

Annexure I**Revenue Budget Calendar – RE Current Year & BE Next Year**

The details of Revenue Budget are collected from all the units and are then compiled at H.O. and put up to Board for its approval. The following timelines shall be maintained for the preparation of the budget:

Sl. No.	Details of the Process	Role / Responsibility	Calendar
1	Fixation of Physical targets and likely selling price for Revenue Budget	PC Dept & Commercial Dept	15 June
2	Issue of Circular to units for preparation of Revenue Budget	B&C section, HO	1 st week of July
3	Submission of Budget by Projects / Units RO (Based on 3 months Actual + 9 months Estimate)		By 31 st August
4	Consolidation of Budget received from Projects	B&C section, HO	By 15 th September
5	Submission to Audit Committee / Board for approval	Finance dept, HO	By 30 th September-15 th November
6	Intimation of Approved Budget to Units		By 30 th November

Capital Budget Calendar – RE Current Year & BE Next Year

The following timelines shall be maintained for the preparation of the budget:

Sl. No.	Details of the Process	Role / Responsibility	Calendar
1	Issue of Circular to concerned HoDs / Package In-charges etc. for preparation of Capital Budget	B&C section, HO	First week of July
2	Capital Budget under 'New Projects', 'Continuing Projects', 'Ongoing Works' to be submitted by projects / unit /RO to H.O. PC department / Executing department by 1 st August		By 1 st August
3	Review of Budget proposals by executing dept forwarding to Finance department at H.O.	Executing dept	By 31 st August
4	Consolidation of proposals and approval of CMD for Item-wise Budget	B&C section, HO	By 15 th September
5	Submission of Capital Budget to NMDC Board	Finance dept, HO	By 30 th September-15 th November
6	Intimation of Approved Budget to projects / unit /RO Units	B&C section, HO	30 November

Annexure III

NMDC Limited

New Works / Procurement Catalogue for the years RE 20__ & BE 20__

Project / Unit RO: _____

Rs. Crores

Sl. No.	Name of the items	Year of Sanction	Original Sanction value / Revised Approval	Expenditure incurred up to March 20__ (PY)	Amount required for balance works	Amount sanctioned under RE 20__	Amount sanctioned under BE 20__	Remarks
1	2	3	4	5	6(4-5)	7	8	9
A.	New Works / Procurement			NA				
	Sub Total							
B.	Ongoing Works							
	Sub Total							
C.	Grand Total							

Annexure IV

NMDC Limited

Proposal for inclusion of New Works / Procurement for the years RE 20__ & BE 20__

Project / Unit/RO: _____

Rs. Crores

Sl. No.	Name of the items	Work / Procurement proposed	Proposed Tenure / Duration	Proposed Total Cost for Sanction	Amount proposed under RE 20__	Amount proposed under BE 20__
1	2	3	4	5	6	7
_____ Signature of Proposing Department Head			_____ Signature of Concurring Officer		_____ Signature of Head of Unit / Project / RO	

Note: Item wise detailed Justifications / Remarks of the concurring officer and approving authority shall be furnished along with the above statement.

Annexure V

NMDC Limited

Proposal for inclusion of Ongoing Works / Procurement for the years RE 20__ & BE 20__

Project / Unit: _____

Rs. Crores

Sl. No.	Name of the items	Year of Original Sanction	Original Sanction Amount	Revised Value	Expenditure incurred up to March 20__ (PY)	Balance Fund Required for Completing Work	Amount sanctioned under BE of Current Year	Amount proposed under RE 20__ (Current Year)	Amount proposed under BE (Next Year)	Remarks by proposing department	Remarks of Concurring Officer
1	2	3	4	5	6	7	8	9	10	11	12
_____ Signature of Proposing Department Head Date: _____				_____ Signature of Concurring Officer Date: _____			_____ Signature of Head of Unit / Project / RO Date: _____				

Note: Remarks of the Proposing department, Concurring Officer and Approving Authority shall be attached to the above statement if required.

NMDC Limited
EMERGENCY CERTIFICATE

Project / Unit: _____

1. Nature of Emergency : _____
2. Details of Loss occurred, if any : _____
3. Financial & Legal implications of event : _____
4. Steps taken for mitigation of loss : _____
5. Details of engagement of agency for
executing emergency measures : _____
6. Remarks : _____

Certified that the above details are true to the best of my knowledge and belief and the steps taken above were taken in good faith to _____ in the best interest of Company.

Signature of Head of Project / Unit

Date: _____

Place: _____

