

Capital Expenditure Document

Revised Budget FY 2024-2025

1. Project/Asset Information

Department	_____
Project/Asset Title	_____
Reference Number	_____
Location	_____
Requested by	_____
Date of Request	____/____/____

2. Description & Justification

Brief Description of Project/Asset:

Reason/Justification for Revision:

3. Financial Summary

Description	Original Budget (₹)	Revised Budget (₹)	Variance (₹)
Equipment/Asset Cost	_____	_____	_____
Installation & Commissioning	_____	_____	_____
Other Costs	_____	_____	_____
Total	_____	_____	_____

4. Approval & Remarks

Remarks:

Prepared by

Date: ____/____/____

Reviewed by

Date: ____/____/____

Approved by

Date: ____/____/____

Important Notes

- This document supports requests for revision in capital expenditure for the current financial year.
- All figures should be supported with detailed calculations and relevant quotations if available.
- Ensure proper justification is provided for all revisions with supporting documents attached.
- Signatures of prepared, reviewed, and approving authorities are mandatory for processing.
- Keep a digital and physical copy of this document for audit and compliance purposes.