



MOST URGENT

Office of the
Pr. Chief Commissioner of Income Tax, AP & TS
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F. No. Pr. CCAP/ITO(F)/Budget /2019-20

Date: 19/03/2020

To

All the DDOs working under BCA of Hyderabad

Sub: 100 % Utilisation of funds under all the heads -reg.

Please refer to the subject mentioned above.

2. It is observed with grave concern that the fund granted to DDOs under various heads is still not exhausted as on date. At some of the offices bills are not yet prepared and uploaded on the PFMS even after repeatedly informing that the end of financial year is approaching fast.
3. In view of the above, you are directed to adhere to following instructions.
 - (a) Bills for the balance fund under all the heads must be prepared and uploaded on PFMS and also submitted physically to ZAO/FPU by **20/03/2020 @20/03/2020**.
 - (b) There may be a possibility of unutilized fund either due to no pending bills or due to bill amount in excess of the balance fund or due to any other circumstances. In all such cases a surrender letter for unutilized portion of the fund must be given to ITO (Finance) office through e-mail at mail ID itofinsec@gmail.com by **20/03/2020** and also inform telephonically.
4. It is also informed that the ZAO office is working on all Saturdays and Sundays and Gazetted holidays till 31/03/2020. Hence all the DDOS are directed to monitor the utilization of funds on day to day basis and clear the observations pertaining to processing of bills if any at the earliest so as to achieve 100% utilization of funds.

(PEEYUSH SONKAR)
Commissioner of Income Tax (Admn & TPS)
O/o. the Pr. CCIT, AP & TS, Hyderabad

Copy to:

1. **All the Pr.CsIT/CsIT working under the BCA of The Pr.CCIT, AP & TS, Hyd.** – With a request to monitor 100 % fund utilisation.
2. **All the AddlCsIT/JCsIT working under the BCA of The Pr.CCIT, AP & TS, Hyd.** – With a request to monitor 100 % fund utilisation.