



प्रधान मुख्या आयकर आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,**  
आंध्र प्रदेश एवं तेलंगाना/Andhra Pradesh &Telangana,  
१०थ फ्लोर , इनकम टैक्स टावर्स / 10<sup>TH</sup> Floor, Income Tax Towers,  
एसी गार्ड्स , हैदराबाद /AC Guards, Hyderabad – 500 004,  
Tel. /Fax No. 040 – 23425474/23241427/23240403.

F.No.Pr.CCIT/Estt/BISO/2022-23

Date: 10.02.2023

**ORDER**

Sub : Income Tax Department-Information Security Instruction – Physical and Environment Security – Designation of Building Information Security Officers(BISO)- Reg.

Ref: CISO Instruction No.3 in F.No. 500/62/2015-FTTR-III dated 21.01.2022.

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With regard of to the implementation of CBDT in CISO Instruction No.3 in F.No. 500/62/2015-FTTR-III dated 21.01.2022 mandated that each building shall have Building Information Security Officers(BISO). The following are designated as Building Information Security Officers(BISO).

S.NO.	OFFICE CITY	BUILDING ADDRESS	POST DESIGNATED AS BISO
1	ADILABAD	BEHIND TIRUMALA FILLING STATION, DASNAPUR, ADILABAD - 504001.	ITO, WARD-1, ADILABAD
2	ADONI	AAYAKAR BHAVAN, BESIDE NEW RTC BUS STAND, ADONI - 518301.	ITO, WARD-1, ADONI
3	AMALAPURAM	AAYAKAR BHAVAN, COLLEGE ROAD, AAMALAPURAM - 533201.	ITO, WARD-1, AMALAPURAM
4	ANAKAPALLI	AAYAKAR BHAVAN, GANDHI NAGAR, ANAKAPALLI - 531001	ITO, WARD-1, ANAKAPALLE
5	ANANTAPUR	AAYAKAR BHAVAN, 3RD ROAD, NEW TOWN, ANANTAPUR - 515001.	ITO, WARD-1, ANANTAPUR
6	BAPATLA	15-8-166, LAKSHMI NILAYAM, GBC ROAD, BAPATLA - 522101.	ITO, WARD-1, BAPATLA
7	BHIMAVARAM	AAYAKAR BHAVAN, J,P,ROAD, BHIMAVARAM - 534201	ITO, WARD-1, BHIMAVARAM
8	CHIRALA	9-1-69, CHURCH ROAD, CHIRALA - 523155.	ITO, WARD-1, CHIRALA
9	CHITTOOR	10-251, GANDHI ROAD, CHITTOOR - 517001.	ITO, WARD-1, CHITTOOR

10	ELURU	INCOME TAX OFFICE, KKS TOWERS, R.R.PET, ELURU- 534002.	ITO, WARD-1, ELURU
11	GUDIVADA	AAYAKAR BHAVAN, OPP: BHASKAR TALKIES, RAILPET, GUDIVADA - 521301.	ITO, WARD-1, GUDIVADA
12	GUDUR	2/44, NARASINGARAO PET, GUDUR - 524101.	ITO, WARD-1, GUDUR
13	GUNTAKAL	GUNTHABAVI STREET, GUNTAKAL - 515801.	ITO, WARD-1, GUNTAKAL
14	GUNTUR	1ST FLOOR, C.R.BUILDINGS, KANNAVARI THOTA, GUNTUR - 522004.	ADCIT/JCIT, RANGE 1, GUNTUR
15	GUNTUR	4TH FLOOR, RAJKAMAL COMPLEX, LAKSHMIPURAM MAIN ROAD, GUNTUR - 522007.	PR.CIT(VU)-1, GUNTUR
16	HINDUPUR	B.T.COMPOUND, RAILWAY STATION ROAD, HINDUPUR - 515201.	ITO, WARD-1, HINDUPUR
17	HYDERABAD	AYAKAR BHAVAN BASHEERBAGH, HYDERABAD - 500005	PR.DIT(INV), HYDERABAD
18	HYDERABAD	INCOME TAX TOWERS, A.C.GUARDS, HYDERABAD - 500004	CIT(ADMN&TPS), HYDERABAD
19	HYDERABAD	CGO TOWERS, (GENERAL POOL OFFICE ACCOMMODATION) KAVADIGUDA, HYDERABAD	CIT(DR)(ITAT)-1, HYDERABAD
20	HYDERABAD	VALUATION CELL, OLYMPIC BHAVAN, LB STADIUM COMPLEX, BASHEERBAGH, HYDERABAD	DISTRICT VALUATION OFFICER
21	HYDERABAD	SIGNATURE TOWERS, NEAR BOTANICAL GARDENS, KONDAPUR, HYDERABAD	PR.CIT-2, HYDERABAD
22	KADAPA	AYAKAR BHAVAN, D.NO.2/430-8, NAGARAJU PET, KADAPA	ITO, WARD-1, KADAPA
23	KAKINADA	4TH FLOOR, SRI DEEPTHI TOWERS, MAIN ROAD, KAKINADA - 533001.	ADCIT/JCIT, KAKINADA RANGE, KAKINADA
24	KARIMNAGAR	AAYAKAR BHAVAN, KARIMNAGAR - 505001.	ADCIT/JCIT, KARIMNAGAR RANGE, KARIMNAGAR
25	KHAMMAM	AAYAKAR BHAVAN, RAJEEV GUNJ, NEAR KINNERASANI THEATRE, KHAMMAM - 507003.	ITO, WARD-1, KHAMMAM

26	KOTHAGUDEM	M.G.ROAD, NEAR GANESH TEMPLE, KOTHAGUDEM - 507101.	ITO, WARD-1, KOTHAGUDEM
27	KURNOOL	AAYAKAR BHAVAN, OPP: CHILDREN'S PARK, N.R.PET, KURNOOL - 518001.	ADCIT/JCIT, KURNOOL RANGE, KURNOOL
28	KURNOOL	3RD FLOOR, MVP COMPLEX, 43/128/3, PRAKASH NAGAR, KUNROOL	ADCIT/JCIT, KURNOOL RANGE, KURNOOL
29	MACHILIPATNAM	20/226&227, PARASPET, MACHILIPATNAM - 521001.	ITO, WARD-1, MACHILIPATNAM
30	MADANAPALLE	15-15-9, G.K.REDDY COMPLEX, CTM ROAD, MADANAPALLE - 517325	ITO, WARD-1, MADANAPALLE
31	MAHABOORNAGAR	INCOME TAX OFFICE, BHASKAR TOWERS, PLOT NO.4, MAIN ROAD, MAHABOORNAGAR	ITO, WARD-1, MAHABOORNAGAR
32	MANCHERIAL	1ST FLOOR, MOUNICE LODGE, BPL X ROADS, MANCHERIAL - 504208.	ITO, WARD-1, MANCHERIAL
33	NALGONDA	AAYAKAR BHAVAN, NEAR RAIL UNDER BRIDGE, NALGONDA - 508001.	ITO, WARD-1, NALGONDA
34	NANDYAL	25/182, SANJEEVA NAGAR, NANDYAL - 518501.	ITO, WARD-1, NANDYAL
35	NARSARAOPET	12-9-22/A, 1ST FLOOR, LAKSHMI BHAVAN, PRAKASH NAGAR, NARASARAOPET - 522601.	ITO, WARD-1, NARASARAOPET
36	NELLORE	3RD FLOOR, MANISHANKAR SPECTRUM, OPP. CHILDREN'S PARK, ADITYA NAGAR, NELLORE-524002	ADCIT/JCIT, NELLORE RANGE, NELLORE.
37	NIRMAL	LALITHAMBA COMPLEX, OLD BUS STAND, NIRMAL - 504106.	ITO, WARD-1, NIRMAL
38	NIZAMABAD	AAYAKAR BHAVAN, 6-2-156/3, SUBHASH NAGAR, NIZAMABAD - 503002.	ITO, WARD-1, NIZAMABAD
39	ONGOLE	ROSHAN PLAZA, 8TH LANE, RAMNAGAR, ONGOLE - 523001.	ITO, WARD-1, ONGOLE
40	PALAKOL	AAYAKAR BHAVAN, DODDIPATLA ROAD, - PALAKOL - 534260	ITO, WARD-1, PALAKOL
41	PRODDATUR	INCOME TAX OFFICE, #24/578, VASANTHAPETA, PRODDATUR - 516350.	ITO, WARD-1, PRODDATUR

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42	RAJAMAHENDRAVARAM	AAYAKAR BHAVAN, NEAR KAMBALA CHERUVU, VEERABHADRAPURAM, RAJAMAHENDRAVARAM - 533105.	ADCIT/JCIT, RAJAMAHENDRAVARAM RANGE, RAJAMAHENDRAVARAM
43	RAJAMAHENDRAVARAM	46-20-15, SHIVA TOWERS, 4TH/5TH FLOOR, DANAVAI PETA, RAJAMAHENDRAVARAM	ADCIT/JCIT, RAJAMAHENDRAVARAM RANGE, RAJAMAHENDRAVARAM
44	SANGAREDDY	AAYAKAR BHAVAN, VEERABHADRA NAGAR, SANGAREDDY - 502001.	ITO, WARD-1, SANGAREDDY
45	SIDDIPET	INCOME TAX OFFICE, ALLAUDDIN COMPLEX, SUBASH ROAD, SIDDIPET	ITO, WARD-1, SIDDIPET
46	SRIKAKULAM	INCOME TAX OFFICE, PALAKONDA ROAD, SRIKAKULAM - 532001.	ITO, WARD-1, SRIKAKULAM
47	SURYAPET	1-2-270/87/33/13, KRISHNA NAGAR COLONY, SURYAPET - 508213.	ITO, WARD-1, SURYAPET
48	TADEPALLIGUDEM	INCOME TAX OFFICE, OPP: PNB, K.N.ROAD, TADEPALLIGUDEM	ITO, WARD-1, TADEPALLIGUDEM
49	TANUKU	AAYAKAR BHAVAN, 35-29-2, SAJJAPURAM, TANUKU - 534211	ITO, WARD-1, TANUKU
50	TENALI	1ST FLOOR, PATTABHI ROAD, KOTHAPET, TENALI - 522201.	ITO, WARD-1, TENALI
51	TIRUPATI	AAYAKAR BHAVAN, K.T.ROAD, TIRUPATI - 517501.	JCIT, TIRUPATI RANGE, TIRUPATI
52	TIRUPATI	1ST FLOOR, RAJASWA BHAVAN, 6-1-75E, VARADARAJA NAGAR, TIRUPATI - 517501.	JCIT, TIRUPATI RANGE, TIRUPATI
53	TUNI	ARUNDHATI NIVAS, KOTHAPET, TUNI	ITO, WARD-1, TUNI
54	VIJAYAWADA	2ND FLOOR, C.R.BUILDING, M.G.ROAD, VIJAYAWADA - 520002.	ADCIT/JCIT, RANGE 1, VIJAYAWADA
55	VIJAYAWADA	3RD FLOOR, SVR PLAZA, D.NO.40-6-15, SIDDHARTHA PUBLIC SCHOOL ROAD, MOGHALRAJPURAM, VIJAYAWADA-520010.	PR.CIT, VIJAYAWADA
56	VIJAYAWADA	STALIN CORPORATE, AUTO NAGAR, VIJAYAWADA - 52000	ADDL.CIT, TDS RANGE, VIJAYAWADA
57	VIKARABAD	4-2-1028/2, SRINADHAM COMPLEX, RAMAIAHGUDA, VIKARABAD	ITO, WARD-1, VIKARABAD

58	VISAKHAPATNAM	2ND FLOOR, AAYAKAR BHAVAN, DABA GARDENS, VISAKHAPATNAM - 530020.	PR.CIT-1, VISAKHAPATNAM
59	VISAKHAPATNAM	2ND FLOOR, PRATYAKSH KAR BHAVAN, MVP COLONY, VISAKHAPATNAM	PR.CIT(CENTRAL), VISAKHAPATNAM
60	VISAKHAPATNAM	INFINITY TOWERS, D.NO.50-92- 34/1/1, SANKARMATHAM ROAD, RESAPUVANIPALEM, SHANTHIPURAM, VISAKHAPATNAM - 530016.	ADCIT/JCIT, RANGE-2, VISAKHAPATNAM
61	VIZIANAGARAM	INCOME TAX OFFICE, VIZIANAGARAM - 535003	ITO, WARD-1, VIZIANAGARAM
62	WARANGAL	INCOME TAX OFFICE, MAYUR COMPLEX, WARANGAL - 506001	ITO, WARD-1, WARANGAL

2. The officers designated as Building Information Security Officers(BISO) shall
- ✓ Ensure that responsibilities related to environmental and physical security in the building are defines and implemented.
  - ✓ Oversee implementation of Information Security Policies and Procedures related to environmental and physical security in the building.
  - ✓ Ensure that ongoing information security awareness education and training is provided to all employees and users in the building.
  - ✓ Ensure that procedures are in effect to promptly detect, investigate, report and resolve security incidents.
  - ✓ Provide reports to the LISO on the status of information security, policy violations and information security incidents.
3. **The responsibilities and functions of Building Information Security Officers(BISO) in respect of this order are by designation and shall automatically conferred on the successor officer in case of change in incumbency.**
4. This is issued with the approval of the Pr. Chief Commissioner of Income Tax, AP & Telangana.

  
(THAMBA MAHENDRA / थंबा महेंद्र)

Deputy Commissioner of Income Tax (H.Qrs)(Admn.)

आयकर उप आयुक्त

O/o Pr. CCIT, AP&TS, Hyderabad

प्रधान मुख्या आयकर आयुक्त का कार्यालय, आंध्र प्रदेश एवं तेलंगाना

**TO:**

The Building Information Security Officer(BISO) Concerned.

**COPY TO**

1. The Master file.