



Office of the Pr. Chief Commissioner of Income Tax, AP & TS
9th Floor, C Block, I.T. Towers, AC Guards, Masab Tank, Hyderabad - 500004.
Tel.No: 040- 23425236 & Fax No: 040 - 23425199

F. No. Pr.CCIT, AP&TS/ITO(F)/RE & BE/2023-24

Date: 31.07.2023

To

All the DDOs working under Budgetary Control of The Pr. CCIT, AP & TS, Hyderabad.

Sir/Madam,

Sub: Request for data for preparation of Revised Estimates (R.E.) 2023-24 and Budget Estimates (B.E.)- 2024-25 -reg.

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Please refer to the above.

2. I am directed to request you to submit the Revised Estimates (R.E.) for F.Y.2023-24 and Budget Estimates (B.E.) for F.Y.2024-25 for all the Revenue Heads and Capital Heads in the enclosed proformas (Proforma 1 and Proforma 2) by **07/08/2023** for compilation and onward submission to The Expenditure Budget, New Delhi. **The report for all the DDOs under PCsIT/CsIT charge shall be consolidated at the respective Pr.CsIT/CsIT offices and forwarded to this office.** An advance copy **along with soft copy** of the compiled report may be sent to this office by **07/08/2023** at email id: itofinsec@gmail.com/ hyderabad.ito.hq.fin@incometax.gov.in.

3. Additionally, it is requested that, **brief notes explaining major variations** between B.E. 2023-24 and R.E. 2023-24; as well as between R.E. 2023-24 and B.E. 2024-25 should be furnished in **all cases**, wherever the variations under the items listed in the Statement of Budget Estimates exceed 10% of the B.E. or R.E., as the case may be, whichever is lower. **The justification must be precise not vague or ambiguous** to take the need into consideration. Phrases like "due to less requirement" or "more requirement" will not be sufficient to consider the requirement.

4. Failure on the part of budget framing authorities to draw up realistic estimates attracts adverse comments from Audit/Public Accounts Committee and Parliamentary Standing Committee on Finance. Therefore, it is imperative that every AO/DDO (including your total charge) frame the Revised Estimate and Budget Estimate in the most realistic manner, based on the actual expenses incurred during the first four months (i.e. upto 31st July) of the current financial year. The expenditure under the object head "Salaries" should be treated as 5 months (March to July).

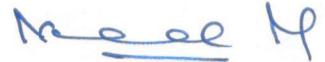
5. It is specifically urged to make sure that the requirements for the object heads "Office Expenses," & under major heads "Information, Computer & Telecommunication(ICT) Equipment,"

and any other heads are correctly assessed when submitting the R.E. 2023-24 and B.E. 2024-25 projections.

6. Further all charges are requested to properly analyze their requirement of funds under the Capital Heads "4075" e.g. (i) Motor Vehicles (ii) Machinery & Equipment (iii) Other Capital Expenditure & (iv) Other Fixed Assets and mentioned in the R.E.-2023-24, so that funds may be provisioned in R.E.-2023-24 and sought in the Supplementary Demands for Grant.

7. An indicative check list is enclosed for ready reference and points mentioned therein may be kept in view while framing the R.E. and B.E.

Yours faithfully,



(M. Murali Mohan)

Addl. CIT (Hqrs.) (Admn. & Vig.)
O/o Pr.CCIT, AP & TS, Hyderabad

Encl. as above

Copy to all the CCsIT, PCsIT, CsIT & SE, Valuation Cell, Hyderabad, EE, Valuation Cell, Vijayawada working under BCA of The Pr.CCIT, AP& TS, Hyderabad for information.

Object Head wise Summary
Grant No. 36 - Direct Taxes

Ministry/Department							(Rs. In thousand)
S. No.	Code	Object Head Name	REVENUE				
			Actuals 2022-23	Total Allocation till date	Expenditure upto July, 2023	R. E. 2023-24	B.E. 2024-25
1	1	Salaries					
2	2	Wages					
3	5	Rewards					
4	6	Medical Treatment					
5	7	Allowances					
6	8	Leave Travel Concession					
7	9	Training Expenses					
8	11	Domestic Travel Expenses					
9	12	Foreign Travel Expenses					
10	13	Office Expenses					
		Rent, Rate & Taxes for Land &					
11	14	Building					
12	15	Royalty					
13	16	Printing and Publication					
14	18	Rent for Others					
15	19	Digital Equipments					
16	21	Materials and Supplies					
17	24	Fuel and Lubricants					
18	26	Advertising & Publicity					
19	27	Minor Civil & Electricals Works					
20	28	Professional Services					
21	29	Repair and Maintenance					
22	32	Contribution					
23	40	Awards & Prizes					
24	41	Secret Service Expenditure					
25	49	Other Revenue Expenditure					
		Swatchh Action Plan					
26	.96.13	(O.E.)- Office Expenditure					
		Total					

- Notes justifying the variation in excess of 10% must be given (Specific requirement if any).
- While utilising funds under the object head "Minor Civil & Electricals Works", HoD's Financial limits must be adhered to.
- Investigation charges must examine fund requirement for State Elections &/or General Election 2024.
- Seprate details in respect of Rents for Others like Motors Vehicles, DG Sets etc. justifying the requisition of funds may be furnished

Grant No. 36 -Direct Taxes

Ministry/Department

(Rs. In thousand)

S. No.	Object Head Name	Actuals 2022-23	Total Allocation till date	Expenditure upto July, 2023	R. E. 2023-24	B.E. 2024 25
	Capital Section					
1(i)	4059 (Project wise)- (Code-72)					
(ii)	4059 (Ready Built-Project wise)					
(iii)	4059- Infrastructural Assets (Code-73)					
(iv)	4059- Lands (Code-78)					
2(i)	4075- Misc. General Services					
(ii)	4075- Motor Vehicles (Code-51)					
(iii)	4075- Machinery & Equipment (Code-52)					
(iv)	4075- Other Capital Expenditure(Code-60)					
(v)	4075-Information, Computer, Telecommunications(ICT) Equipments(Code- 71)					
(vi)	4075-Furniture & Fixture(Code-74)					
(vii)	4075-Other Fixed Assets (Code-77)					
3	4216- (Project wise)- (Code-72)					
	4216 (Ready Built-Project wise)					
	4216- Infrastructural Assets (Code-73)					
	4216- Lands (Code-78)					
4	Total	0	0	0	0	0