



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: 28-04-2021

ORDER

Sub: Preventive measures to be taken to contain the spread of Novel Corona virus(COVID-19) – reg.

Ref: (i) Office Memorandum of Ministry of Personnel, Grievances and Pensions, DoPT in F.No. 11013/9/2014-Estt.A-III dt. 19.04.2021.

(ii) Office Memorandum of CBDT in F.NO. CIT(M&TP)/BDT/Misc/2021-22 dt. 19.04.2021

In view of the above referred office memoranda of DoPT and CBDT relating to the preventive measures to be taken to contain the spread of Novel Corona virus(COVID-19) the following instructions/guidelines are issued for strict compliance:

- (i) Strict compliance shall be ensured with the instructions/guidelines on COVID-19 appropriate behavior issued by Ministry of Home Affairs, Ministry of Health and Family Welfare, Department of Personnel and Training and CBDT from time to time.
- (ii) Seating arrangements should be made in such a way that adequate social distancing is maintained.
- (iii) Crowding, gathering in lifts, staircases, corridors and other common areas should be avoided.
- (iv) Covid appropriate behaviors viz. Frequent washing of hands with soap, use of sanitizers and maintaining physical distance at all time should be ensured.
- (v) All officials residing in containment zones shall be exempted from coming offices till the containment zone is de-notified.
- (vi) **Physical attendance may be reviewed and restricted to 50% by rotation for officers/staff up to the level of Under Secretary or equivalent or as per the requirements of the Divisional Head/Controlling officers subject to administrative exigencies till 30th April, 2021 or until further orders, whichever is earlier.**
- (vii) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (viii) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - a. 9.00 A.M. to 5.30. P.M.

b. 9.30 AM to 6.00 PM

c. 10.00 A.M. to 6.30 P.M.

- (ix) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- (x) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- (xi) Meetings, as far as possible, to be conducted through video-conferencing.
- (xii) Entry of outsiders /visitors to be curtailed appropriately.
- (xiii) In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
- (xiv) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. The above order shall apply to all the offices in Andhar Pradesh and Telangana Region.
3. This order is issued with the approval of Pr. Chief Commissioner of income Tax, Andhra Pradesh and Telangana.

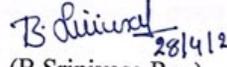
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(PEEYUSH SONKAR)

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

Copy to:

All the Heads of Offices, AP & TS Charge.


28/4/21
(B Srinivasa Rao)

Jt. Commissioner Of Income Tax(OSD)(Hqrs)(Admin)
O/o Pr. Chief Commissioner of Income Tax,
Hyderabad.