

**INCOME TAX APPELLATE TRIBUNAL  
HYDERABAD ZONE  
AT HYDERABAD AND VISAKHAPATNAM**

NOVEL CORONAVIRUS (COVID-19) ADVISORY

Date : 14th March, 2020

In the light of the communication dated 13th March, 2020 issued by Hon'ble President, Income Tax Appellate Tribunal, for taking appropriate measures to ensure safety and welfare of all the stakeholders in respect of spread of Novel Coronavirus (COVID-19), certain steps are advised, which are set out as follows

1. In order to ensure that the ITAT premises are not overcrowded, the following precautions be taken by all the stakeholders with immediate effect:
  - (i) No person except the authorized representatives who are going to act in the matter, along with not more than one representative of the litigant, shall be permitted in the ITAT premises
  - (ii) Adjournments may be moved upto 9.30 AM through Official emails [hyderabad.bench@itat.nic.in](mailto:hyderabad.bench@itat.nic.in) / [vizag.bench@itat.nic.in](mailto:vizag.bench@itat.nic.in). Such adjournment requests would be entertained only during the period when these instructions remain in force.
  - (iii) Advocates / Chartered Accountants/ Authorized representatives /Practitioners/Parties seeking an adjournment be accommodated favorably.
  - (iv) Absence of the authorized representatives or the parties in person may not entail any adverse orders.

2. Any person, showing symptoms such as fever, running nose, cough etc. should not enter the premises of the Income Tax Appellate Tribunal. In case there is any urgent unavoidable work that they have in the ITAT, they may use email for contacting the ITAT office.
3. All the stakeholders are advised to avoid visiting the ITAT premises unless it is absolutely necessary, or their presence is directed by Court.
4. All the stakeholders are advised not to crowd the passages, court rooms or any other public place in the Income Tax Appellate Tribunal, and to take all such preventive measures, as are recommended by the public authorities from time to time such as Ministry of Health and Public Welfare (Government of India) and World Health Organization, to avoid the spread of coronavirus.
5. All are requested to cooperate and follow the instructions of the staff of ITAT in the interest of all.
6. These instructions shall remain in force till 31st March, 2020, or such date as may be intimated. In case of any difficulty or, for any feedback, you may write to [hyderabad.bench@itat.nic.in](mailto:hyderabad.bench@itat.nic.in) / [vizag.bench@itat.nic.in](mailto:vizag.bench@itat.nic.in).
7. Copies of Hon'ble President's communication, and Hon'ble Supreme Court of India's Notification are appended herewith.

New Delhi.

Sd/-  
**[ SUSHMA CHOWLA ]**  
VICE PRESIDENT

# **SUPREME COURT OF INDIA**

## **NOTIFICATION**

The Ministry of Health and Family Welfare, Government of India has issued an Office Memorandum dated 5th March, 2020 as advisory cautioning against mass gathering and the World Health Organisation has also declared Novel Coronavirus (COVID-19) as global pandemic advising against mass congregation.

On reviewing the advisory issued by the Government of India and in view of the opinion of public health experts including medical professionals and also considering the safety and welfare of all the visitors, litigants, lawyers, court staff, security, maintenance and support staff, student interns and media professionals, the Competent Authority has been pleased to direct that the functioning of the Courts shall be restricted to urgent matters with such number of Benches as may be found appropriate.

It is hereby notified that no persons except the lawyers who are going to act in the matter, i.e. either for argument or for making oral submissions or to assist along with one litigant only, shall be permitted in the court room. Mentioning of matters will be made before the Mentioning Officer only. Considering the importance of the safety measures for health, all concerned are requested to cooperate with the instructions of the staff on duty, in the interest of all.

Sd/  
(Sanjeev S.Kalgaonkar)  
Secretary General  
13 March, 2020