



प्रधान मुख्य आयकर आयुक्त, आं. प्र. व तेलंगाना का कार्यालय  
**Office of the Pr. Chief Commissioner of Income Tax ,**

9<sup>th</sup> Floor, C-Block, I.T. Towers, Masabtank , Hyderabad – 500 004

☎ : 040 – 23425492

F.No. Pr.CCIT/ Guard file/Accts./2020-21

Date :21-03-2022.

To,  
All the Head of Offices/ DDOs,  
A.P. & Telangana, Hyderabad

Sir/Madam.

Sub: Non Recovery of Outstanding dues towards the License Fee and  
Water charges in respect of Office Allottees who are residing in  
GPRA Quarters, Gachibowli, Hyderabad- Regarding  
Ref: Letter from AE cum Asst Estate Managar, in No:GPRA-  
Gachibowli/81, Dated:28-02-2022.

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With reference to the above,

The undersigned is directed to forward the copy of Letter from AE cum Asst Estate Manager, Ministry of Housing and urban Affairs, Directorate of Estes, O/o AE-Cum-Assistant Estate Manager, Kendriyasadan, Koti, Hyderabad in No:GPRA-Gachibowli /81, Dated:28-02-2022, Regarding non Recovery of Outstanding dues towards the License Fee and Water Charges in respect of your office allottees who are residing in GPRA Quarters, Gachibowli, Hyderabad.

I am also directed to request to send the recovery schedules towards the Licence fee and water charges of the allottees along with name and Quarter No: of the allottee for entire period of stay at GPRA Gachibowli, Hyderabad in a month wise statement.

This may be treated as MOST URGENT.

Yours faithfully,

(एन.एस.प्रेम कुमार/N.S. PREM KUMAR)

प्रशासनिक अधिकारी (डी डी ओ)

Administrative officer (DDO)

प्रधान मुख्य आयकर आयुक्त, हैदराबाद

O/o.Pr.CCIT, Hyderabad.

Encl: As Above

Copy to The A E cum Asst Estate Manager, Office of the AE-Cum-Assistant Estate Manager, Roo No-  
182,Kendriyasadan, Koti,Hyderabad-95



GOVERNMENT OF INDIA  
MINISTRY OF HOUSING AND URBAN AFFAIRS  
DIRECTORATE OF ESTATES



OFFICE OF THE AE-CUM-ASSISTANT ESTATE MANAGER  
ROOM No.182 KENDRIYASADAN, KOTI, HYDERABAD-95

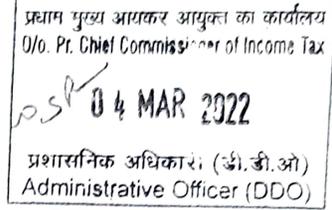
Ph: 040-24605349 E mail: deaemhyd@gmail.com

No: GPRA-Gachibowli/ 81

Dated: 28-02-2022

To

The Administrative Officer/ DDO  
O/o. Principal Commissioner Of Income Tax (AP & TS)  
Account Section, 10<sup>th</sup> Floor, B-Block,  
Income Tax Towers, 10-2-3, AC Guards,  
Hyderabad-500004



Sub:- Non Recovery of Outstanding dues towards the License Fee and Water charges in respect of your office allottees who are residing in GPRA Quarters, Gachibowli, Hyderabad- Reg.

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Sir,

Please refer to the subject cited above. This office has not been receiving the recovery schedules of the allottees attached to your office who are residing at GPRA Gachibowli, Hyderabad. It is requested to send the recovery schedules towards the Licence Fee and Water Charges of the allottees including their names and present Quarter No occupied by the allottee for entire period of stay at GPRA Gachibowli, Hyderabad in a monthwise statement for finalizing the outstanding dues and to issue "Clearance Certificate" / "No Due Certificate" to the allottees.

It is also requested to **withhold 10% of the gratuity** from the officials / allottees towards outstanding dues which can be released after issuing the "No Due Certificate" by this office.

This may be treated as "Most Urgent"

This is for your information and necessary action please.

Yours faithfully,

M. Soren  
25/2/2022  
AE cum Asst Estate Manager