

Ref: IPTS/ [Ticket #506]

To,
Newgen Technology Ltd.
Block F, Lalmatia,
Dhaka

Change Control Request Form

General Information			
Requestor(s) Name			Date
Mr. Habib, Manager IT.			17 March 2021
Office			
Babylon Group 2-B/1, Darussalam Road, Mirpur, Dhaka-1216, Bangladesh			
Contact	Phone	Email	Fax
Mr. Habib.	+8801784398913	habib@babylon-bd.com	880-2- 8032949

Change Request Definition -

Description - Describe the proposed change. For LC Management System of BGL/AFL/AKL/BCL/ATL

Minor Change Request	Major Change Request
<p>1. For BGL Procurement user</p> <p>1.1. Have facilities to export PO data from Prottay procurement module.</p> <p>1.2. IPTS has import facilities of that excel file to create an system generated Purchase order.</p>	



Justification - Justify why the proposed changes should be implemented.

Change Request Definition -

~~In section- Major changes (point 1-8 except point # 6) and issues in minor section expected to be completed by 30th of this month.~~

Impact of Not Implementing – Explain the impact if the proposed change is not implemented.

Change Request Final Management Approval

Final Approval Date	Name & Signature	Title	Recommendation
16 March 2021	Md. Hasanuzam Shumon 	Jr. Manager	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
16 March 2021	Habib Matlur Rahman 	Manger (IT)	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject

Special Instructions – Provide any additional information regarding the final recommendation.