**Ref: KGERP-201910-002 Date: 10 Oct 2019**

**KG-ERP Change Request**

**­­**

Requested by : **Group Managing Director (GMD)**

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

**Details Points:**

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| **SL** | **Topics** | **Remarks** |
| 1. | Attendance and On-field will be separate menu. |  |
| 2. | Under On-field, Field Duty / Movement and Tour will be separate submenu |  |
| 3. | Manager Approval for Attendance.   * Data need to be more organized. |  |

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