



Office of the

Pr. Chief Commissioner of Income Tax, AP & TS
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F. No. Pr. CCAP/ITO(F)/Budget Expenditure/2021-22

Date: 08/04/2021

To

1. All the PCsIT/CsIT working under budgetary control of the Pr. CCIT, AP & Telangana Charge, Hyderabad
2. All the DDOs working under budgetary control of the Pr. CCIT, AP & Telangana Charge, Hyderabad
3. Val Cell, Hyderabad and Vijayawada

Sub: Working of Budget Requirements for F.Y.2021-22 -reg.

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Please refer to the above.

2. **Projection of Budget for the F.Y.2021-22:** A comprehensive review is being undertaken by this office for working out the budget requirements of all the DDOs under this charge for the F.Y. 2021-22. In view of this, report is to be submitted as per the enclosed format for the requirements under the heads OE (General), Wages, RRT, OE (IT), ITI Conveyance etc after working out the realistic requirements with proper justification. As budget requirements under the head DTE, Medical, Professional Services, Advertisement & publicity etc cannot be estimated in advance, requirements may be forwarded strictly as per the pending bills along with the list of bills.
3. All the DDOS are directed to project the requirement as per the DDO reorganization ordered vide CIT(Admin&TPT), Hyderabad's Order dated 29/03/2021 to respective PCsIT/CsIT .
4. It is observed that, many DDOs have either not registered on GEM portal or not using GEM portal for procuring goods and services. The same was many times objected by ZAO. **Hence, all the DDOS are directed to register and use GEM portal for procurement of Goods and services with immediate effect.**
5. **Proper projection of Requirements.** It was observed in the past that while projecting the requirements, DDOs are either underreporting the

pending bills are over projecting the requirements due to false estimations. The reasons for this inaccurate projections may be attributed to the following.

(a) Vendors are not submitting the bills long after providing the services. In some cases, it is observed that the vendors are taking more than six months for submitting the bills. Hence forth, all the DDOs are directed to take the bills from vendors as soon as the services/items are received.

By 5th of every month, bills for all the expenditure incurred in the previous month must be received by the DDOs and **all the DDOs are directed to submit the list of pending bills to respective PCsIT/CsIT offices and DDOs at PCsIT/CsIT must compile the requirements and forward to ITO(Finance Office) for issue of funds along with the monthly expenditure report by 10th of every month.**

(b) **RRT Bills:** The owners are having the habit of submitting the clubbed bills for several months and in some cases the entire year's rent is submitted in single bill. It is pertinent to mention here that the EB (New Delhi) is monitoring the expenditure on monthly basis. Also, by clubbing the bills of several months, there is a possibility of short fall of funds for clearing the whole bill though some fund is available. It is also observed that the rental agreements are not revived several months after lapse of earlier agreement resulting in underutilization of funds in initial quarters.

In view of the above, henceforth, all the DDOs are directed to receive the rent bill every month and clear the bills on monthly basis subjected to fund availability. Also, where the agreement is coming to an end, action should be initiated well in advance, so that fresh agreement is made immediately after the expiry of earlier agreement.

(c) **ITI Conveyance:** During last financial year enough fund is issued under this head. But, some of the offices have utilized this amount for OE (Gen) bills as the object code head is same. Also, Inspectors and Notice servers have waited for whole year and submitted their bills in the month of March resulting in under reporting of pending bills by DDOs.

(d)

In view of the above, henceforth, all the DDOs are directed to receive the conveyance bill every month and clear the bills on monthly basis subjected to fund availability.

(d) **MEDICAL/DTE:** It is observed that the fund utilization under these heads has not crossed even 50% up to 31 January. Extreme care should be taken while preparing these bills so that observations made by ZAO/FPU are avoided. Also, clear the observations as soon as possible to process the bills.

All the DDOs are directed to clear the bills chronologically as far as possible subject to availability of funds. If the available fund is not sufficient to clear the first bill in chronological order, then the next bills in the order must be cleared so as to optimize the utilization of funds.

(e) **OE(IT)** All the DDOs are directed to give Top Priority to clear the salary bills of Data Entry Operators under this head.

(f) **Professional services:** Requirement against the pending bills was received as late as 29/03/2021 under this head.

All the DDOs are directed to take the pending bills under the head as soon as the services are rendered and project the requirements in time.

(f) **OE (Gen):** While incurring expenditure under this head following priority must be given.

(a) **Electricity/ Water/telephone/Postal and other essential services.**

(b) **Salaries to contingent staff.**

(c) **Salaries of contingents through contractor, security bills, car bills etc.**

6. All the DDOs are directed to strictly adhere to the above instructions. **Further, DDOs of PCsIT/CsIT are directed to compile the requirements received from DDOs working under their charge as per the annexed proforma and project consolidated requirements to this office by 16/04/2021.**

Encl: As above


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

Budget Requirement Projection for F.Y. 2021-22

SI No	OE(General)	per month	for total year	Justification/ Remarks
	Recurring expenditure			
1	office cars			
2	security staff salaries			
3	outsourcing contingent salaries(no of persons _____)			
4	Data entry operators salaries(no of persons _____)			
5	Electricity bills (Take highest bill for the last year)			
6	Water Bills(Take highest bill for the last year)			
7	Telephone Bills (Take highest bill for the last year)			
8	Stationary(details to be provided in justification column)			
9	Any other recurring bills (mention seperately itemwise)			
10				
	Non Recurring Expenditure if any (Complete details along with justification)			
1				
GRAND TOTAL				

SI No	RRT	per month	for total year	Justification/ Remarks
1	Monthly Rent(strictly as per the agreement)			
2	Property tax			
3	Any other expenses (Please specify the details itemwise)			
GRAND TOTAL				

SI No	OE (Information Technology)	per month	for total year	Justification/ Remarks
	Recurring Expenditure			
1	Maintenace			
2	Number of Data Entry Operators paid under this head(no of persons _____)			
3	IT related items (specify the details and give justification)			
	Non-Recurring expenditure if any (Complete details along with justification)			
1				
GRAND TOTAL				

SI No	WAGES	Employed since
	Names of the contingents covered by wages as per the guidelines and temporary staff if any	

SI No	Conveyance to ITI	per month	for total year	Justification/ Remarks
1	Total Number of employees drawing Conv. Allowance _____			

* For Heads under DTE, Medical, Professional Services, Advt & Publicity etc Pending bills are to be projected Head wise in the following format.

SI No	Bill Description	Date of Bill	Amount	Remarks
	Total			