



सत्यमेव जयते

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: 24/11/2020

To

The CCIT (ReAC), Vijayawada and Vishakhapatnam  
All the Pr.CsIT/CsIT under BCA of the Pr. CCIT, AP & TS, Hyd  
SE, Valuation Cell, Hyderabad  
EE, Valuation Cell, Vijayawada

Sub: Projection of budget requirements for clearing pending bills  
and Directions for Budget Expenditure for F.Y.2020-21 -reg.

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Please refer to the above.

2. As we are in the third quarter of F.Y.2020-21, the following directions may be issued to all the DDOs working under your charge.

(a) It is observed that in spite of balance fund available under certain object heads at some of the charges, the pending bills are not cleared. All the DDOs are directed to clear the pending bills at the earliest(R) at the earliest. Please take follow up action with ZAOs to clear the bills. Without exhausting the available funds, further allocation will not be done by Expenditure Budget, New Delhi.

(b) If there are no pending bills and further expenditure is not envisaged, you are requested to reallocate the funds among the DDOs working under your charge or surrender the Budget to the ITO (Finance) Office so that the funds can be utilized at other charges.

(c) If the available funds are not exhausted by 20 December 2020, re-appropriation of balance funds will be carried out by this office.

3. **Projection of Budget requirements for Clearing of pending bills:**

It is requested to compile the pending bills of all the offices under your charge( as per the new set up)and submit the budget requirements under all the object heads along with the list of pending bills by **27/11/2020**. While projecting the pending bills following guidelines must be strictly followed.

(a) The balance fund must be taken into consideration before projecting the pending bills.

(b) There is a practice of vendors not submitting vehicle bills, Rent bills, salary bills etc every month resulting in under projection of pending bills. If any vendor has not submitted the bills, the same should be immediately taken from the vendors. All the pending bills till November 2020 must be covered.

(c) **The projection of pending bills must be through respective PCsIT/CsIT. For projection of budget requirements, henceforth new set up of hierarchy post faceless assessment must be followed. Where, it is not feasible to follow new set up, the same should be brought to the notice of this office immediately.**

(d) Only requirements for pending bills as on date must be submitted. For projection of future requirements, a separate format will be issued in due course of time.

4. To avoid rush of expenditure, EB (New Delhi) is likely to impose restriction of expenditure in the last quarter of the F.Y., hence it is requested to direct all the DDOs under your charge to process all the pending bills by 20/12/2020. It is requested to furnish the report on pending bills by **27/11/2020 (R)27/11/2020** so that the required funds can be obtained from EB(New Delhi) in time to clear the pending bills in third quarter itself.



(PEEYUSH SONKAR)

Commissioner of Income Tax  
(Admn & TPS)

O/o. the Pr. CCIT, AP & TS, Hyderabad