



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: 10/04/2018

To
All the DDOs under the Budgetary control of
the Pr. CCIT, AP & TS, Hyderabad.

Madam/Sir,

Sub: Grant of Budget for F.Y.2018-19 - reg.

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I am directed to request all the DDOs that pending bills should be given top priority. Any further requirement after Grant No.1 of funds should be made by 15th of the month so that it can be considered in the next allocation made by this office.

2. In this connection all the DDOs are requested to send the following

- (i) *Statement of Reconciliation for the F.Y.2017-18 with ZAO, CBDT, Hyd.*
- (ii) *Requisitions for Grant of Budget for F.Y.2018-19 along with List of Bills and amount under all the heads of account as per pro-forma enclosed.*
- (iii) *Quarterly Expenditure for Quarter ending on 31st March, 2018 (Last Quarter of F.Y.2017-18).*
- (iv) *Monthly Expenditure Statement after reconciliation with ZAO, CBDT, Hyderabad starting from the Month of April, 2018.*

3. Further, I am directed to request **all the DDOs to comply with instructions/directions given by the competent authority** while sending their requisitions.

The official email address & DDOs Mobile Number and Office Fax numbers may be communicated to this office.

Encl: As above.

Yours faithfully,

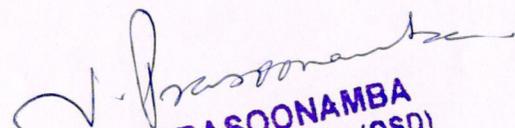
(V. PRASOONAMBA)

Income Tax Officer(OSD)

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

Proforma for Grant of Budget for Financial Year 2018-19								
Sl. No.	Object Head	Pending Bills (Pl. specify the Name of the Bill and amount)	Amount of Grant allocated so far	Amount utilised against pending bills	(Amount in Ruppes)			Total requirement of funds
					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	
1	Salaries							
2	Wages							
3	Medical Treatment							
4	Domestic Travel Expenses							
5	Foreign Travel Expenses							
6	Office Expenses							
i)	General							
	Conveyance charges to ITIs							
ii)								
iv)	Aayakar Seva Kendra(ASK)							
7	Rent, Rates & Taxes							
8	Publication							
9	Other Administrative Expenses							
10	Advertising & Publicity							
11	Minor works							
12	Professionals Services							
13	Contributions							
14	Information Technology							
	Departmental Canteen							
15	Other Administrative Expenses							
	Total							

Note: All DDOs are requested to send requisitions in the above prescribed proforma only.


V. PRASONAMBA
Income Tax Officer (OSD)
O/o. Pr. CCIT, Hyderabad.