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Office of the  
Commissioner of Income Tax  
Office of the  
Principal Chief Commissioner of Income Tax,  
Andhra Pradesh and Telangana

Tel. No. 040 - 23425474, Fax 040-23241427, 23240403

F. No. Pr.CCIT/Misc/Estt/2015

Date: 18-08-2015

To

All the Heads of Offices in A.P. & Telangana Regions.

Sir / Madam,

Sub: Instructions regarding requirement of taking prior permission by officers / staff for leaving stations / headquarters - Regarding.

Ref: Office memorandum dt.07.08.2015 issued by CBDT in F.No.Dir(Hqrs)/Ch.(DT)/29/2013/796.

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Kindly refer to the above.

I am directed forward a copy of the office memorandum cited under reference above for strict compliance. Further, I am also directed to instruct the officers / staff to refrain from leaving their station / headquarters without prior permission and to strictly observe office timings.

Yours faithfully,

*H. Naveen*  
(M. NAVEEN) - 18.8.15

Dy. Commissioner of Income Tax  
(Hqrs)(Admn)  
O/o.Pr.CCIT, Hyderabad

Copy to: The CIT(C&S), Central Board of Direct Taxes, New Delhi.

Copy to: The Chief Commissioners of Incometax, Hyderabad / Vijayawada / Visakhapatnam and Director General of Incometax (Inv), Hyderabad.

DD (SYS)/AD(SYS)/ITO(HQRS)  
DPA GR 'B' MODH. GHOUSE  
DPA GR 'B' SALBABA / ESST  
AO&DDC/CASHER

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GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
INCOME TAX DEPT.  
14 AUG 2015  
Pr. Chief Commissioner of Income Tax  
A.P. & TELANGANA  
Stock IT Dept.  
Hyd.

F.No.Dir(Hqrs.)/Ch.(DT)/29/2013

Government of India  
Ministry of Finance  
Department of Revenue

Central Board of Direct Taxes

Room No.155, North Block, New Delhi

17 AUG 2015  
Dated the 17th August, 2015  
Pr. Chief Commissioner of Income Tax  
A.P. & TELANGANA

OFFICE MEMORANDUM

Subject: Instructions regarding requirement of taking prior permission by officers/staff for leaving stations/headquarters-reg.

It has been brought to the notice of the Board that some officers/staff of the income Tax Department are leaving their stations/headquarters early on Fridays, during weekend and holidays, and joining their duties late on next working day. It is further noticed that many a times no permission is being taken from the superior controlling authorities before leaving station/headquarters as required under the rules. It is stated that apart from disturbing decorum and office discipline, this practise of leaving stations/headquarters by the officers /staff without prior permission and not observing the office timings, is causing inconvenience to the taxpayers and members of public who visit income tax offices in connection with their tax matters either by prior appointment or otherwise. This has been viewed adversely by the Chairperson, CBDT.

In this connection it may be stated that existing instructions of the Government on the subject issued vide DoPT OM No.11013/7/94-Estt(A) dated 18.05.1994, and subsequent clarifications issued thereon from time to time, clearly stipulate that permission for leaving station/headquarters is essential before a Government servant leaves his station/headquarters. Failure to obtain permission of competent authority before leaving station/headquarters is to be viewed seriously and may entail disciplinary action. Moreover Article 56 of the Civil Service Regulations also provides that 'no officer is entitled to pay and allowance for any time he may spend beyond the limits of his charge without authority.'

The undersigned is therefore directed to request all cadre controlling Pr. Chief Commissioners of Income Tax /Pr. Directors General of Income Tax to instruct all the officers and staff working in offices under their cadre control to refrain from leaving their station /headquarters without prior permission and to strictly observe the prescribed office timings. Necessary instructions may be issued to all field formations in this regard for strict compliance under intimation to the Board immediately.

This issues with the approval of Chairperson CBDT.

*Handwritten notes:*  
ITI + Ravi STA  
Did you put up  
Instruction as RCC IT has  
All cadre controlling Pr.CCs/Pr.DGsIT  
disrupted in photocopy  
Put up tomorrow  
itself

*Signature:*  
(Dr.B.K.Sinha) 7.8.15  
CIT(C&S), CBDT

- Copy to: 1.PPS to Chairperson/PPS to all Members CBDT.
- 2. DBC for displaying on irsofficersonline.gov.in

*Handwritten note:*  
Kamath

List of Pr.CCs/IT/Pr.DGs/IT

1. The Pr. Chief Commissioner of Income Tax, Gujarat  
P.B. No. 211, Aayakar Bhawan, Ashram Road,  
**Ahmedabad-380 009**
2. The Pr. Chief Commissioner of Income Tax,  
Karnataka  
Central Revenue Building, No-1 Queen's Road,  
**Bangalore-560 001**
3. The Pr. Chief Commissioner of Income-Tax, MP  
& Chattisgarh  
Aayakar Bhawan, 48 Arera Hills, Hoshangabad Road,  
**Bhopal-462 001**
4. The Pr. Chief Commissioner of Income-Tax, Odisha  
Aayakar Bhawan, Rajaswa Vihar,  
**Bhubaneswar-751 007**
5. The Pr. Chief Commissioner of Income-Tax, NWR  
C.R. Building, Himalaya Marg, Sector 17-E  
**Chandigarh-160017**
6. The Pr. Chief Commissioner of Income-Tax,  
Tamil Nadu  
121, Mahatma Gandhi Road, Nungambakkam  
**Chennai-600 034**
7. The Pr. Chief Commissioner of Income Tax, Delhi  
Central Revenue Building, I.P. Estate  
**New Delhi-110 002**
8. The Pr. Chief Commissioner of Income Tax, NER  
1<sup>st</sup> Floor, Aayakar Bhawan, Christian Basti, G.S.  
Road,  
**Guwahati-781 005**
9. The Pr. Chief Commissioner of Income-Tax, A.P.  
& Telangana  
10<sup>th</sup> Floor, C-Block, I.T. Towers, 10-2-3, A.C. Guards  
**Hyderabad-500 004**
10. The Pr. Chief Commissioner of Income-Tax,  
Rajasthan  
New Central Revenue Building, Statue Circle,  
Bhagwan Dass Road,  
**Jaipur-**
11. The Pr. Chief Commissioner of Income-tax,  
UP (West)  
16/69, Aayakar Bhawan. Civil Lines,  
**Kanpur-208001**
12. The Pr. Chief Commissioner of Income-tax, Kerala  
Central Revenue Building, 2<sup>nd</sup> Floor, I.S. Press Road,  
**Kochi-682 018**
13. The Pr. Chief Commissioner of Income-tax West  
Bengal & Sikkim  
Aayakar Bhawan, P-7, Chowringhee Square,  
**Kolkata-700 069**
14. The Pr. Chief Commissioner of Income Tax,  
UP (East)  
5, Ashok Marg,  
**Lucknow-226 001**
15. The Pr. Chief Commissioner of Income Tax,  
Mumbai  
3<sup>rd</sup> Floor, Aayakar Bhawan, Maharishi Karve Road,  
**Mumbai-400020**
16. The Pr. Chief Commissioner of Income-tax  
, Nagpur  
Aayakar Bhawan, Telankhedi Road, Civil Lines,  
**Nagpur-440 001**
17. The Pr. Chief Commissioner of Income Tax, Bihar  
& Jharkhand  
Central Revenue Building, Birchand Patel Marg,  
**Patna-800 001**
18. The Pr. Chief Commissioner of Income-tax, Pune  
226, Aayakar Bhawan, 12, Sadhu Vaswani Chowk,  
**Pune-411 001**
19. Pr., DGIT (NADT), Nagpur.
20. The Pr. CCIT (International Taxation)  
E-2 Block, Civic Centre, Minto Road, JLN Marg  
**New Delhi-110 002**
21. The Pr. Director General of Income Tax  
(Administration)  
7<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus,  
**New Delhi-110001**
22. The Pr. Director General of Income Tax  
(Vigilance)  
1<sup>st</sup>, Floor, Dayal Singh Public Library Building,  
1, Deen Dayal Upadhyaya Marg,  
**New Delhi-110 002**
23. The Pr. Director General of Income Tax (Systems)  
ARA Centre, Ground Floor, E-2, Jhandewalan  
Extension,  
**New Delhi-110055**
24. The Pr. Director General of Income Tax (HRD)  
ICADR Building, Plot No.6, Institutional Area,  
Vasant Kunj, Phase-II,  
**New Delhi-110070.**
25. The Pr. Director General of Income Tax  
(Logistics)  
ARA Centre, Ground Floor, E-2, Jhandewalan  
Extension, **New Delhi-110055**
26. The Pr. Director General of Income Tax (Legal  
& Research)  
Room No. 414, Drum Shaped Building, I.P. Estate  
**New Delhi-110002**
27. Pr. CCIT (Exemption) New Delhi