



Change Control Form

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C.C. No.	IT2016-052	System Name / Module	ERP/HR	System ID	
Initiated by / Date	LYDIA FERNANDES 20/08/2016	Issued by/Date	JEETENDRA DHAKANE 20/08/2016		

Existing System:	Currently no system exists for this requirement.						
Proposed System:	<p>If Compensatory off (COFF) is not availed within 30 days then the employee can request for it to be added to Casual Leave (CL) balance with Reporting Authority's approval where application would be through the web portal. 'Conversion' option should be available in the 'Leave request for' field in the application portal and this option should be applicable only for COFF.</p> <p>On application, system should check the eligibility for COFF. Same reference date should not be allowed for same employee in case the date has already been used earlier for consumed/conversion application.</p> <p>On the application screen - Leave from, Leave upto, Leave starts on, Leave ends on and no. of days fields should be non-editable.</p> <p>The conversion application will accepted by the system only 30 days after the weekly off/holiday that the employee had worked on ('Reference date' field in the leave application) since the Comp off was not availed within stipulated (30 days) period and the application must be accepted upto maximum 60 days after the reference date.</p> <p>For example: If one has worked on 1st May (paid holiday) then COFF can be availed till 31st May and application for Conversion from COFF to CL will be accepted between 1st June till 30th June only) COFF conversion to CL will be considered in the respective financial year based on approval in the system by Reporting Authority. Any exception in COFF conversion i.e. application exceeds the 30 days limit then it is to be additionally approved by N-1.</p> <p>System needs to check CL balance at the time of conversion applications and approvals at all levels and if the balance is not available then prompt an error message at all levels. Same configuration to be done for web portal and RCP too.</p> <p>Settings should be configuration based and not hard-coated in the system.</p>						
Justification for Change:	Change in Leave policy						
Initiator Approval	<table><tr><td>RASIK DAVE</td><td></td><td>23/08/2016</td></tr><tr><td>Name</td><td>Signature</td><td>Date</td></tr></table>	RASIK DAVE		23/08/2016	Name	Signature	Date
RASIK DAVE		23/08/2016					
Name	Signature	Date					
Department head of initiator Approval	<table><tr><td>B Shah</td><td></td><td>23/08/2016</td></tr><tr><td>Name</td><td>Signature</td><td>Date</td></tr></table>	B Shah		23/08/2016	Name	Signature	Date
B Shah		23/08/2016					
Name	Signature	Date					

Category of Change	<input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Major	<input type="checkbox"/> Documentation
Impact Assessment		
Is this change feasible?	Yes	



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Impact on Code/Configuration	Yes on code
Testing Strategy	Will be done as per standard testing process
Impact on any other existing functionality (Specify if any financial impact)	No
Validation and Documentation Impact	No
Training Required	No

Approval For Development

Vishal M. Sanghani	Sr. Manager	V.M. Sanghani	23/08/2016
Name - Technical Owner	Designation	Signature	Date
J B Shah	AVP-HR	J B Shah	23/08/2016
Name - Functional Owner	Designation	Signature	Date



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Summary of activity/Performed			
Is this change Implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Reason if no is selected)	
Approval for Financial Impact (If any)			
Name & Designation		Signature	Date
		N.A.	
Approval For Implementation			
Name – Technical Owner		Designation	Signature
Name – Functional Owner		Designation	Signature
Approval For Completion/Closure			
Name – Technical Owner		Designation	Signature
Name – Functional Owner		Designation	Signature