



Sun Pharmaceutical Industries Limited



Attachment - 1 to SOP

Ref# CS/017/10-00

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CHANGE CONTROL FORM (Computerized Systems)

Prepared By	Checked By	Approved By
<i>Tushar Patel</i> 26/04/11	<i>Vishal Sanghavi</i> 27/04/2011	<i>Vishal Sanghavi</i> 27/04/11

CC No.	: CC 14 / CS 6029	Initiated by	: Vishal Sanghavi	Department	: IT
Issued by	: Tushar Patel	Issued on	: 07/08/14	Issued to	: Vishal Sanghavi
Description of system	: SFA ERP	Module	: Payroll		
Application	: leave processing - Auto leave encashment & leave lapse				
Type of system	: <input checked="" type="checkbox"/> Centralized <input type="checkbox"/> Locational				

Existing system :

As per attachment - 1

Proposed system :

As per attachment - 1

Justification for change :

As per attachment - 1.

EVALUATION FOR REQUIREMENT OF CHANGE

Proposal for change justified: ☒ Yes ☐ No

If "No", then reason/ justification for closure of CC:

— NA —

Remarks (if any) :

No GMP Impact

Evaluated by/ date:

Devesh Singhgata

(Dept. Head)

13/8/14

Concurred by/ date:

G. N. N. N.

(Location MIS Head)

14/08/14

Approved by/ date:

Vishal Sanghavi

(QA - Head)

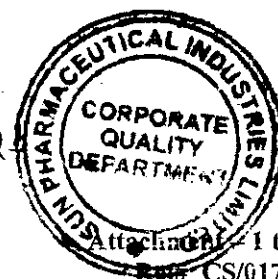
18/08/14
Vishal Sanghavi

Address : Tandalja, Vadodara, Gujarat - INDIA -390 020



Sun Pharmaceutical Industries Limited

CE914/CS604



Attachment - 1 to SOP

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CHANGE CONTROL FORM (Computerized Systems)

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Prepared By <i>Tankul</i> 26/08/11	Checked By <i>AST</i> 27/04/2011	Approved By <i>Nmm</i> 27/04/11
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IMPACT ASSESSMENT			
Impact on	Recommendation	Assessed by / date (Dept. Head)	Concurred by / date (Impacted dept. Head)
Application/ Process	Yes	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Validation/ Qualification	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Documents	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Other Systems	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Training	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Regulatory aspects	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Any other 1. Function 2. Report 3. Labels 4.	NO	<i>XRD</i> 14/08/14 <i>DR</i>	<i>DR</i> 8-8-14
Approval for execution			
Quality Head	:	Plant Head	:
Date	:	Date	:
Attachments : Attachment - 1.		*CQ Head	:
		Date	:
		*CQ CC No.	:
		URS No.	:

Evaluation of requirement and impacts by MIS*			
(*For Centralized systems, Corporate MIS)			
Conclusion : changes required as per attachment.			
Change Management Process: <input checked="" type="checkbox"/> Source Code Change <input type="checkbox"/> Configuration Change			
Evaluated by (MIS Designee)	:	<i>r. m. Sanghani</i> 20/8/14	
Approved by (*Head - MIS)	:	<i>DR</i> 20-8-14	Approved by (Head - QA/ *CQ)
			<i>DR</i> 18-08-2014

*Not applicable in case of "Locational" system

Address : Tandalja, Vadodara, Gujarat - INDIA -390 020



Sun Pharmaceutical Industries Limited

CG14/CG6023



CHANGE CONTROL FORM (Computerized Systems)

Prepared By <i>Finkeel</i> 26/04/11	Checked By <i>[Signature]</i> 27/04/2011	Approved By <i>[Signature]</i> 27/04/11
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Change Assessment by MIS			
Configuration Change Type: <input type="checkbox"/> Parameter Change <input type="checkbox"/> Database Object (applicable only when Change Management Process is through Configuration Change)			
Parameter Change Details: (applicable when Configuration Change Type is Parameter Change)			
Parameter Name	Parameter Table / File Name	Old Value (mention NA when parameter is added)	New Value (mention NA when parameter is deleted)
Database Object Change Details: (applicable when Configuration Change Type is Parameter Change)			
Object Type (Function / Trigger / Structure Change / Index)	Database Object Name	Nature of Change (New / Update / Drop)	Object Updated by / Date
Change Implementation Status			
Change implemented <input type="checkbox"/>	Change not implemented <input type="checkbox"/>	Implementation Date:	
Reason, if change is not implemented :			
Approved by/ Date (Head - MIS) :			
Change control Closed by/ Date (*CQ) :		Change control Closed by/ Date (QA) :	

*Not applicable in case of "Locational" system

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Attachment - 1 to Change Control No # CQ14/CS6023

Sr #	Name of Screen / Report	Existing System	Proposed System	Justification For Change
1	Auto leave encashment & Leave lapse	Currently balance days which is been considered is the current balance.	Now we require the balance of any specific date which will be entered by the user. It may or may not include new year additions. Separate option needs to be provided for the same, keeping existing intact. Suggestion will be to provide function to us for passing the balance days to the system, if that is to be done, you need to pass all necessary information required for calculating it to the function.	It's required as per leave policy.

r.m.sanghani
8/8/14