

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आंध्रप्रदेश व तेलंगाना
9 वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,
ए. सी. गार्ड्स, हैदराबाद-500004



GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
9TH Floor, 'D' Block,
IT Towers, A.C.Guards,
Hyderabad - 500 004.

FINANCE SECTION

040-23425471

hyderabad.ito.hq.fin@incometax.gov.in

F.No.Pr.CCIT/AP&TS/Fin/RRT/2022-23.

Dated 2nd February-2023.

// PRIORITY MATTER //

To
All the DDOs,
Andhra Pradesh and Telangana.

Sir/Madam,

Sub:- Realistic assessment of fund requirement under the object head "Rent, Rates and Taxes" and optimum utilization of funds-regarding.

A communication in Pr.DGIT[Admin&TPS]/DO-5/DIT[EB]/2022-23/1100, dated 24-01-2023 has been received from the Pr.DGIT[Admin&TPS], New Delhi, intimating that from out of the budgetary grants made available under the head "Rents, Rates and Taxes" in the initial months of the current financial year are found to have been utilised upto 55.05% only. An observation has been made that optimum utilisation of funds under the head RRT is yet to be made.

2. In this regard, the Pr.DGIT desires to have a realistic assessment of fund requirement under the object head RRT and to confirm the same immediately. In case, if it is felt that there is any likelihood of retaining the surplus budget under this head, it should be immediately intimated and the same be submitted for surrender. As directed, this office needs to consolidate the surplus fund under this head and surrender it to the DIT[Expenditure Budget], for enabling to allocate to the other BCAs, to avoid last minute rush in this regard. It is also requested to take all necessary steps immediately to clear the outstanding bills and ensure that such expenditure is reflected in e-lekha portal.

3. I have been directed to request all the DDOs to bestow attention to make a realistic assessment of fund requirement/surplus details under the "Rents, Rates and Taxes" and a compliance report as regards the funds allocated, funds expended, funds required and surplus if any should be submitted in the enclosed proforma by 04-02-2023 positively, as a consolidated report is due from this office to the Pr.DGIT[Admin&TPS], New Delhi. This may be treated as URGENT.

Yours faithfully,

[C.R.SEKHAR]

Income-Tax Officer[H.qrs][Fin][i/c],
O/o Pr.Chief Commissioner of Income-Tax,
AP&TS::Hyderabad.

Encl:-As above.

Uploaded on www.incometaxhyderabad.gov.in for information.

Enclosure to letter dated 02-02-2023

PROFORMA FOR SUBMISSION OF REPORT

Object Head [RRT]	Funds allocated so far during the FY:2022-2023	Funds utilized so far during the FY:2022-2023	Funds required for the balance of the FY:22-23	Budget Available with the DDO at present under the RRT head	Please specify whether all the outstanding bills have been cleared or not. (if not cleared, please specify the reasons thereof)	Additional requirement of funds, if any, for the rest of the financial year	Whether expenditure incurred under RRT head is reflected in e-lekha	Surplus if any (to be surrendered)
-------------------	------------------------------------------------	-----------------------------------------------	------------------------------------------------	-------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------	---------------------------------------------------------------------	------------------------------------