



Office of the
Pr. Chief Commissioner of Income Tax, AP & TS
Finance Section, 9th Floor, D Block, I.T. Towers, AC Guards,
Masab Tank, Hyderabad – 500004

No. Pr.CCAP/Budget/Addl. Funds/2018-19

Dated: 18/09/2018

Sub: Grant of Additional Funds under various heads for F.Y.2018-19 - Reg.

It is to bring to your notice that in the current financial year 2018-19, the funds allocated were not utilized properly due to improper planning and incorrect projection of expenditure resulting in unutilized funds in some offices and excess utilization (more than allotment) in other offices. In order to avoid such a situation, it is proposed to assess the correct expenditure incurred/requisite budget for clearing the pending bills under various heads along with recurring expenditure for smooth running of the office. It may be noted that the bills that were not passed due to lack of funds, will be given top priority. The requirement of funds may be projected with sufficient details for undertaking the same.

2. In this connection, the DDOs are directed to submit the requisition of funds as per pro-forma enclosed before 1st of the every month so that it can be considered in the next allocation.

(i) Requisitions for Grant of Additional Budget & Head wise expenditure incurred for F.Y.2018-19 under all the heads of account as per **Pro-forma-I** enclosed.

3. The Official email address & DDOs Mobile Number and Office Fax number.

4. The DDOs are directed to strictly comply with these directions, failing which **apt action** may be taken.

(N. RAVI BABU)

Additional Commissioner of Income Tax,
(H.Qrs)(Admn.) & (Vig.)
O/o. Pr. Chief Commissioner of Income Tax,
AP & TS, Hyderabad.

Encl: As above.

To
All the DDOs under the Budgetary control of
the Pr. Chief Commissioner of Income Tax, AP & TS,
Hyderabad.

Proforma-1													(Amount in rupees) ***				
SL. NO	DISCRPTION	SALARY	OE (Gen)	ITI Con	OE(ITT)	MEDICAL	DTE	RRT	PROFES- SIONAL SERVICES	ADVER- TISING & PUBLICITY	Publi- cation	WAGES	OTA	MINOR WORKS	OTHER ADMINI- STRATIVE EXPENSES	SWACH- HAT ACTION PLAN (SAP)	DEPAT CANTEEN OTHER ADMIN- STRATIVE EXPENSES
1	Funds allocated so far F.Y.2018-19																
2	Budget utilised so far																
3	Balance available																
4	Pending Bills (bill wise details should be enclosed)																
5	Funds required (after reducing balance available)																
Note *** All figures should be in actuals																	

(N. RANJAN)
 Addl. Commissioner of Income Tax
 (H.Os) (Admin. & Vig.)
 O/o. Pr. Chief Commissioner of Income Tax
 A.P. & Telangana, Hyderabad.