



OFFICE OF THE INCOME TAX OFFICER,  
Ward-1, Aayakar Bhavan, Gudivada.

F.No.: ITO/GDV/COVID-19/2020-21.

Dt.: 19-4-2020

Office Order

The Pr.Chief Commissioner of Income tax, AP & Telangana, Hyderabad, vide Office Order in F.No.: Pr.CCIT/AP & TS/Estt/Instructions/2019-20, dt. 15-4-2020, has issued guidelines to all the officers/officials in respect of the lockdown and course of action from 20-4-2020, due to COVID-19. This order was passed by the Pr. CCIT, Hyderabad, in view of the order of the Ministry of Home Affairs vide order No.:40-3/2020-DM-(A), dt. 15-4-2020, issuing Consolidated Revised Guidelines for measures to be taken for containment of COVID-19 in the country.

2, Vide order passed by the Pr.CCIT, Hyderabad, it was directed that the Building In charge/Sr. most officers in mofussil stations are responsible to implement the SOP as given in Consolidated Revised Guidelines.

3. The Special Chief Secretary, HM&FW Dept., Gov. of AP has issued an order No.: 28, dated 18.04.2020, wherein in para no.3 it was mentioned as under:

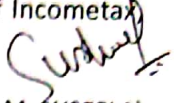
*"In AP we have a total of 676 mandals both in urban and rural areas, out of which 97 mandals are affected till date i.e., where positive cases have been diagnosed and these are being categorized as 'Red Mandals'. All other Mandals are categorized as "Green Mandals" which may become Red as and when new cases are detected. There are 158 Containment Clusters within the affected Mandals and Cities as on 18<sup>th</sup> April, 2020, which may increase as new cases get detected outside the existing clusters. A Containment Cluster includes all positive cases and there contacts within the limited area, which has a 3 km radius from the epicenter of case/s with a buffer of 7kms in rural areas and 5 kms in urban areas. Therefore, it is decided that for the purpose of containment, the entire mandal /adjoining mandals through which the buffer extends so, will be treated as "Red Mandal/Red Zone"for the purpose of the restrictions. Further, as infection rate is higher in the Urban Areas of the state, all the "Red Mandals" and all the cities / towns / municipalities will be under the extended lock down till May 3<sup>rd</sup> 2020, where the exemptions shall not apply."*

4. As mentioned above in the order of the Spl Chief Secretary HM & FW Deptt. the Income-tax Office, Gudivada is within the Municipal Limits of the Gudivada Municipality which is covered under extended lock down till 03<sup>rd</sup> may, 2020.

5. In view of the orders of the Ministry of Home Affairs, dt. 15-4-2020 and also the orders of the Special Chief Secretary, Health Medical and Family Welfare Department, in

Covid Order -28, dt. 18-4-2020, the Income tax Office at Gudivada , shall remain closed till the extended period i.e., up to 03-05-2020.

6. This order is issued with the prior approval of the Joint Commissioner of Incometax Range-, 1, Vijayawada.

  
(N.M. SUSEELA)  
Income tax Officer,  
Ward-1, Gudivada.

To  
All the staff working in Income tax Office, Gudivada.

Copy submitted to:

1. Pr. Chief Commissioner of Income tax, AP & Telangana, Hyderabad
2. Chief Commissioner of Income tax, Vijayawada
3. Pr. Commissioner of Income tax, Vijayawada
4. Joint Commissioner of Income tax, Range-1, Vijayawada.