

**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,**
10TH Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474, Fax 040-23241427

F.No. Pr.CCIT/Circulars/2021-22

Date: 10.01.2022

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):

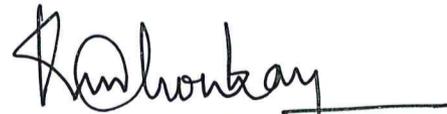
Sl. No.	Building	Name of the Building-Incharges
1	Aayakar Bhavan, Hyderabad	1. Sri V.K.Gupta, Pr. DIT(Inv), Hyderabad 2. Sri AGV Prasad, Addl. DIT(HQ(Inv.) O/o. DGIT(Inv.), Hyderabad 3. D. Babitha, DDIT(HQ)(Inv.), O/o. DGIT(Inv.), Hyderabad
2	Income Tax Towers, Hyderabad	1. Sri K.J. Rao, CIT(Audit), Hyderabad 2. Sri B. Srinivasa Rao, JCIT(TDS), TDS Range-2, Hyderabad 3. Sri Dheeraj Kumar, ITO(Hqrs)(Welfare), Hyderabad
3	Signature Towers, Hyderabad	1. Sri D. Sudhakara Rao, Pr.CIT(ReFAC)(AU)-3, Hyderabad 2. Sri Dinesh Paruchuri, Addl. CIT, Range-8, Hyderabad 3. Sri Satyanarayana Rao S., ACIT Circle 2(1), 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 03.01.2022.

3. The Chief Commissioner of Income Tax(ReFAC), 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. F.No. 11013/9/2014-Estt.A-III dated 03.01.2022 (copy enclosed) and duty roster may be implemented, as per the OM.**

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



(K. MEGHANATH CHOWHAN)

Commissioner of Income Tax(i/c.)

(Admn & TPS)

O/o – Pr. CCIT, AP & TS, Hyderabad

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi

Dated the 3rd January, 2022.

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

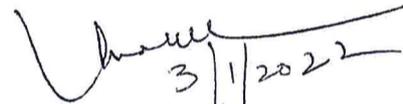
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31st January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home. x
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified. x

- (vi). 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.
- (vii) Meeting, 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. X
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.


3/1/2022

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.