



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

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Website : www.icmai.in

Ref. No.: G/128/04/2021

April 20, 2021

ADDENDUM TO OFFICE ORDER NO. 09/ 2021-22

**Preventive measures to control the spread of Novel Coronavirus (COVID-19) –
Effective enforcement of Test-Track-Treat Protocol
Attendance in the offices of the Institute**

Further to issuance of the Office Order No. 09/2021-22 by the Institute on April 15, 2021 and in line with the Office Memorandum dated April 19, 2021 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, all officers/ employees/outsourced/contractual personnel of the Institute working at Headquarters, Delhi Office, Centres of Excellence, Regional Councils, Chapters, Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF are hereby advised to strictly follow the guidelines appended hereunder while attending the office in order to regulate the attendance in the offices of the Institute:

1. All officers and staff of the level of **Deputy Director** and above will attend the office regularly on all working days.
2. All officers and staff **below** the level of **Deputy Director** will ensure atleast 50% attendance in the office.
3. The officers/ staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 am to 5.30 pm
 - 9.30 am to 6.00 pm
 - 10.00 am to 6.30 pm
4. All other instructions / guidelines as appearing in the Office Order 9/2021-22 issued by the Institute on April 15, 2021 will continue to be followed by the officers/ staff.


(CMA Kaushik Banerjee)
Secretary



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Enclosed: Office Memorandum dated April 19, 2021 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India.

Distribution:

1. President's Office.
2. Vice-President's Office.
3. Secretary's Office at the Headquarters & Delhi Office.
4. All Heads of Directorates/Departments at the Headquarters and Delhi Office.
5. All Regional Councils and the Chapters of the Institute of Cost Accountants of India.
6. All the Centres of Excellence, Extension Centres, CMA Support Centres & ROCCs of the Institute of Cost Accountants of India.
7. Offices of the IPA, RVO, AAT & MARF.
8. IT Department for uploading on the website of the Institute.
9. Office Order File.

Copy to:

1. President, The Institute of Cost Accountants of India.
2. Vice-President, The Institute of Cost Accountants of India.
3. All Council Members, The Institute of Cost Accountants of India.

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 19th April, 2021

OFFICE MEMORANDUM

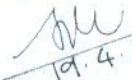
Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials-regarding

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government :-

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 A.M. to 5.30. P.M.
 - 9.30 AM to 6.00 PM
 - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
 - j. Entry of outsiders /visitors to be curtailed appropriately.
 - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
 - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.


14.4.2021
(Sujata Chaturvedi)
Additional Secretary to Govt. of India
Tel 2309 4276

To

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