

# 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:

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Reason/Justification for Revision:

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### 3. Financial Summary

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

### 4. Approval & Remarks

Remarks:

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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.