



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.
Tel.No: 040- 23425236 & Fax No: 040 - 23425199

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

Dated: 01/07/2018.

Sub: Utilization of Budget Grants allocated for the F.Y.2018-19
–Calling for **Fortnightly Report** - Regarding.

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All the DDOs are directed to submit a **Fortnightly Report** regarding utilization of Budget Grants allocated so far, expenditure incurred, balance available and pending bills of budget heads mentioned in the **prescribed pro-forma** enclosed, starting from the month of August, 2018, to the e-mail id: itofinsec@gmail.com

2. The time frame for the **Fortnightly Reports** may be adhered to strictly.

(DR RAJENDRA KUMAR)
Commissioner of Income Tax (Admn & TPS),
O/o.the Pr.Chief Commissioner of Income Tax,
A.P.&T.S. Hyderabad.

To
All the DDOs under the Budgetary control of
the Pr. Chief Commissioner of Income Tax, AP & TS,
Hyderabad.

PRO-FORMA						
(Amount in Rupees)						
Sl. No.	Object Head	Amount of Grant allocated so far as on date	Amount utilised against pending bills so far	Balance amount with DDO (unutilised budget grant)	Reasons for not utilising the given budget (each bill wise)	Fresh bills added (Pl. specify the Name of the Bill and amount)
1	Medical Treatment					
2	Domestic Travel Expenses					
3	Publication					
4	Information Technology					
	Total					