



सत्यमेव जयते

Office of the

Pr. Chief Commissioner of Income Tax, AP & TS
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F. No. Pr. CCAP/ITO(F)/2019-20

Date: 29/07/2019

To

All the DDOs working under budgetary control of the Pr. CCIT, AP & TS,
Hyderabad

Sub: Calling of information regarding bills pending and utilization of
fund allocated in the F.Y.2019-20 under various heads -reg.

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All the DDOs are directed to forward the details of pending bills and utilization of funds allocated in F.Y.2019-20 as per the annexed proforma. You are directed to submit the information strictly as per Annexure-I and Annexure-II before 05th August 2019, to estimate the budget requirement and projection of correct budget requirement to the Directorate of Income Tax (Expenditure Budget), New Delhi. It is also brought to your notice that in case of non-submission of pending bills, it will be assumed that no bills are pending as on date.

This may be treated as most urgent.

Encl: As above

(PEEYUSH SONKAR)

Commissioner of Income Tax
(Admn & TPS)

O/o. the Pr. CCIT, AP & TS, Hyderabad

ANNEXURE-I

FINANCIAL YEAR WISE PENDING BILLS

UNDER VARIOUS HEADS

Financial Year: _____

Head: _____

Sl No	Bill description/vendor	Date of the Bill	Bill Amount	Remarks
1				
2				
3				
4				
Total				

ANNEXURE-II

UTILISATION OF FUNDS ALLOTTED IN THE F.Y.2019-20

Allotted Fund: Rs. _____

Head: _____

Sl No	Bill description/vendor against which the funds are utilised	Date of the Bill	Bill Amount	Remarks
1				
2				
3				
4				
Total utilisation				