

Annexure I

Fiscal Budget Revision â€“ FY 20XX-XX

Department/Unit: _____

Summary of Budget Revision

Serial No.	Head of Account	Original Budget (INR)	Revised Budget (INR)	Increase/Decrease (INR)	Remarks
1	Salaries and Wages	4,000,000	4,200,000	+200,000	Additional hires
2	Office Expenses	600,000	580,000	-20,000	Cost rationalization
3	Travel & Training	500,000	450,000	-50,000	Remote work adoption
4	Projects/Programs	2,000,000	2,300,000	+300,000	New initiatives
5	Others	300,000	270,000	-30,000	Miscellaneous savings
Total		7,400,000	7,800,000	+400,000	

Reason(s) for Revision

The revision in the fiscal budget is necessitated due to unforeseen hiring requirements, rationalization of operational expenses, adoption of remote work leading to lower travel costs, and the initiation of new projects as per recent strategic directives.

Approval

Name	Designation	Signature	Date
_____	_____	_____	____ / ____ / 20XX

Important Notes:

- This annexure should accompany all fiscal budget revision requests.
- All figures must be verified and reviewed for accuracy before submission.
- Clearly state reasons for both increases and decreases in budget heads.
- Appropriate approvals must be obtained to validate the revised budget.
- Maintain this document as part of official financial records for audit purposes.