

भारत सरकार

प्रधान आयकर आयुक्त  
का कार्यालय,

10 वीं मंजिल, बी ब्लॉक, आयकर शिखर,  
10-2-3, ए.सी. गार्ड्स, हैदराबाद-500 004  
टेलीफोन : 040-2342-5474

ईमेल:



GOVERNMENT OF INDIA

Office of the

Pr.Chief Commissioner of Income Tax,  
10<sup>th</sup> Floor, B Block, Income tax Towers,  
AC Guards, Hyderabad - 500004.

Tel No: 040-23425474

e-mail:

hyderabad.dcit.hq.admin@incometax.gov.in

hyderabad.dcit.hq.admin@incometax.gov.in

F.No.Pr CCIT/AP&TS/Estt/Covid/2020-21

Date: 19-03-2021

**ORDER**

**Sub :** Preventive measures to contain the spread of Novel Corona virus (COVID-19) – issuance of instructions- reg.

\* \* \*

It is noticed that there is a sudden increase of Covid-19 cases among Officers and Officials of the Department and their family members. Therefore, in order to contain the spread of the Covid-19 cases and in continuation of earlier office orders on the subject matter, all the officers and officials are requested to strictly adhere to the following guidelines.

- a) Wearing of mask is mandatory for all employees. Any lapse on this part and improper wearing of a face mask shall be viewed seriously.
- b) Loitering and crowding in corridors and office premises should be avoided strictly and people should maintain social distance mandatorily.
- c) Unnecessary Gathering and group lunch at any place in the office premises are strictly prohibited
- d) Any body having any symptoms of Covid/history of any contact of covid positive case should inform the controlling authority and should avoid coming to office till the employee get tested and result is negative.
- e) Anyone who has visited hospital and has any relative admitted should inform the higher authorities and shall get tested.

- f) Anyone whose family member is sick with similar covid symptoms should inform the higher authorities and do not attend to his/her office till the test report is negative.
- g) All should maintain the social distancing norms always (minimum distance of 6 feet as far as feasible).
- h) All meetings as far as possible may be organized through video conferences only.
- i) The Officers / Officials who have given their samples for testing for COVID-19, may immediately inform the Administration and should not come to office till the report comes negative.
- j) All the Resident Welfare Associations are advised to avoid all mass gatherings in the Income Tax Residential Colonies. The visit of vendors may be regulated.
- k) **Surprise check teams (As per the enclosed list) for different buildings in Hyderabad, are formed to go across all floors and to enforce the above Covid guidelines strictly. If any violation of the above guidelines is found by the surprise check teams, the same will be reported to the Administration for necessary action.**

2. All officers/officials are advised to strictly follow the above-mentioned precautionary measures. If any person is found violating the above norms stringent action will be taken against him/her.

3. This issues with the prior approval of Pr.CCIT, AP & TS, Hyderabad.



(PEEYUSH SONKAR)

Commissioner of Income Tax (Admin & TPS),  
Andhra Pradesh & Telangana.

Copy to:

All the Officers and Officials.

**SURPRISE CHECK TEAMS**  
(To Enforce COVID guidelines in Income Tax Offices located in Hyderabad w.e.f till further orders)

Team	Name of the Official	Designation	Office	Floors to be Monitored
<b>IT TOWERS</b>				
IT1	SRINIVASA RAO MOTUKURI	ITI	PRCIT-4, HYDERABAD	1,2,3
	ASHOK KUMAR MEENA	STA	ADCIT, RNG-9, HYDERABAD	
	SATYAM NAIDU	TA	CIT(AU)-4, HYDERABAD	
IT2	KIRAN KUMAR REDDY MEDA	ITI	ADCIT, TDS RANGE 1, HYDERABAD	4,5
	NAGENDER	STA	ADCIT, RNG-5, HYDERABAD	
	SRINIVASULU UDUTHANURU	TA	ADCIT, RNG-5, HYDERABAD	
IT3	RAMA RAO BITRAGUNTA V N	ITI	ITO(ReAC)(RU)-1(3)(5), HYDERABAD	6,7,8
	NISHANT AGARWAL	STA	ADCIT, RNG-6, HYDERABAD	
	ASHOK DEVRAI	TA	ADCIT, RNG-6, HYDERABAD	
IT4	PETA TEJKIRAN	ITI	PR.CCIT, AP & TS, HYDERABAD	9,10
	KANIGIRI HEMCHAND	STA	PRCCIT, AP& TS, HYDERABAD	
	SHIVASHRANAPPA	STA	PRCCIT, AP& TS, HYDERABAD	

**AAYAKAR BHAVAN**

AB1	SARMA K V V	ITI	ADCIT(EXEMPTIONS), HYDERABAD	1,2
	SANDEEP KUMAR BAGHEL	STA	ADCIT(EXEMPTIONS), HYDERABAD	
	SANAPALA RAMAKRISHNA	TA	ADCIT, RNG-13, HYDERABAD	
AB2	MARUTHI PRASAD GUNTURU	ITI	ADCIT(I&CI), HYDERABAD	3,4
	VELIVELLI SURESH BABU	STA	ADCIT(I&CI), HYDERABAD	
	GAURAV RAJPUT	STA	DIT(I&CI), HYDERABAD	
AB3	MANJAY	ITI	ADCIT(IT), HYDERABAD	5,6
	TARANJEET SINGH ANAND	STA	ADCIT(IT), HYDERABAD	
	KAJAL SAHARIYA	STA	ADCIT(TP), HYDERABAD	
AB4	PRAHLAD SARMA PADMASOLA	ITI	ADCIT(CENTRAL RNG), HYDERABAD	7,8
	B ARJUN	STA	ADCIT(CENTRAL RANGE)-1, HYDERABAD	
	MOHD ABDUL RAHEEM	TA	ADCIT(CENTRAL RANGE)-1, HYDERABAD	

**SIGNATURE TOWERS**

ST1	ANANDA RATNA KUMAR DUSALAPUDI	ITI	ADCIT, RNG-2, HYDERABAD	4,5,6
	VENKATA RAMIREDDY KAMIREDDY	STA	ADCIT, RNG-2, HYDERABAD	
	MOHD. SALEEM	TA	ADCIT, RNG-2, HYDERABAD	
ST2	J SREENIVAS REDDY	ITI	ADCIT, RNG-3, HYDERABAD	7,8
	SRIDHAR RANA BHAT CHHETRY	STA	ADCIT, RNG-3, HYDERABAD	
	SANTOSH KUMAR YADAV	TA	ADCIT, RNG-3, HYDERABAD	
ST3	SIVA RAMA KRISHNA VEMURY	ITI	ADCIT, RNG-8, HYDERABAD	9,10
	RAHUL ROHILLA	STA	ADCIT, RNG-8, HYDERABAD	
	ANSHUL GARG	STA	ADCIT(ReAC)(AU)-4(4), HYDERABAD	