**ERP Changed Request**

Requested Date: **201910001**

Date: **10 Oct 2019**

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

Requested Change: **Change in ERP System**

Details Points:

1. In Attendance menu, For Manager Time Approval, Menu should be (**Field duty & Tour**) and sub menu should be (**i. Manager Field Duty Approval** & **ii**. **Manager Tour Approval**.)
2. Leave, on field Duty, Attendance Modify (Manager Time Approval will be effective up to next 3 days).

3. Menu assigns requisition form needed (with Manager Authorization and HR Authorization)

**Signature of HRD Admin Signature of HOD IT**

**Date: Date:**