



**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/128/10/2020

9<sup>th</sup> October, 2020

**OFFICE ORDER NO. 33/2020-2021**

**Preventive measures to control the spread of Novel Coronavirus (COVID-19) –  
Attendance in the offices of the Institute**

Further to office orders issued in this connection and in line with the Office Memorandum dated October 7, 2020 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India and forwarded by the Ministry of Corporate Affairs, 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 of the level of Assistant Director and above will attend the office regularly on all working days.
2. All officers and staff **below** the level of Assistant Director will ensure at least 50% attendance in the office. The Heads of Departments may mandate attendance of more than 50%, if required in the public interest, while strictly ensuring that social distancing is maintained under all circumstances.
3. All officers and staff attending the office shall follow the staggered timings to avoid over-crowding in the office as indicated below:
  - a. 9:30 AM to 6 PM
  - b. 10 AM to 6:30 PM
4. All officers and staff residing in the containment zone shall be exempted from coming to the office till the containment zone is denotified.
5. All officers and staff who do not attend the office on a particular day shall continue to work from home and should be available on telephone and other electronic means of communications.
6. Persons with Disabilities and Pregnant Women employees shall continue to work from till further orders.
7. Heads of the Departments shall ensure that National Directives for the COVID-19 management, which include instructions issued for regular sanitization/cleaning of work place, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.



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8. Meetings as far as possible shall be conducted on video conferencing and personal meetings with visitors, unless absolutely necessary in the public interest, are to be avoided.
9. The above shall be in force with immediate effect until further orders. Bio-metric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of Departments may ensure strict implementation of these instructions.
10. The above will be subject to the guidelines issued by the concerned State Government / Local Authority.

**CMA Kaushik Banerjee**  
**Secretary**

**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.