



सत्यमेव जयते

Office of the

Pr. Chief Commissioner of Income Tax, AP & TS  
Finance Section, 10<sup>th</sup> Floor, B Block, I.T. Towers, AC Guards,  
Masab Tank, Hyderabad – 500004.

Tel. No: 040- 23425460 & Fax No: 040 - 23425199

**MOST URGENT**

F. No. Pr.CCAP/ITO(F)/2018-19

Date: 28/02/2019.

Sub: Reconciliation of Expenditure under the object head 'Salary' for the F.Y.2018-19 – reg.

\* \* \* \* \*

All the DDOs are hereby directed to immediately reconcile the Funds allocated and expenditure incurred under the object head salary up to the February, 2019 (including salary for the month of February, 2019) with the ZAO, CBDT, Hyderabad.

The DDOs are further directed to furnish the reconciliation in the below format and surrender the excess funds, if any, to this office immediately by FAX (FAX No. 040-23425199)

Allocation vis-à-vis expenditure under the object head 'Salary'

(Amount in thousands)

DDO Name	Allocation under object head salary till Grant No.19 dt.27/02/2019	Reconciliation of Expenditure with ZAO, CBDT, Hyderabad up to the month February, 2019 (including salary bill for the month of February, 2019)	Excess Funds, if any, being surrendered	Shortage of Funds***
1	2	3	4	5

The DDOs are personally responsible for any non utilization/ non surrender of funds at the end of the financial year 2018-19.

\*\*\*Allocation of funds will be made to the extent of amount mentioned in column 5, and no surrender of funds out of this amount should arise.

(N RAWI BABU)

Addl. Commissioner of Income Tax  
(H.Qrs) ( Admn. & Vig.).

To

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

Copy to the ZAO, CBDT, Hyderabad for information.