



प्रधान मुख्या आयकर आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,**

आंध्र प्रदेश एवं तेलंगाना/Andhra Pradesh &Telangana,  
१०थ फ्लोर , इनकम टैक्स टावर्स / 10<sup>TH</sup> Floor, Income Tax Towers,  
एसी गार्ड्स , हैदराबाद /AC Guards, Hyderabad – 500 004,  
Tel. /Fax No. 040 – 23425474/23241427/23240403.

F.No. Pr.CCIT/AP & TS/Estt./Misc. Correspondence/2024-25/41 Date: 21.03.2025

**OFFICE ORDER**

**Sub: offices to remain open on 22<sup>nd</sup>, 23<sup>rd</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> March, 2025- Reg.**

Vide letter dated 19.03.2025, the Pr.DGIT (Admn. & TPS), Delhi has conveyed that the Directorate of Expenditure Budget has moved proposals for the re-appropriation of funds under various Object Heads, with approval expected by the end of the week. In this regard, it has been directed that offices remain open on 22<sup>nd</sup>, 23<sup>rd</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> March 2025, to ensure smooth uploading of ebills and presentation of the same before the respective ZAOs.

In this regard, I am directed to request all Heads of Department (HODs) and Heads of Office (HoOs) of Andhra Pradesh & Telangana region, to keep all the Income Tax offices open on **22<sup>nd</sup>, 23<sup>rd</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> March 2025** to facilitate the timely processing and submission of bills/ebills to the respective ZAOs.

Further, I am directed to request all Drawing and Disbursing Officers (DDOs) to ensure that:

1. All pending bills are kept ready for immediate processing as soon as the funds are released.
2. The timely submission of bills is made to the concerned ZAOs without any delay.
3. The allocated funds are fully utilized, and any possibility of surrendering funds is avoided.

Yours faithfully,

  
(V A T V Kumar)

Dy. Commissioner of Income Tax (H.Qrs)(Admn.)

O/o. Pr. CCIT, AP&TG, Hyderabad.

प्रधान मुख्या आयकर आयुक्त का कार्यालय, आंध्र प्रदेश एवं तेलंगाना

Encl: As above

**Copy to:**

1. The CCIT, Hyderabad
2. The CCIT, Vijayawada
3. The CCIT, Visakhapatnam
4. The DGIT(Inv.), Hyderabad
5. All the Heads of the Department
6. All the Heads of the Offices
7. To be uploaded in the website: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)



भारत सरकार

GOVERNMENT OF INDIA

कार्यालय, प्रधान आयकर महानिदेशक (प्रशासन एवं करदाता सेवाएं)

Office of The Pr. Director General of Income-tax (Admn. & TPS)

मयूर भवन, ५वीं मंज़िल कनाट सर्कस, नई दिल्ली-110001

Room No. 513, fifth floor, Mayur Bhawan, Connaught Circus, New Delhi-110001

फ़ोन / Phone: (011) 2341 2480/2341 1289, Fax/फैक्स: 901112341 1264

ईमेल/Email: [delhi.pdgit.admin.tps@incometax.gov.in](mailto:delhi.pdgit.admin.tps@incometax.gov.in)

फ सं प्रधान. आय. महा. (प्रशा एवं टी पी एस)/2024-25/

दिनांक 19/03/2025

To All the BCAs,

Sub: Offices to remain open on 22nd, 23rd, 29th, 30th & 31st March 2025 reg.

This is to bring to your kind notice that the Directorate of Expenditure Budget has moved proposals for re-appropriation of funds as per the requirement indicated by the BCAs in the Google Sheets, into the following Object Heads:

- Fuel & Lubricants
- Professional Services
- Repair & Maintenance
- Office Expenses

Due to the heavy workload in the Ministry, the approval is taking longer than usual, however, it is expected that approval should come by the end of the week.

2. In this regard, last minute allocation of funds and the requirement for immediate utilisation of the same will be the top most priority for the Department. Hence, it may be ensured that all DDOs keep the requisite pending bills ready and In-hand, such that as soon as the funds are released, the bills can be immediately uploaded/presented to the ZAO.

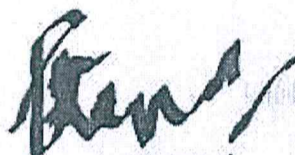
3. To ensure smooth uploading of the eBills and presentation of the same before the respective ZAOs, Offices may be kept open on the ensuing weekends and holidays

i.e. on 22nd, 23rd, 29th, 30th and 31st March and the DDOs along with the HODs attend Office to ensure that all pending bills for which funds are allocated are duly presented to the ZAOs in a timely manner.

4. The Hon'ble Chairman CBDT desires that maximum effort is made in *utilisation of the allocated funds and surrender is avoided at all costs.*

5. Lastly, all BCAs are requested to ensure that bills pertaining to funds allocated yesterday i.e. 18/03/2025 from the 1st reappropriation under Medical Expenses and Domestic Travel Expenses are uploaded/presented to the concerned ZAOs latest by Friday, 21st March, 2025.

Yours sincerely,



(Prawn Kumar)  
Pr. DGIT(Admn. & TPS),  
Delhi