**Ref: KGERP-201910-001 Date: 12 Oct 2019**

**KG-ERP Change Request**

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Requested by : **HOD - HR & Admin**

Requested Change : **Change in HR Attendance, Leave & On field approval**

**Details Points:**

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| **SL** | **Topics** | **Remarks** |
| 1. | Employee can able to apply within 3 days after availed where HR admin status will auto Approved if Line manager approved. But if 3 days over after availed then it will require both line manager and HOD-HR & Admin approval. |  |

**Approval of HOD-IT Approval of HOD - HR & Admin**