**To: MD & C.E.O DATE:**

**Approval request of Change in Capital Budget**

|  |  |
| --- | --- |
| Department |  |
| Job code & description |  |
| New Description  (*in case of newly added item or description change*) |  |
| Approved yearly budget as of now(A) |  |
| Required additional budget (B)  (*mention Job code also from which Budget is to be transferred in case of transfer*) |  |
| Required yearly budget (A)+(B) |  |
| Reason of request |  |
| To be approved by |  |

HOD DGM-Projects ED / WTD\*

MD & CEO

The original copy should be returned to requesting department and one photo copy should be passed to FAC to input the budget into the system.

\*Note : For Marketing –ED-Marketing

R&D WTD-R&D

Finance WTD &CFO

Plant ED-W