



Office of the  
Addl. Commissioner of Income Tax,  
(HQ)(Admn. & Vig.), 10<sup>th</sup> Floor, B Block,  
Income tax Towers, AC Guards, Hyderabad - 500004.  
Tel No: 040-23237682

F.No.Pr.CCIT/Finance /Buget/2019-20

Dated : 06.03.2020

To  
All the Drawing & Disbursing Officers  
Under the Budgetary Controlling Authority of  
Pr.CCIT, AP & TS.

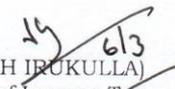
It is hereby intimated that the additional funds are likely to be received from the ADG (Expenditure Budget), New Delhi, hence all the DDOs are requested to kindly furnish the following information by **11.00 A.M. on 09.03.2020**, by mail to **itofinsec@gmail.com**.

UNDER THE HEAD OE (GENERAL)			
	Bills pending for no. of months (since _____)	Amount Payable per month	Total pending bills till February, 2020
	A	B	(AxB)
Essential Services like electricity, telephone and water charges			
Contingent salaries paid under OE General			
Data Entry Operators paid under OE (General)			
Vehicles bills			

**UNDER THE HEAD OE GENERAL (ITI's CONVEYANCE)**

Bills pending since the month of	No. of ITIs working under the DDO	Amount Payable per month	Total requirement
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If the requisite information is not received by the said time, in the prescribed proforma, additional funds will not be allotted presuming that your charge has no pending bills.

  
(SARISH IRUKULLA)  
Addl. Commissioner of Income Tax  
(HQ)(Admin & Vig.),  
O/o. Pr.CCIT, AP & TS.