

F.No.13/1/2010-IFU(B&A)DT

GOVERNMENT OF INDIA

DEPARTMENT OF REVENUE

INTEGRATED FINANCE UNIT (B&A)DT

New Delhi, the 1st January, 2010.

To

All the Budgetary Authorities under

Central Board of Direct Taxes.

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**Subject: Final Requirement 2009-2010 under Grant No.42-Direct Taxes
: Submission of Ten Monthly Expenditure statement.**

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Sir,

I am directed to say that a thorough review of the final requirement of the funds for the current financial year 2009-2010 may be carried out and the outcome may be furnished through the Ten Monthly Expenditure Statement. As the current Financial Year is coming to an end, it may not be difficult to estimate the exact requirement of funds for the part of the current financial year. In formulating the estimated expenditure, the following guidelines should scrupulously be followed:

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- i. Actual expenditure upto January, 2010 should be sent after due reconciliation with respective ZAO.
- ii. Re-appropriation order diverting savings from one head to the other will be issued only by the Ministry. Budgetary units in the field have not been delegated powers for this purpose.
- iii. **Only liabilities already committed** which are required to be discharged before the close of the current financial year should be taken into account while estimating final requirement.
- iv. Wherever the estimated expenditure for the remaining two months is for a new item and does not bear a relationship to expenditure incurred in preceding months of the year, i.e. for the period upto 31.01.2010, detailed justification in support thereof should be given.

- v. Instructions/guidelines for formulation of Budget proposals forwarded by this office vide letter No.F.14/24/2007-B&A(DT) dated 28.12.2007 and letter No.F.7/6/2009-IFU(B&A)DT dated 23.12.2009 may also please be adhered to.

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1. Keeping in view the above points, it is requested that the final requirements of funds under various heads may be furnished as per the enclosed proforma so as to reach this office **latest by 10th February, 2010**. This information may also be sent through e-mail at aditya.vajpayee@nic.in.

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- 1. If the submission of final requirement is not received by due date, the Revised Estimates 2009-2010 will be treated as Final Grant 2009-2010. For any saving/excess in respect of Budget of any Charge, the concerned Budgetary Authority will be held responsible.**

Yours faithfully,

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(A.K. VAJPAYEE)

Director (Finance)

Tel.No. 011-23093269

Fax No. 011-23092516

Encl: As above.

Copy to:-

- 1) The Principal Chief Controller of Accounts (Central Board of Direct Taxes), New Delhi.
2) NIC (Deptt. of Revenue) for uploading the communication on the web-site of Department of Revenue (CBDT).

Minor Works								
Professional Services								
Contributions								
Secret Service Expr.								
Other Charges								
Departmental Canteens								
TOTAL								