



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor,

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सी.आई.एन. / C.I.N.: U17232WB1971GOI027958



Ref. No.JCI/IT/2018-19

Date: 03.09.2018

OFFICE ORDER

Application / Software Coding files and database structure backup of all the applications (web/stand-alone/mobile) are to be preserved in appropriate conditions.

Backup with proper identification in non-rewritable media is advised to be submitted to CMD's Secretariat within 04/09/2018 (AN).

Whenever any changes are required to be made, following supporting documents are to be placed before Competent Authority (CMD) through HoD for his personal approval -

1. User's Requirement(s)
2. Severity of the issue(s)
3. Application coding / PL-SQL files are to be affected for incorporating the required changes
4. Human Resource(s) to be involved in incorporating changes in coding structures
5. Tentative time requirement


Upon getting personal approval from the CMD any process of change will be permitted.

Upon completion, it will be User Department's responsibility to test in collaboration with IT-team and provide UAT (User Acceptance Test) Report before making changes live.

If at any point of time, it is found that any coding has been altered without the prior approval of CMD, concerned AM-IT / IT Officer will be held responsible.

This will come into force with immediate effect.

This has the approval of competent authority.


A. Chakraborty
C (V&A)

For distribution to:-

CMD's Secretariat- For Information to CMD

Advisor(O/M)

DGM(O/M)

Sr.Mgr.(Fin)/ Sr.Mgr.(IPC)

Managers

Dy.Managers

Asst. Managers

ITOs

Notice Board/Guard File

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