

Ref: IPTS/ [Ticket # 572]

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

Change Control Request Form

General Information			
Requestor(s) Name			Date
Mr. Habib. Manager IT.			05 Apr 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
<ol style="list-style-type: none"> User didn't save their PO as a draft mode, as a result, they have to wait for a long duration to complete the PO. Sometimes they have to wait for 30 to 40 minutes times to complete a single PO. User can save their PO as System generated Draft PO number. <ol style="list-style-type: none"> The Draft PO should be marked as "Draft Mode" during print. All "Draft Mode" PO should have different PO number example " DR-AKL-00001" If Draft Mode move to System PO, then Draft PO number shall be replace with System Generate PO. 	

Justification – Justify why the proposed changes should be implemented.

Change Request Definition -

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

Change Request Final Management Approval

Final Approval Date	Name	Signature	Recommendation
5-4-21	Md. Hasanuzam Shumon Jr. Manager		<input type="checkbox"/> Approve <input type="checkbox"/> Reject
05-4-21	Habib Matiur Rahman Manager		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject

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