



Office of the

Pr. Chief Commissioner of Income Tax, AP & TS  
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F.No.Pr. CCAP/ITO(F)/Budget Expenditure/2020-21

Date: 31/01/2022

To

1. All the DDOs of CCIT, PCsIT and CsIT working under budgetary control of the Pr. CCIT, AP & TS, Hyderabad
2. EE, Valuation cell Hyderabad and Vijayawada

Sub: Submission of Final Requirement (FR) 2021-22 and  
submission of Ten-monthly expenditure Statement - Reg.

\* \* \* \* \*

Please refer to the above.

2. You are directed to submit the Final Requirement and Ten Monthly Expenditure Statement for F.Y. 2021-22 in the enclosed format by 04.02.2022 for compilation and onward submission to The Expenditure Budget, New Delhi. The report must be compiled for all the DDOs under your PCsIT/CsIT charge. The soft copy of the information in MS Excel may also be sent to email ID: [hyderabad.ito.hq.fin@incometax.gov.in](mailto:hyderabad.ito.hq.fin@incometax.gov.in). In case of non-submission of information within the stipulated time, it may not be possible to include the Final Requirement of your charge/office in the finally compiled list of demands which leads to the non-allocation of funds to your charge.

Encl: As stated above.



(M SATISH)

CIT (OSD) (H.Qrs, Admn.& Vig)  
O/o. the Pr. CCIT, AP & TS, Hyderabad

GRANT NO. 34 - DIRECT TAXES - FINAL REQUIREMENT FOR THE YEAR 2021-22  
 NAME OF THE BUDGETARY AUTHORITY:

Annex

OBJECT HEAD	B.E 2021-22	ALLOCATION TILL DATE (2021-22)	EXPENDITURE INCURRED UP TO 31.01.2022	REQUIREMENT FOR REST OF THE YEAR 01-02-2022 TO 31-03-2022 (for Salary it is only till 28-02-22)	TOTAL REQUIREMENT FOR THE YEAR Col (4) + (5)	VARIATION BETWEEN		REASON FOR VARIATION
						SAVING	EXCESS	
1	2	3	4	5	6	7	8	9
Salaries								
Wages								
Overtime Allowances								
Medical Treatment								
Domestic Travel Expenses								
Foreign Travel Expenses								
Office Expenses (Gen)								
Office Expenses (Conv. ITI)								
Rent Rates and Taxes								
Publication								
Other Admin. Expenses								
Advertising & Publicity								
Minor Works								
Professional Services								
Contributions								
Secret Services Expenditure								
Other Charges								
SAP								
Information Technology								
Departmental Canteen								
<b>TOTAL</b>								

(In Thousands of ₹)

