

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 / 10<sup>TH</sup> 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./COVID 19/2020-21 Dated: 04.01.2021

**OFFICE MEMORANDUM**

**Sub:** Sanitisation of Office buildings at Hyderabad - regarding -

**Ref:** 1) Office order dated 19.03.2020

2) Detailed guidelines issued by MOHW dated 18.05.2020

3) This office memorandum of even no. dated 21.07.2020

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Kindly refer to the above.

2. With regard to preventive measures to contain the spread of COVID-19 in workplace settings, all the building in-charges are hereby required to follow the guidelines dated 18.05.2020 issued by Ministry of Health & Family Welfare. In this regard, all the building in-charges are requested to comply with the details guidelines on the disinfection process in offices in their respective buildings. The expenditure in this regard is to be incurred by the following offices:

| Sl.No. | Building                             | Expenditure to be incurred by    |
|--------|--------------------------------------|----------------------------------|
| 1      | Aayakar Bhavan, Hyderabad            | O/o. Pr.DIT(Inv.), Hyderabad     |
| 2      | Income Tax Towers, Hyderabad         | O/o. Pr.CCIT, AP & TS, Hyderabad |
| 3      | ITAT Office at CGO Towers, Hyderabad | O/o. Pr.CCIT, AP & TS, Hyderabad |
| 4      | Olympic Bhavan, Hyderabad            | O/o. Pr.CCIT, AP & TS, Hyderabad |
| 5      | Signature Towers, Hyderabad          | O/o. Pr.CIT-2, Hyderabad         |

3. In respect of ITAT office at CGO Towers and Olympic Bhavan, the disinfection process should be taken care by the building in-charge of Income Tax Towers.

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



(PEEYUSH SONKAR)

Commissioner of Income Tax (Admin & TPS),  
Andhra Pradesh & Telangana.

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):

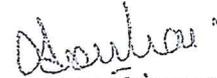
| Srl. No. | Building                     | Name of the Building-Incharges                                                                                                                             |
|----------|------------------------------|------------------------------------------------------------------------------------------------------------------------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

कार्यालय प्रधान मुख्य आयकर आयुक्त  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
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F.No.Pr.CCIT/AP&TS/Estt/Covid-19/2020-21

Date: 21-07-2020

**OFFICE MEMORANDUM**

Sub: Sanitisation of office buildings at Hyderabad - Regarding.

Ref: (i) Office Order dated 19.03.2020  
(ii) Detailed guidelines issued by MoHFW dated 18.05.2020  
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Kindly refer to the above.

2. With regard to preventive measures to contain the spread of COVID-19 in workplace settings, all the building in-charges are hereby required to follow the guidelines dated 18.05.2020 issued by Ministry of Health & Family Welfare. In this regard, all the building in-charges are requested to comply with the detailed guidelines on the disinfection process in offices in their respective buildings. The expenditure in this regard is to be incurred by the following offices:

| Sl. No. | Building                             | Expenditure to be incurred by   |
|---------|--------------------------------------|---------------------------------|
| 1       | Aayakar Bhavan, Hyderabad            | O/o Pr. DIT(INV), Hyderabad     |
| 2       | Income Tax Towers, Hyderabad         | O/o Pr.CCIT, AP & TS, Hyderabad |
| 3       | ITAT office at CGO Towers, Hyderabad | O/o Pr.CCIT, AP & TS, Hyderabad |
| 4       | Olympic Bhavan, Hyderabad            | O/o Pr.CCIT, AP & TS, Hyderabad |
| 5       | Signature Towers, Hyderabad          | O/o Pr.CIT-3, Hyderabad         |

3. In respect of ITAT office at CGO Towers and Olympic Bhavan, the disinfection process should be taken care by the building in-charge of Income Tax Towers.

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(PEEYUSH SONKAR)  
Commissioner of Income Tax  
(Admn & TPS), Hyderabad

Copy to

1. The officers concerned.