



सत्यमेव जयते

Office of the
Pr. Chief Commissioner of Income Tax, AP & TS
Finance Section, 9th Floor, D Block, I.T. Towers, AC Guards,
Masab Tank, Hyderabad – 500004

No. Pr. CCAP/Budget/2018-19

Dated: 12/02/2019.

Sub: Utilization of Funds under various heads for F.Y.2018-19 - Reg.

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It is noticed that in the current financial year 2018-19, the funds allocated have not been utilized properly due to improper planning and incorrect projection of expenditure resulting in unutilized funds in some offices and excess utilization (more than the allotment) in other offices. In order to avoid such a situation, it is proposed to assess the correct expenditure incurred/requisite budget for clearing the pending bills under various heads along with recurring expenditure for smooth running of the office.

2. In this connection, the DDOs are directed to prepare and submit the pending bills immediately to the ZAO/Field pay unit on or before 20th of February, 2019. The DDOs are further directed to give undertaking regarding pending bills/incurring expenditure for the remaining period i.e. from 21st February, 2019 to March, 2019.

The undertaking must include

1. Description of the bill
2. Amount payable and
3. Total amount under each object head (as per pro-forma enclosed) before 20th of February, 2019.

They are also directed to surrender the funds that are not required for the F.Y.2018-19 immediately.

3. As the above information is essential for requisitioning of the required funds and for avoiding surrender of excess funds in the last minute, the above required report along with undertaking should be submitted by 20th February, 2019 positively failing which the necessary action will be taken.

4. The DDOs will be personally responsible for any non utilization of fund at the end of the year.

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

Encl: As above.

To

1. All the DDOs under the Budgetary control of
the Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad.
2. The Controlling Officers under whom the DDOs are functioning.

Sl. NO	DISCRPTION	SALARY	Proforma													(Amount in rupees)			
			OE (Gen)	ITI Con	OE(ITT)	MEDICAL	DTE	RRT	PROFES- SIONAL SERVICES	ADVER- TISING & PUBLICITY	Publi- cation	WAGES	OTA	MINOR WORKS	OTHER ADMINI- STRATIVE EXPENSES	Contribu- tions	SWACH- HAT ACTION PLAN (SAP)	DEPAT CANTEEN OTHER ADMINI- STRATIVE EXPENSES	
1	Funds allocated so far F.Y.2018-19																		
2	Budget utilised so far																		
3	Balance available																		
4	Bills prepared out of the balance available above and submitted to ZAO/FPU (From 11th Feb, 2019 to 20th Feb,2019																		
4	Pending Bills (bill wise details should be enclosed)																		
5	Funds required upto the March, 2019																		
1. The Pending bills, to the extent of the funds available under the respective Object Heads, have been submitted to the ZAO before 20th February, 2019 (As per list - 1 enclosed)																			
2. The surplus funds have been surrendered to the Pr. CCIT, AP & TS, Hyderabad before 20th February, 2019 (As per list - 2 enclosed)																			
3. The funds retained/requisitioned are essential for clearing the pending bills/meeting the recurring expenditure in the remaining period of the current financial i.e 2018-19 upto March, 2019 and there will, therefore, be no further surrendering of funds in the last minute. (As per list-3 enclosed)																			
The above mentioned three lists have been prepared after carefully ascertaining the actual requirement of the funds.																			
																		DDO's Signature	