

Proposed IT Purchase Requisition Approval Hierarchy for the Group

Business Unit	Location	Item Type	Approver1	Approver2	Approver3	Approver4/ Final
Garments	Jinnat	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Zahangir)	DGM-IT & MIS (Mr.Tofail)	Group CIO	COO
		SaaS, Application Software, Software AMC				
		Service PR (Implementation, Training, Repair etc.)				
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset				
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)	Initiator's 1st level supervisor (Mr. Shattajit)	AGM-IT (Mr. Kaziul)		
		IaaS, PaaS, System Software, AMC for Infrastructure				
		Any Project-based Purchase				
		Other IT Service PR (Installation, Repair etc.)- Common Asset				
		All other Current Asset (Spares and Consumables)	Initiator's 1st level supervisor (Mr. Waseq)	AGM-Store (Mr. Salim Juboraj)		
	FFL-U2, Mawna, JKL-U2	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Ashraf Uz Zaman)	DGM-IT & MIS (Mr. Tofail)	Group CIO	COO
		SaaS, Application Software, Software AMC				
		Service PR (Implementation, Training, Repair etc.)				
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset				
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)	Initiator's 1st level supervisor (Mr. Shattajit)	AGM-IT (Mr. Kaziul)		
		IaaS, PaaS, System Software, AMC for Infrastructure				
		Any Project-based Purchase				
		Other IT Service PR (Installation, Repair etc.)- Common Asset				
All other Current Asset (Spares and Consumables)		Initiator's 1st level supervisor (Mr. Ashraf Uz Zaman)	DGM-IT & MIS (Mr. Tofail)			

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Garments	TPWL	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Sultan Kabir)	DGM-IT & MIS (Mr. Tofail)	Group CIO	COO
		SaaS, Application Software, Software AMC				
		Service PR (Implementation, Training, Repair etc.)				
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset				
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)	Initiator's 1st level supervisor (Mr. Shattajit)	AGM-IT (Mr. Kaziul)		
		IaaS, PaaS, System Software, AMC for Infrastructure				
		Any Project-based Purchase				
		Other IT Service PR (Installation, Repair etc.)- Common Asset				
		All other Current Asset (Spares and Consumables)	Initiator's 1st level supervisor (Mr. Sultan Kabir)	DGM-IT & MIS (Mr. Tofail)		
Spinning	Matin Complex (MSML & DTRL)	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Shattajit)	AGM-IT (Mr. Kaziul)	Group CIO	CPO
		SaaS, Application Software, Software AMC				
		Service PR (Implementation, Training, Repair etc.)				
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset				
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
		IaaS, PaaS, System Software, AMC for Infrastructure				
		Any Project-based Purchase				
		Other IT Service PR (Installation, Repair etc.)- Common Asset				
		All other Current Asset (Spares and Consumables)				


3/1/20

Fabric	Mymun Complex	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Nayan)	AGM-IT & MIS (Mr. Shakir)	Group CIO	CEO	
		SaaS, Application Software, Software AMC					
		Service PR (Implementation, Training, Repair etc.)					
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset					
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)	Initiator's 1st level supervisor (Mr. Atiq)	AGM-IT (Mr. Kaziul)			
		IaaS, PaaS, System Software, AMC for Infrastructure					
		Any Project-based Purchase					
		Other IT Service PR (Installation, Repair etc.)- Common Asset					
		All other Current Asset (Spares and Consumables)	Initiator's 1st level supervisor (Mr. Saidul)	GM-Store (Mr.Sadequul Islam)			
Testing Service	Mymun Complex	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Nayan)	AGM-IT & MIS (Mr. Shakir)	Group CIO	COO	
		SaaS, Application Software, Software AMC					
		Service PR (Implementation, Training, Repair etc.)					
		Other IT Service PR (Installation, Repair etc.)-Person Based Asset					
		Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)	Initiator's 1st level supervisor (Mr. Atiq)	AGM-IT (Mr. Kaziul)			
		IaaS, PaaS, System Software, AMC for Infrastructure					
		Any Project-based Purchase					
		Other IT Service PR (Installation, Repair etc.)- Common Asset					
		All other Current Asset (Spares and Consumables)	Initiator's 1st level supervisor (Mr. Saidul)	GM-Store (Mr.Sadequul Islam)			

Signature

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Thread & Accessories	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Nazmul)	AGM-IT (Mr. Kaziul)	Group CIO	COO CEO
	SaaS, Application Software, Software AMC				
	Service PR (Implementation, Training, Repair etc.)				
	Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
	IaaS, PaaS, System Software, AMC for Infrastructure				
	Any Project-based Purchase				
	Other IT Service PR (Installation, Repair etc.)- Person Based & Common Asset				
	All other Current Asset (Spares and Consumables)				
Ceramics Plant	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Shattajit)	AGM-IT (Mr. Kaziul)	Group CIO	GM, Planning
	SaaS, Application Software, Software AMC				
	Service PR (Implementation, Training, Repair etc.)				
	Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
	IaaS, PaaS, System Software, AMC for Infrastructure				
	Any Project-based Purchase				
	Other IT Service PR (Installation, Repair etc.)- Person Based & Common Asset				
	All other Current Asset (Spares and Consumables)				
Pharma Plant	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Dewan Shamsul Huda)	AGM-IT (Mr. Kaziul)	Group CIO	Site Head
	SaaS, Application Software, Software AMC				
	Service PR (Implementation, Training, Repair etc.)				
	Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
	IaaS, PaaS, System Software, AMC for Infrastructure				
	Any Project-based Purchase				
	Other IT Service PR (Installation, Repair etc.)- Person Based & Common Asset				
	All other Current Asset (Spares and Consumables)				




Sylhet-EZ	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Imrul/Mr. Rajib)	AGM-IT (Mr. Kaziul)	Group CIO	
	SaaS, Application Software, Software AMC				
	Service PR (Implementation, Training, Repair etc.)				
	Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
	IaaS, PaaS, System Software, AMC for Infrastructure				
	Any Project-based Purchase				
	Other IT Service PR (Installation, Repair etc.)				
	All other Current Asset (Spares and Consumables)				
Corporate	Fixed Asset (IT Office Equipment - Laptop, Desktop, Printer, Audio-Visual i.e., person-based)	Initiator's 1st level supervisor (Mr. Imrul/Mr. Rajib)	AGM-IT (Mr. Kaziul)	Group CIO	
	SaaS, Application Software, Software AMC				
	Service PR (Implementation, Training, Repair etc.)				
	Fixed Asset (IT Infrastructure - Server, Storage, Switch, Router, Printer, Audio-Visual etc. i.e., common use)				
	IaaS, PaaS, System Software, AMC for Infrastructure				
	Any Project-based Purchase				
	Other IT Service PR (Installation, Repair etc.)				
	All other Current Asset (Spares and Consumables)				
	Outsourced IT Service PR (ISP, Printing etc.)	AGM-IT (Mr. Kaziul)			

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Addendum for SAFETY & SECURITY Items						
Business Unit	Location	Item Type	Approver1	Approver2	Approver3	Approver4/ Final
All Unit	All Location	Any Project-based Purchase of Fire & Safety Items	Initiator's 1st level supervisor	Respective Unit Head of Safety & Security	Group Head of Safety & Security	Respective CxO
		Fixed Asset (Fire & Safety)				
		Service PR (Fire & Safety)				
		Fixed Asset (Surveillance System i.e., Data Center, Server, Storage, CCTV, Monitor etc.)	Initiator's 1st level supervisor (Respective Unit/Location)	AGM-IT (Mr. Kaziul)	Group CIO	
		Any Project-based Purchase of Surveillance System.				
		Service PR (Surveillance System i.e., Data Center, Server, Storage, CCTV, Monitor etc.)				
		All other Current Asset (Spares and Consumables)	Initiator's 1st level supervisor (Respective Unit/Location)	Head of Store		


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