



आयकरनिदेशालय  
DIRECTORATE OF INCOME TAX  
(व्ययबजट), वित्तमंत्रालय, भारतसरकार

(Expenditure Budget), Ministry of Finance, Govt. of India  
हॉलनंबर 10, दूसरीमंजिल, जवाहरलालनेहरूस्टेडियम, नईदिल्ली - 110003  
Hall No.10, 2<sup>nd</sup> Floor, JawaharLal Nehru Stadium, New Delhi - 110003  
दूरभाषसं. Telephone No.011-24363103 e-mail id: ditebnd@gmail.com

F.No. DIT (EB)/Allocation-61/2021-22/1522

Dated: 11.02.2022

To,

The Pr. Chief Commissioner of Income Tax,  
10th Floor, C- Block, I.T. Tower, 10-2-3, A.C. Guards,,  
Hyderabad - 500004.

Sir/Madam,

**Sub: Monitoring/optimum usage of allocated fund and expenditure under the various object heads for F.Y. 2021-22-reg.**

Kindly refer to the above.

2. Upon perusal of the allocation made to the BCA as well as the E-lekha statement (i.e. from 01.04.2021 to 09.02.2022) obtained from the office of Pr. CCA, CBDT, New Delhi (copy enclosed), it is observed that **your BCA has made expenditure of less than 83% of the allocated funds** in few object heads. The object-head wise details of funds allocated & expenditure are annexed as per **Annexure A**.

3. In this regard, I am directed to inform that the funds have been allocated to your BCA as per the expenditure of last year (i.e F.R. 2020-21) and further requisition made. It is noticed from the E-Lekha statement (till 09.02.2022) that the expenditure under many heads is very low. Further, the expenditure in terms of allocated funds is even on the lower side. As per the MEP limits, the expenditure should have been **75% upto December (Third Quarter)** and **83% upto January (Ten Monthly)**. Therefore, it is requested to instruct your sub BCAs/ DDO to submit/claim the pending bills to the ZAO, at the earliest.

4. Further, I am directed to request you to re-allocate the funds, withdrawing from one sub-BCA/DDO (where the funds have not been used till date or funds are lying in excess) to another sub-BCA/DDO where the funds are needed most.

5. You are also requested to kindly surrender any such funds which are not likely to be utilized by the BCA, to enable us to optimise the allocation of the funds.

Yours faithfully,

  
(Rukmani Attri)

Addl. Director of Income Tax  
(Expenditure Budget), New Delhi.