

# DIAS Project – Approval Workflow

## 1. Standard Request Workflow

### Stepwise Approval Flow:

1. **User creates request**
2. **Price check:**
  - If **< ₹3000** → goes to **Pre-HOD** (HOD skipped)
  - If **≥ ₹3000** → goes to **HOD** (Pre-HOD skipped)
3. **BU Head approval:**
  - If **BU Head = HOD**, auto-approved
4. **Cost Admin 1 approval**
5. **IT approvals in sequence:**
  - IT Head 1 → IT Head 2 → IT Head 3 (**Final Approval**)

### Notes:

- Price determines whether Pre-HOD or HOD approval is required.
  - BU Head approval can be auto-approved if same as HOD.
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## 2. Non-Standard Request Workflow

### Stepwise Approval Flow:

1. **User creates request → Cost Admin 1**

2. **Cost Admin 1 decision routing:**

- **HOD selected** → goes only to HOD (BU Head skipped)
- **BU Head selected** → goes to both HOD & BU Head
- **Finance selected** → goes to CFO or CFO + GCFO

3. **Cost Admin 2 approval**

4. **User reconfirmation**

5. **Price check:**

- If **< ₹3000** → Pre-HOD
- If **≥ ₹3000** → HOD

6. **Finance approval:** CFO / GCFO as selected

7. **IT approvals:**

- IT Head 1 → IT Head 2 → IT Head 3 (**Final Approval**)

**Notes:**

- Finance routing depends on Cost Admin 1 selection.
- User reconfirmation ensures correctness before final approvals.

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## 3. New Recruit Request Workflow

**Stepwise Approval Flow:**

1. **User creates request** → **BU Head must be selected at creation**
2. **Workflow follows Non-Standard request steps:**
  - Cost Admin 1 → Cost Admin 2

- User reconfirmation
- Price-based approval → Pre-HOD (< ₹3000) / HOD (≥ ₹3000)
- Finance approval → CFO / GCFO
- IT approvals → IT Head 1 → IT Head 2 → IT Head 3 (**Final Approval**)

**Notes:**

- BU Head selection is mandatory for New Recruit requests.
- Otherwise identical to Non-Standard request workflow.