



**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 / 10<sup>TH</sup> 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/2020-21

Date: 08-05-2020.

OFFICE ORDER

In pursuance to instructions issued by the CIT (Admn & TPS), Hyderabad vide F.No. Pr. CCIT/ AP&TS/Estt/Instructions/2019-20 dated 06-05-2020, the following officials working in the sections of Welfare, PRO, Legal, Finance, Exams and MSTU are hereby directed to attend office on the dates mentioned against their names.

**WELFARE**

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	P Prahlad Sarma, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
2	Dadey Srinivas, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
3	Malarvizhi, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
4	B Surender Reddy, STA	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
5	Rajdeep Singh, STA	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
6	N Shravan, Steno	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
7	Sagaram Sreekrishna, Steno	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
8	B G S Krishna, TA	From 11 <sup>th</sup> May to 29 <sup>th</sup> May, 2020

**PRO**

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	Raj Bhhadur singh Thakur, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
2	P P Suresh Kumar, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
3	Sridhar D, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
4	Bavanaka Sandeep, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
5	G Sai Kiran, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
6	P Akshath Reddy, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
7	Naresh Kumar, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
8	Shiv Kumar Khatik, Steno	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
9	M Mahesh Babu, Steno	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
10	Danish Quamar, STA	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
11	Prashanth, TA	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
12	G Praneeth Kumar, TA	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
13	Chinnaswamy, TA pro	From 11 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
14	Heera Lal, TA	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020

LEGAL

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	T Uma Maheshwara Rao, ITI	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
2	Karthik Chittimalla, STA	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020

FINANCE

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	K Aravinda Reddy, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
2	Kora Deepa, TA	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020
3	Jayalakshmi, Canteen	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020

EXAMS

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	Sumit Kumar, STA	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
2	Pandi Ramesh, Steno	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020

MSTU

Sno	Name and Designation of the Official Mr./ Ms.	Roster for attending office during the following period
1	Nimmala Nagi Reddy, ITI	From 11 <sup>th</sup> May to 19 <sup>th</sup> May, 2020
2	Subroto Biswas, OS	From 20 <sup>th</sup> May to 29 <sup>th</sup> May, 2020

2. It is further directed that the above Roster to attend office from 11.5.2020 to 29.05.2020 should be strictly complied with. Inconvenience, if any, related to residence in containment area or transportation may be brought to the notice of the undersigned immediately. **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.**

3. 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 also various other instructions of the Government of India and Government of Telangana, including installing Arogya Sethu App on their mobile phones.

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

5. 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.