



सत्यमेव जयते

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F. No. Pr. CCAP/ITO(F)/Budget Expenditure/2021-22

Date: 02/02/2022

To

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

Sub: Directions for optimum usage of funds allocated under various object heads for F.Y 2021-22 - Reg.

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Kindly refer to the above subject.

In this regard, it is brought to attention that some of the charges have only spent 50% to 60% of the funds allotted under various object heads. As we entered the final quarter of FY.2021-22, all DDOs must closely adhere to the following instructions.

1. There have been instances where current-year outstanding bills have been carried forward to the following year, affecting the projected expenditure for the following year too. Such a carry forward of pending bills to next year will not be accepted. Hence, fund should be spent conservatively.

2. It is observed that the pending bills are not cleared despite the fact that there is balance fund available under specific object heads with some of the charges and an extra-ordinary rush of expenditure is seen in the last month of the financial year. All DDOs have been instructed to clear all outstanding bills and wherever budget is available, it is requested that pending bills be processed at the earliest. In light of the O.M 0No. 12(15)-B(W&M)/2019 dated 27.12.2019, the Board may strictly observe prescribed limit of expenditure for the rest of the financial year i.e (15% for Feb and 10% for March). Hence, if ZAO returns the bills with observations, prompt action may be taken. Otherwise, the Expenditure Budget, New Delhi will not make any additional allocations until the available funds have been exhausted.

3. If there are no outstanding bills and further expenditure is not envisaged, you are requested to surrender the budget to the respective CITs/ITO(Finance) section so that the funds can be utilized for other charges/offices.

4. The projected budget for coming years can be given only when the allotted funds are effectively utilized and only when funds are surrendered due to events beyond our control. Surrendering of funds at the last minute conveys the perception of projecting the budget without proper assessment of requirement of funds, which leads to restricted budget allocation.

5. Further, in accordance with the circular dated 21.08.2017 issued by the Department of Expenditure, all DDOs are required to adhere to the expenditure guidelines for the final quarter of FY 2021-22 as well as the last month of FY 2021-22.


(C.V. PAVANA KUMAR)
Commissioner of IT (Admn & TPS)
O/o. the Pr. CCIT, AP & TS, Hyderabad.

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