

Office of the
Chief Commissioner of Incometax-1,
Hyderabad.

CCAP/53(1)/Wel/2003-04

Dt: 18.2.2004.

CIRCULAR

Sub: Ceiling regarding purchase of Brief Case for different
cadres.-Reg.

The Chief Commissioner of Incometax-1, Hyderabad, is pleased to
approve the following monetary limits towards purchase of Brief Case for official purpose to
different cadres.

1.	CTPs and above	Rs. 2500/-	2500/-
2.	JOCTPs and DCCTPs	Rs. 2250/-	2250/-
3.	TPOs & ACCTPs	Rs. 1750/-	1750/-
4.	SA, PA's & AOs	Rs. 1650/-	1650/-
5.	Inspectors	Rs. 950/-	950/-

An Officer/Official shall be entitled for a new Brief Case only after
lapse of 3 years from the date of last issue. An entry should be made in the Service Register
of the Officer/Official whenever a brief case has been sanctioned to him/her.



(G. NAGESWARA RAO)
Incometax Officer (I) (General & Co-Ord),
Office of the C.C.T-1, Hyd.

To:

1. All the heads of Offices in A.P region.
2. Z.A.O, C.B.D.T, Hyderabad.

Office of the
Chief Commissioner of Income Tax (CCA)
I.T. Towers, 10th floor, "D" Block
AC Guards, Hyderabad
Phone No: 040- 23425 479
Date: 23/01/2014

F.No.53/BC/CCIT/Wel/2013-14


Circular

Sub:- Revision of amount of entitlement for purchase of Brief Case.
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In supersession of earlier order and in exercise of the powers conferred upon him by virtue of Schedule-V of Delegation of Financial Powers towards incurring Contingent Expenditure, the CCIT (CCA), Hyderabad, has accorded approval for incurring expenditure under the head "Office Expenses" towards purchase of briefcase (on completion of 3 years from the date of last purchase) by the officers/officials as mentioned in Col.2 below and upto the financial limit as mentioned in Col. 3 below:

S.No.	Designation of the Officers/Officials	Financial Limit	Eligibility
1	2	3	4
1	CCIT/DGIT/CIT	7000/-	On expiry of 3 years from the date of last purchase
2	Addl.CIT/JCIT/Addl.DIT/JDIT	6,000/-	
3	DCIT / ACIT / DDIT/ADIT/ DD(OL) AD(OL)/ DD(SYS) / AD (SYS)	5,000/-	
4	ITO / Sr.PS / AO-Grade-II	4,000/-	
5	PS / AO-Grade-III/ ITI / Hindi Translator	3,000/-	

Sd/-
(T. Vijaya Bhasker Reddy)
Addl. CIT (Hqrs) (Admn)
O/o CCIT (CCA), Hyderabad


(V. Ratna Raju)
Income Tax Officer (Hqrs) (Wel)
O/o CCIT (CCA), Hyderabad

Copy:

1. All the Administrative Officers and DDO's in Andhra Pradesh Region.
2. The ZAO, CBDT, Hyderabad, Visakhapatnam & Vijayawada.