



Change Control Form

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CC No.	IT2015-06	System Name/Module	ERP → ADMIN/HR	System ID	
Initiated by/ Date	vishal Songhani 18/5/15		Issued by/Date	Kamlesh Parmar 18/5/15	

Existing System:	As per attachment - 1		
Proposed System:	As per attachment - 1		
Justification for Change:	As per attachment - 1		
Initiator Approval	vishal Songhani	v.m. Songhani	21/5/15
	Name	Signature	Date
Department head of initiator Approval	G.H. Naik		21-5-15
	Name	Signature	Date

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





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Impact on any other existing functionality (Specify if any financial impact)	NO
Validation and Documentation Impact	NO
Training Required	NO

Approval For Development

Vishal Sanghani	Manager-IT	V.M. Sanghani	21/5/15
Name - Technical Owner	Designation	Signature	Date
G.H. Naik	GM-IT		21-5-15
Name - Functional Owner	Designation	Signature	Date

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	
Approval For Implementation			
Designation	Signature	Date	Date
Name – Functional Owner	Designation	Signature	Date

Attachment - 1 to Change Control No # IT2015-06

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System: ERP ->
ADMIN / HR

Screen / Area : Payroll -> Income tax -> A. Processing, D. Incometax Refund Adjustment, E. Processing for Resign
Emp. Form 16, H. Income Tax ReProcess & I. Split Income Tax Process.

Payroll -> N. Full and Final

Sr #	Existing System	Proposed System	Justification For Change
1	Currently we can process income tax as per one fixed period only for all locations.	At certain locations we have different processing period for income tax process. For example in india period is from april to march, in bangladesh it is from july to june. Necessary changes needs to be done in all options where ever it gets effected, so that processing period should be as per location. It needs to be done in ITM as well as RCP.	It's a statutory requirement, so needs to be done.

Sign: X.M. Sayhan

Date: 21/5/15