



भारत सरकार

GOVERNMENT OF INDIA

कार्यालय प्रधान आयकर आयुक्त - 1

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX - 1

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F.No.Covid Order/Pr.CIT-1/VSP/2020-21.

Dated 20th April, 2020.

OFFICE ORDER

Sub : Instructions to the Officers and Officials in respect of the lockdown and course of action from 20.04.2020 – Reg.

- Ref : 1. Ministry of Home Affairs Order in F.No.40-3/2020-DM-I(A), dtd.15.04.2020 (Consolidated revised guidelines).
2. Office order passed by the Pr.CCIT, AP & TS, Hyderabad in F.No.Pr.CCIT/Estt/Instructions/2019-20, dtd.15.04.2020.
3. COVID Order -28 issued by the Spl. Chief Secretary, Health Medical & Family Welfare Department, Government of AP in Memo No.COVID/19/2020, dtd. 18.04.2020.

In pursuance of the Consolidated Revised Guidelines referred above, various Office orders were passed by the Range Heads concerned for the commencement of functioning of Income-tax Offices falling under their jurisdiction from 20.04.2020 onwards.

2. Para 2 and 3 of the said Consolidated Revised Guidelines, referred above is reproduced below:

'Whereas, to mitigate hardship to the public, select additional activities will be allowed, which will come into effect from 20th April, 2020. However, these additional activities will be operationalized by States/Union Territories (UTs)/District Administrations based on strict compliance to the existing guidelines and lockdown measures. Before operating these relaxations, States/UTs/District Administrations shall ensure that all preparatory arrangements with regard to social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are in place. The consolidated revised guidelines incorporating these relaxations are enclosed.

Whereas, the consolidated revised guidelines will not apply in containment zones, as demarcated by States/UTs/ District administrations. If any new area is included in the category of a containment zone, the activities allowed in that area till the time of its categorization as a

containment zone, will be suspended except for those activities as are specifically permitted under the guidelines of Ministry of Health and Family Welfare (MoHFW), Government of India'

3. Subsequently, the Ministry of Health Medical & Family Welfare Department, Government of Andhra Pradesh in Memo.No./COVID-19/2020, Dt.18.04.2020 has prescribed certain guidelines for resuming of limited operations from April, 20th, 2020. The relevant portion of the Order is reproduced as below:

'MHA, Gov vide order under reference 1 above has exempted certain activities which can be taken up outside the red zones, in a manner that the Gov has classified districts based on the severity of the pandemic, it is proposed by the State Government of consider "Mandal as an administrative unit for the purposes of effective containment and phased withdrawal of the lockdown".

In AP we have a total of 676 mandals both in the 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 18th April 2020, which may increase as new cases get detected outside the existing clusters. A containment cluster includes all positive cases and their contacts within the limited area, which has a 3 kms radius from the epicenter of case/s with a buffer of 7 kms 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 3rd 2020, where the exemptions shall not apply.'

4. In view of the specific order (COVID Order-28), dtd.18.04.2020 issued by the Spl. Chief Secretary, HM&FW Department, Government of Andhra Pradesh and considering the fact that the Income Tax Office, Vizianagaram is located in urban area (cities/towns/municipalities), the same shall remain closed during the extended period of lock down till 3rd May, 2020 or till such date as may be decided upon by the competent/appropriate authorities whichever is earlier.

All Officers/Officials are directed to remain in their respective Head Quarters during this period as they may have to be considered for duty depending upon the exigencies of the situation. They shall continue to work from home and should be available on phone/mobile at all times. With regard to the Officers functioning as DDOs, the procedure followed by them for preparing and passing of various bills, during the lockdown period in the month of March, 2020 is applicable for the month of April, 2020 also and the same has to be followed accordingly.

5. Further, in pursuance of guidelines issued by MHA vide No.40-3/2020-DM-I(A) dated 15.03.2020 and office order of Pr.CCIT, AP & TS, in F.No.Pr.CCIT/AP & TS/Estt/Instructions/2019-20 dated 15.04.2020, the Addl.CIT, Range-3, VSP is directed to take all measures as

mentioned in the said guidelines with regard to sanitization of the I.T. Offices and coordination with District Administration/Police (for obtaining Passes/Permissions) and to ensure smooth reopening of the I.T. Offices as and when the restrictions imposed by the Government of Andhra Pradesh/ District Administration are removed. In this regard the Range Heads concerned may issue separate orders entrusting the responsibilities to specific officer at each station to facilitate smooth reopening of the Offices.



(S. S. PARIDA)

Pr. Commissioner of Income-tax-1
Visakhapatnam.

Copy to the:-

1. The Pr. Chief Commissioner of Income tax, AP & TS, Hyderabad for kind information.
2. The Chief Commissioner of Income tax, Visakhapatnam for kind information.
3. The Addl. Commissioner of Income tax, Range-3, Visakhapatnam.