



**MOST URGENT**

Office of the  
Pr. Chief Commissioner of Income Tax, AP & TS  
10<sup>th</sup> Floor, B Block, I.T. Towers, AC Guards,  
Masab Tank, Hyderabad – 500004

TELE NO. 040-23425236 FAX:040-23425199 Email: itofinsec@gmail.com

F. No. Pr. CCAP/ITO(F)/Budget /2020-21

Date: 01/03/2021

To

All the DDOs working under BCA of Hyderabad

Sub: 100 % Utilisation of funds under all the heads -reg.

\* \* \* \* \*

Please refer to the subject mentioned above.

2. It is observed with grave concern that the fund granted to DDOs under various heads is still not exhausted as on date. At some of the offices, bills are yet to be prepared and uploaded on the PFMS even after repeatedly informing that the end of financial year is approaching. There is huge amount of balance fund under the heads 'salaries' and 'wages' with most of the DDOs.

3. In view of the above, you are directed to adhere to following instructions.

(a) Bills for the balance fund under all the heads must be prepared and uploaded on PFMS and also submitted physically to ZAO/FPU by **08/03/2021**.

(b) **The last batch of salary bills for the F.Y. 2020-21 are already processed. Hence, the fund under the 'salary' head must be kept only in case of pending applications for LTC. 'Wages' and 'RRT' bills for the month of February must be submitted to ZAO/FPU immediately.**

(c) There may be a possibility of unutilized fund either due to no pending bills or due to bill amount in excess of the balance fund or due to any other circumstances. In all such cases, a surrender letter for unutilized portion of the fund must be given to respective PCsIT/CsIT office and DDOs at PCsIT/CsIT must compile the reports and forward to ITO (Finance) office through e-mail at mail ID [itofinsec@gmail.com](mailto:itofinsec@gmail.com) by **08/03/2021** and also inform telephonically.

4. It is also informed that to avoid last hour rush at ZAO office all the DDOS are directed to monitor the utilization of funds on day to day basis and clear the observations pertaining to processing of bills if any at the earliest so as to achieve 100% utilization of funds.



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

**Copy to:**

1. All the Pr.CsIT/CsIT working under the BCA of The Pr.CCIT, AP & TS, Hyd. –  
With a request to monitor 100% fund utilisation.