



सत्यमेव जयते

Office of the

Pr. Chief Commissioner of Income Tax, AP & TS

10th Floor, B Block, I.T. Towers, AC Guards,

Masab Tank, Hyderabad – 500004.

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

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

Date: 13/03/2019.

Sub: Utilisation and Reconciliation of funds allocated under Grant No.34 for the F.Y.2018-19 –
Calling for report - reg.

All the DDOs are hereby directed to utilize the Funds allocated under all the object heads in Grant No.34 (up to Grant No.21 dt. 12/03/2019) before 15th March, 2019 immediately.

The DDOs are further directed to furnish the reconciliation statement in the below format and surrender the excess funds, if any, to this office by 15/03/2015 (FAX No. 040-23425199).

Allocation vis-à-vis expenditure under 'all the object heads' (Amount in thousands)

Object Heads	Allocation till date (up to Budget Grant No.21 dt. 12/03/2019)	Reconciliation of Expenditure with ZAO, CBDT, Hyderabad	Excess Funds, if any, being surrendered on 15/03/2019
Salaries			
Wages			
Medical Treatment			
Domestic Travel Expenses			
Foreign Travel Expenses			
Office Expenses (i)General			
(ii)Conveyance charges to iti's			
(iii) ASK			
Rent, Rates & Taxes			
Publication			
Other Administrative Expenses			
Advertising & Publicity			
Minor Works			
Professional Services			
Contributions			
Swachhta Action Plan			
Information Technology (Office Expenditure)			
Other Expenditure Departmental Canteens			

The DDOs are personally responsible for any non utilization/ non surrender of funds on 15/03/2019 and also for non-submission of reconciliation statement for the financial year 2018-19.

(N BAWI 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.