



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, फ़ैक्स/ Fax 040-23241427

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

Date: 04/01/2022

OFFICE ORDER

In supersession of all earlier orders issued with respect to COVID-19 pandemic and pursuance to DOP&T OM in F.No. 11013/9/2014-Estt.A-III dated 03.01.2022, with respect to attendance to Central Government Offices, all Income Tax Offices under Pr.CCIT, AP & TS, Hyderabad region shall remain open and functional with the following strength with immediate effect till 31.01.2022 or until further orders, whichever is earlier.

- a. All Officers of the rank of Assistant Commissioner of Income-tax and above shall attend the offices on all working days.
 - b. All officers and Officials below the rank of Assistant Commissioner of Income tax shall attend the offices at 50% of working strength.
2. All the CCsIT/DGIT/Pr.CsIT/Pr.DIT/CsIT/DIT should draw up the roster for the officers and officials below the rank of ACIT to ensure their 50% working attendance on a given day. In this regard, attention is drawn towards DOP&T's OM in F.No. 11013/9/2014-Estt.A-III dated 03.01.2022, which stipulates as under:

- (a) The officers/staff shall follow staggered timings, to avoid over crowding in offices, as indicated below:

- (a) 9.00 AM to 5.30 PM
- (b) 10.00 AM to 06.30 PM

- (b) Those officers/staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (c) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz frequent handwashing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
- (d) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but they shall continue to work from home.
- (e) All Officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (f) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (g) Proper cleaning and frequent sanitization of workplace, particularly of frequently touched surfaces may be ensured. HODs may also ensure non-crowding in corridors, canteens etc.,

3. A copy of duty roster of officers/officials as mentioned in paragraph 2 needs to be endorsed to this Office before 03.00 PM on 05.01.2022.

4. This is issued with the prior approval of the Pr.CCIT, AP & TS, Hyderabad.


(C.V. PAVANA KUMAR)
COMMISSIONER OF INCOME TAX (ADMN&TPS)
ANDHRA PRADESH AND TELANGANA.

Copy to

All the Heads of Departments/Offices of AP&TS region.