



प्रधान मुख्य आयकर आयुक्त, आं. प्र. व तेलंगाना का कार्यालय  
**Office of the Pr. Chief Commissioner of Income Tax ,**  
9<sup>th</sup> Floor, C-Block, I.T. Towers, Masabtank , Hyderabad – 500 004  
☎ : 040 – 23425492

F.No. Pr.CCIT/ Guard file/Accts./2019-20

Date : 17-02-2020.

To,  
All the Head of Offices/ DDOs,  
A.P. & Telangana, Hyderabad

Sir/Madam.

Sub: Request to submit arrear bills & Supplementary bills separately  
Instructions – Regarding.  
Ref: ZAOs letter No:ZAO/CBDT/EA-II/NPS/2019-20, Dated:10-1-2020  
-oOo-

With reference to the above,

The undersigned is directed to forward the copy of letter No:ZAO/CBDT/EA-II/NPS/2019-20, Dated:10-1-2020 issued by Senior Accounts Officer, CBDT, Hyderabad regarding submission of Arrear Bills & Supplementary Pay bills separately to adhere for necessary action.

Yours faithfully,

(एन.एस.प्रेम कुमार/N.S. PREM KUMAR)  
प्रशासनिक अधिकारी (डी डी ओ)  
Administrative officer (DDO)  
प्रधान मुख्य आयकर आयुक्त, हैदराबाद  
O/o.Pr.CCIT, Hyderabad.

Copy to Sr.AO, O/o ZAO,CBDT,Hyderabad

**ZONAL ACCOUNTS OFFICE**  
**CENTRAL BOARD OF DIRECT TAXES, BASHEERBAGH**  
**HYDERABAD**

Lt.No. ZAO/CBDT/EA-II/NPS/2019-20/

Dt: 11-02-2020

To,  
The Pr. Chief Commissioner of Income Tax,  
Central Board of Direct Taxes,  
Hyderabad.

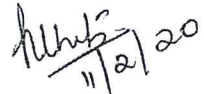
Sir,

Sub: Request to submit arrear bills & supplementary bills separately- Reg.  
Ref: Lt. No. ZAO/CBD/EA-II/NPS/2019-20/ dated: 21-01-2020.

It is observed that pay arrears arising due to promotion/MACP/advance increment are being claimed along with regular salary in pay bills. Pay arrears can be processed only after scrutinizing service books. This is causing delay in processing pay bills which are time bound. It is requested to submit pay arrear bills separately along with service book before 20<sup>th</sup> of the month.

You are requested to issue necessary instructions to all the DDO's to facilitate processing of bills on time.

Yours faithfully,



(K CHITRA)

Sr. Accounts Officer