



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
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17<sup>th</sup> March, 2020

**OFFICE ORDER NO. 69 /2019-2020**

Further to Office Order No. 68/2019-20 dated March 14, 2020, in view of advisory issued by the Government of India, it has been decided that in the wake of COVID-19 outbreak in the country, all offices of the Institute will take the following measures in order to avoid/decrease contact between those who are infected with the disease and those who are not, so as to stop or slow down the rate and extent of disease transmission in the society:

1. All oral coaching classes by the Regions, Chapters, RoCCs, CMA Support Centres of the Institute are to be postponed with immediate effect till 31<sup>st</sup> March, 2020. Students are advised to stay at home and get themselves prepared for examination through online mode of education.
2. All the CEP programmes, events, seminars, conferences, members meets, courses, pre-placement activities, personal contact programmes or any other programmes involving mass participation by the members and students shall be postponed till 31<sup>st</sup> March, 2020.

All offices of the Institute are, therefore, directed to take necessary effective action as per the above and also to spread this message to all functionaries and staff under their jurisdiction.

  
(CMA Kaushik Banerjee)  
Secretary

**Distribution:**

1. President's Office.
2. Vice-President's Office.
3. Secretary's Office in 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.