC	HR Manager	Medical Officer	Safety Officer	Security Officer	EP Section Officer

EP Request

Workmen shortlisted

Submit EP Request

EP Approval

EIC Verifies documents of shortlisted workmen

HR verifies compliance details

Verification of medical details

Verification of safety trainings

Verification of police verification?

Documents ok?

Complia nce ok?

Medical ok?

Safety ok?

Police verificati on ok?

Verification of Orignal Aadhar Card

EP Pass Issued

End

End

End

End

End

EP is printed and Issued