

**Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,**  
10<sup>TH</sup> Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,  
Tel. No. 040 – 23425474, Fax 040-23241427

F.No. Pr.CCIT/Circulars/2019-20

Date:19.03.2020

**ORDER**

In view of the advisories issued by the Government of India on the outbreak of Corona epidemic (Covid-19), the following officers have been nominated as Building In-charges for taking precautionary measures to contain the spread of Novel Corona Virus (Covid-19):

Srl. No.	Building	Name of the Building-Incharges
1	Aayakar Bhavan, Hyderabad	1. Sri V.K.Gupta, Pr. DIT(Inv), Hyderabad 2. Sri AGV Prasad, Addl. CIT (BPU), Hyderabad 3. Sri P.Krishna Kumar, DCIT Central Circle 1(2), Hyderabad
2	Income Tax Towers, Hyderabad	1. Dr. Rajendra Kumar, CIT (TDS), Hyderabad 2. Dr. K.J.Divya, Addl. CIT, Range 5 Hyderabad 3. Sri Manas Ranjan Behera, ITO(Hqrs)(Welfare), Hyderabad
3	Signature Towers, Hyderabad	1. Sri M. Bhupal Reddy, Pr.CIT-3, Hyderabad 2. Sri N. Ravi Babu, Addl. CIT, Range 2, Hyderabad 3. Sri C.M.D.Ratnakar, DCIT Circle 2(2), Hyderabad

2. The above Building In-charges are directed to follow necessary precautionary measures as advised by the DoPT Office Memorandum in F.No. 11013/9/2014-Estt.A.III dated 17.03.2020 and this office circular dated 17.03.2020

3. The Chief Commissioner of Income Tax, Vijayawada and Visakhapatnam are requested to take similar action for respective buildings under their charge.

4. **Further, all the Heads of Department / Heads of Offices are also directed to ensure strict compliance to the DoPT office memorandum in no. 11013/9/2014-Estt (A-III) dated 19.03.2020 (copy enclosed) and duty roster may be implemented from 20.03.2020 as per the OM.**

5. This order is issued with the prior approval of the Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana

  
(PEEYUSH SONKAR)  
Commissioner of Income Tax  
(Admn & TPS)  
O/o – Pr. CCIT, AP & TS, Hyderabad

F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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North Block, New Delhi

Dated: 16/03/2020

17<sup>th</sup>

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.**

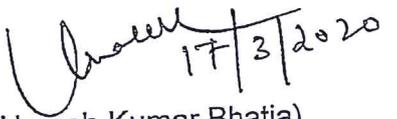
In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: [mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf).
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.
3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above

  
(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
  2. PMO/Cabinet Secretariat
  3. PS to Hon'ble MOS(PP)
  4. PSO to Secretary(Personnel)
  5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

**No. 11013/9/2014-Estt (A-III)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

North Block, New Delhi-110001

Dated the 19<sup>th</sup> March, 2020

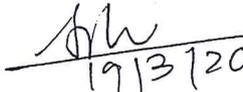
**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19.**

In continuation of this Department OM of even no. dated 17<sup>th</sup> March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April, 2020.

  
19/3/2020  
**(Sujata Chaturvedi)**

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT