



कार्यालय प्रधान मुख्य आयकर आयुक्त,
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,
एगार्ड्स .सी., हैदराबाद / AC Guards, Hyderabad – 500 004
टेलि/नं.Tel. No. 040 – 23425474, फैक्स /Fax 040-23241427

F. No.Pr. CCIT/AP&TS/Estt/Office Order/Gr. C/2020-21

Date: 19-05-2020.

OFFICE ORDER

In pursuance to the order of the Ministry of Personnel, Grievances and Pensions, and this office order dated 18.05.2020, it has been decided that the attendance in the office of the Pr. Chief Commissioners of Income Tax, Hyderabad shall be regulated as follows from 19.05.2020 with 50% attendance and the following officials are directed to attend the office duties as per the roster drawn hereunder for the following dates and on every alternate working day till 31.05.2020

TEAM A 19.05.2020

S.No.	Name of the Official Mr/Mrs.	Designation	Section	Timings
1	Choppa Srinivas	ITI	Establishment	09:00 AM to 05:30 PM
2	A.V.N. Murthy	OS	Establishment	09:30 AM to 06:00 PM
3	M. Lalmuanlian	ITI	Establishment	10:00 AM to 06:30 PM
4	Nawaj Ansari	Steno	Establishment	09:00 AM to 05:30 PM
5	Ch. Amar Mahesh Babu	ITI	Establishment	09:30 AM to 06:00 PM
6	K.V. Suryaphani	OS	Establishment	10:00 AM to 06:30 PM
7	N. Sairam	TA	Establishment	09:00 AM to 05:30 PM
8	Jugal Kishore Pradhan	OS	Establishment	09:30 AM to 06:00 PM
9	P. Mohan Adarsh	Sr.TA	Establishment	10:00 AM to 06:30 PM
10	G. Yadagiri	MTS	O/o CIT(Admn)	09:00 AM to 05:30 PM
11	P. Sandeep Reddy	Sr. TA	O/o CIT(Admn)	09:30 AM to 06:00 PM
12	Azmeera Veerender	TA	Despatch	10:00 AM to 06:30 PM
13	V Pandu	Canteen	Despatch	09:00 AM to 05:30 PM
14	Dadey Srinivas	ITI	Welfare	09:30 AM to 06:00 PM
15	B Surender Reddy	SR. TA	Welfare	10:00 AM to 06:30 PM
16	Sagaram Sreekrishna	Steno	Welfare	09:00 AM to 05:30 PM
17	B G S Krishna	TA	Welfare	09:30 AM to 06:00 PM
18	D Sridhar	ITI	PRO	10:00 AM to 06:30 PM
19	Raj Bahadur Singh Thakur	ITI	PRO	09:00 AM to 05:30 PM

20	Chinnaswamy	TA	PRO	s
21	Bavanaka Sandeep	ITI	PRO	10:00 AM to 06:30 PM
22	P Akshath Reddy	ITI	PRO	09:00 AM to 05:30 PM
23	Shiv Kumar Khatik	Steno	PRO	09:30 AM to 06:00 PM
24	Danish Quamar	STA	PRO	10:00 AM to 06:30 PM
25	G Praneeth Kumar	TA	PRO	09:00 AM to 05:30 PM
26	P Dayanand	TA	PRO	09:30 AM to 06:00 PM
27	T Uma Maheshwara Rao	ITI	Legal	10:00 AM to 06:30 PM
28	K Aravinda Reddy	ITI	Finance	09:00 AM to 05:30 PM
29	Sumit Kumar	Sr. TA	Exams	09:30 AM to 06:00 PM
30	Nimmala Nagi Reddy	ITI	MSTU	10:00 AM to 06:30 PM
31	Girija Vani	SHT	Hindi Section	09:00 AM to 05:30 PM
32	Kalpana	Steno	Hindi Section	09:30 AM to 06:00 PM
33	J Deepaklal	OS	Accounts	10:00 AM to 06:30 PM
34	Shaik Bajid Basha	STA	Accounts	09:00 AM to 05:30 PM
35	K Ravi Kiran	TA	Accounts	09:30 AM to 06:00 PM
36	K V S S Prasad	ITI	Vigilance	09:00 AM to 05:30 PM
37	J Naga Jyothi	ITI	Vigilance	09:30 AM to 06:00 PM
38	Gani Sravani	ITI	Vigilance	10:00 AM to 06:30 PM
39	P Satyam Naidu	TA	Vigilance	09:00 AM to 05:30 PM

TEAM B 20.05.2020

S.No.	Name of the Official Mr/Mrs.	Designation	Section	Timings
1	Kamal Kishore	OS	Establishment	09:00 AM to 05:30 PM
2	Chandradeep Kumar Singh	Steno	Establishment	09:30 AM to 06:00 PM
3	Rajat Chaudhary	Steno	Establishment	10:00 AM to 06:30 PM
4	D. V. Ravindra	ITI	Establishment	09:00 AM to 05:30 PM
5	Nosheen Siddiqui	Steno	Establishment	09:30 AM to 06:00 PM
6	Ashutosh Kumar Sinha	ITI	Establishment	10:00 AM to 06:30 PM
7	V. Venkata Lakshmi	OS	Establishment	09:00 AM to 05:30 PM
8	G. Lakshmi Madhuri	TA	Establishment	09:30 AM to 06:00 PM
9	G. Chaitanya Latha	Steno	Establishment	10:00 AM to 06:30 PM
10	Abhinandan Kumar Singh	Sr. TA	O/o CIT(Admn)	09:00 AM to 05:30 PM
11	P. Gyaneswar	MTS	O/o CIT(Admn)	09:30 AM to 06:00 PM
12	Rendla Masthan Babu	TA	Despatch	10:00 AM to 06:30 PM
13	P Prahlad Sarma,	ITI	Welfare	09:00 AM to 05:30 PM
14	Malarvizhi	ITI	Welfare	09:30 AM to 06:00 PM
15	Rajdeep Singh	SR. TA	Welfare	10:00 AM to 06:30 PM
16	N Shravan	Steno	Welfare	09:00 AM to 05:30 PM
17	P P Suresh Kumar	ITI	PRO	09:30 AM to 06:00 PM
18	Heera Lal	TA	PRO	10:00 AM to 06:30 PM
19	G Sai Kiran	ITI	PRO	09:00 AM to 05:30 PM
20	Naresh Kumar	ITI	PRO	09:30 AM to 06:00 PM
21	M Mahesh Babu	Steno	PRO	10:00 AM to 06:30 PM
22	Prashanth	TA	PRO	09:00 AM to 05:30 PM
23	Brahmeswar Reddy	TA	PRO	09:30 AM to 06:00 PM
24	G. Mallesh	Steno	PRO	10:00 AM to 06:30 PM
25	Karthik Chittimalla	STA	Legal	09:00 AM to 05:30 PM
26	Kora Deepa	TA	Finance	09:30 AM to 06:00 PM

27	Jayalakshmi	Canteen	Finance	10:00 AM to 06:30 PM
28	Pandi Ramesh	Steno	Exams	09:00 AM to 05:30 PM
29	Subroto Biswas	OS	MSTU	09:30 AM to 06:00 PM
30	Mohd Sultan	Steno	Hindi Section	10:00 AM to 06:30 PM
31	Anil Kumar Meena	Steno	Hindi Section	09:00 AM to 05:30 PM
32	Mohd Imtiyaz Ali	OS	Accounts	09:30 AM to 06:00 PM
33	R Lalith Kumar	TA	Accounts	10:00 AM to 06:30 PM
34	K Shankar	NS	Accounts	09:00 AM to 05:30 PM
35	T. Ramesh	MTS	Accounts	09:30 AM to 06:00 PM
36	Ch Venkata Lakshmi	ITI	Vigilance	09:00 AM to 05:30 PM
37	G R V Bhadra Rao	OS	Vigilance	09:30 AM to 06:00 PM
38	P Vaddikasulu	OS	Vigilance	10:00 AM to 06:30 PM
39	D Sai Sudha	TA	Vigilance	09:00 AM to 05:30 PM

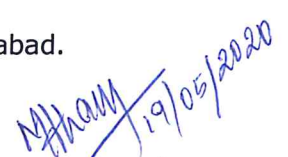
2. The above roster is to be adhered to **for subsequent period in recurrence for alternate dates till further orders**

3. It is further directed that the above Roster to attend office from 19.5.2020 to 31.05.2020 should be strictly complied with. All the officials are directed to work from home and to be available on telephone and electronic means of communication at all times during the period they are not attending office. They should also be available in Headquarters and will be called to attend office, in case of exigency of work.

4. The officials are also directed to scrupulously follow the safety measures mentioned in the office order of the CIT (Admn & TPS), Hyderabad in F.No. Pr. CCIT/ AP&TS/Estt/Instructions/2019-20 dated 15-04-2020 and instructions dated 06-05-2020 and 18.05.2020 also various other instructions of the Government of India and Government of Telangana, including installing Arogya Sethu App on their mobile phones.

5. The officials residing in the Containment Zone need not attend the office. However, the same may be brought to the notice of the undersigned.

6. This order is issued with the prior approval of CIT (Admn & TPS), Hyderabad.


(M. MOHAN BABU)
Deputy Commissioner of Income Tax
(Hqrs)(Admn),
O/o Pr.CCIT, AP & TS, Hyderabad

To
All Officials as mentioned above.