



CHANGE CONTROL FORM (Computerized Systems)

Prepared By	Checked By	Approved By
<i>Pinkhal</i> 26/04/11	<i>Pinkhal</i> 27/04/2011	<i>Pinkhal</i> 27/04/11

CC No.	: CS 10112	Initiated by	: Nitesh Pinkhal	Department	: MIS
Issued by	: Pinkhal	Issued on	: 24/12/11	Issued to	: Nitesh Pinkhal
Description of system	ERP			Module	: Admin
Application	Payroll				
Type of system	<input checked="" type="checkbox"/> Centralized <input type="checkbox"/> Locational				

Existing system : Not Available

Proposed system : Attached URS in separate sheet

Justification for change : Manual process needs to convert in the system & track through the system.

EVALUATION FOR REQUIREMENT OF CHANGE

Proposal for change justified: ☒ Yes ☐ No

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

NO GMP Affects/Impact.

Remarks (if any) :

Evaluated by/ date: <i>10/1/12</i> (Dept. Head) <i>Subash</i>	Concurred by/ date: <i>10/1/12</i> (Location MIS Head) <i>Nitesh</i>	Approved by/ date: <i>12/01/12</i> (QA - Head) <i>Subash</i>
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<i>T. Kulkarni</i> 26/04/11	<i>Dr. S. K. Kulkarni</i> 27/04/2011	<i>N. Kulkarni</i> 27/04/11

IMPACT ASSESSMENT			
Impact on	Recommendation	Assessed by / date (Dept. Head)	Concurred by / date (Impacted dept. Head)
Application/ Process	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Validation/ Qualification	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Documents	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Other Systems	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Training	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Regulatory aspects	NO	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12
Any other 1. Function 2. Report 3. Labels 4.	NO.	<i>N. Kulkarni</i> 5.1.12	<i>Dr. S. K. Kulkarni</i> 10/01/12

Approval for execution			
Quality Head	:	Plant Head	:
Date	:	Date	:
Attachments :		*CQ CC No.	:
		URS No.	:

Evaluation of requirement and impacts by MIS*			
(*For Centralized systems, Corporate MIS)			
Conclusion :			
Change Management Process: <input type="checkbox"/> Source Code Change <input type="checkbox"/> Configuration Change			
Evaluated by (MIS Designee)	:	<i>N. Kulkarni</i> 5.1.12	
Approved by (*Head - MIS)	:	Approved by (Head - QA/ *CQ)	:

*Not applicable in case of "Locationat" system



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<i>Prithvi</i> 26/04/11	<i>[Signature]</i> 27/04/2011	<i>[Signature]</i> 27/04/11

Change Assessment by MIS

Configuration Change Type: ☐ Parameter Change ☐ 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 ☐ Change not implemented ☐ 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

Bond Recovery

1. While creating the employee master for new joiners, there should be an option for updating bond recovery period (month format) and recovery amount in the Employee Master.

1. Example:	<u>Period</u>	<u>Amounts</u>
a.	06 months	10000.00
b.	12 months	15000.00
c.	18 months	20000.00
d.	24 months	25000.00
	More than 24 months	0.00

2. To provide additional option in ERP for further updation or making any change in period or amount for bond recovery.
3. If an employee leaves the company before the expiry of the specified bond period (as define in Employee Master) then bond amount should be recovered in the FFS. Any balance bond recovery amount will be available only in HR module.
4. Remark to be shown in FFS: Bond Recovery (In Editable Mode).
5. A prompt option require at FFS confirmation stage as well as FFS voucher creation stage to avoid negative FFS, irrespective of whether Bond amount included in FFS or not.
 - a. Message: FFS is Negative, Do you still like to proceed? | YES | NO |
6. The system should allow user to make the change in bond recovery amt in FFS. So that FFS should not become negative.
7. For retrieving bond amount in FFS, the period will be calculated as below:
 - i. **[Relieving Date - Gratuity Joining Date]**
 - ii. **Calculation:** Similar to Status Change.
 - iii. **Example:** If Gratuity joining date is 07th November 2011 than one month will be completed on 07th December 2011 and bond amount will be Rs 10,000/- In case of relieving date is 08th Dec. 2011 than bond amount will be Rs 15,000/- with reference to below table:

8. Example:	<u>Period</u>	9. <u>Amounts</u>
10.	01 month	11. 10000.00
12.	02 months	13. 15000.00

14. Account code will be 2795 - MISCELLANEOUS INCOME and there will be no tax implication on bond recovery amount.
15. In HR module, we need to provide rights after FFS for doing transaction restricted to Bond recovery only.
16. Rights to be provided in HR module, for waiving bond amount before or after FFS.
17. When employee completes the stipulated bond period, recovery amount should gets auto lapse from the ERP system.
18. Reports will be required based on above development or any change arises in URS. Hence report format will be provided to you at later stage.

For
[Signature]
10/01/12

[Signature]
10/01/12

[Signature]
5.1.12