



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/ 10TH Floor, Income Tax Towers,  
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,  
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F.No.Pr.CCIT/AP&TS/Estt./Covid-19/2021-22

Date: 11-05-2021

**OFFICER ORDER**

- Sub :** Preventive measures to control and contain the spread of Novel Corona virus (COVID-19) – issuance of instructions- reg.
- Ref :** Government of Telangana G.O No. 102 dated 11.05.2021.

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Consequent to the surge of COVID-19 in the recent past in the state of Telangana, the Chief Secretary to the Government of Telangana vide GO. No.102 dated 11.05.2021, has issued guidelines in order to control and contain the spread of COVID-19 transmission in the State of Telangana and imposed lockdown across the state of Telangana with effect from **10.00AM on 12.05.2021 to 6.00 AM on 22.05.2021.**

2. In view of the above order of the Chief Secretary to the Government of Telangana, the Pr. Chief Commissioner of Income-Tax, Andhra Pradesh & Telangana Region, Hyderabad hereby orders that:

- a) For the above mentioned period all the offices of the Income Tax in the State of Telangana shall function with **33% strength** as per the roster **drawn by the Heads of the Department / offices.**
- b) **The remaining officers/Officials shall work from home and should be available on telephone and electronic means of communication at all times.** They shall attend office as and when called for, in case of any exigencies of work. They shall not leave the station without necessary permission from the leave sanctioning authority.

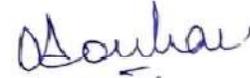
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c) The concerned Head of offices would issue necessary duty passes to all the eligible officers and officials and contingent staffs, to ensure smooth commutation to offices.

d) The DGIT/CCIT/Pr.CsIT/Pr.DIT/CsIT/DsIT/Heads of Department shall ensure that Treasury functions such as Pay and Accounts offices (DDO Function) and preparation of all essential bills, including medical bills on priority basis, and submission to the ZAO shall not be hampered. Wherever required, authorization letter (for drivers/sanitization staff/security personnel) shall be issued by the HoD. All the Officers and officials are requested to ensure Covid Appropriate Behaviors at all times.

e) Further, any Orders/Guidelines/Circulars/ OM issued with regard to COVID-19 subsequent to this Order by the Government of India, Government of Telangana/ Concerned Local Administration, will supersede this Order and all Officers/Officials have to follow the Orders/Guidelines/Circulars/OM accordingly.

3. This issues with the approval of Pr. Chief Commissioner of income Tax, Andhra Pradesh and Telangana, Hyderabad.



(PEEYUSH SONKAR)

Commissioner of Income Tax (Admn & TPS)  
O/o Pr. Chief Commissioner of Income Tax, AP & TS,  
Hyderabad.

To,

All the Heads of Offices, AP & TS Charge.