

To: MD & C.E.O

DATE:

**Approval request for change in Revenue budget**

Department	
Description of expense	
Jobcode	
Approved yearly budget as of now(A)	
Required additional budget(B)  <i>(mention jobcode from which budget is to be transferred in case of transfer)</i>	
Required yearly budget(A)+(B)	
Reason of request	
To be approved by	

HOD

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