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CIRCULAR

Sub: Issue of certain instructions in view of outbreak of Corona epidemic (Covid-19) for strict compliance -Reg.

In view of the advisories issued by Government of India and Government of Telangana on the outbreak of Corona epidemic (COVID-19) and also in view of increasing number of suspected cases in Telangana and AP, the following instructions are issued for strict compliance.

1. All the DAK should be received only at the designated ASK centres (wherever available) and entry of the persons carrying DAK in the building may be restricted. However, no person with DAK should be sent without depositing the DAK at the ASK centre.
2. Entry of outsiders must be allowed only on production of notice or on communication from officers concerned not below the rank of ITO.
3. Biometric attendance is temporarily suspended and hence Biometric systems may be safely secured.
4. All the security Personnel, liftmen and housekeeping staff shall be briefed separately on maintaining hygiene and cleanliness in the office premises and shall be provided with masks and gloves by the concerned Head of Departments / Building In-Charge.
5. All Building Incharges shall ensure the cleaning of all Door Knobs of every room and Lift Buttons every two hours in the respective buildings.
6. All Building Incharges shall ensure non surgical masks for security guards in respective building. The persons wearing the masks should be suitably instructed regarding the proper manner in which the masks are to be worn.
7. Building Incharges shall ensure the building premises are not crowded at any point of time.
8. All Building Incharges shall ensure the deployment of "Non Contact Thermometer Temperature Gun" to screen the visitors entering in respective building. Any suspect person may be advised to seek medical attention.
9. Even though hand wash by liquid soap is better still, all Heads of the Department are advised to procure sufficient sanitizers which should be placed in the rooms of all officers and staff under their control, (one official in the staff room may be made responsible for ensuring the availability of sanitizers)

These directions are issued with prior approval of Pr. Chief Commissioner of Income Tax, AP & TS and will remain in operation till withdrawn.

(PEEYUSH SONKAR)

Commissioner of Income Tax,
(HQrs)(Admin),
O/o.Pr.CCIT, AP&TS, Hyd.