



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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March 19, 2020

OFFICE ORDER NO. 71/2019-20

Preventive measures to be taken to control the spread of Novel Coronavirus (COVID-19)

In line with advisory issued by the Government of India and in order to control the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all concerned. In this regard, it has been decided to issue the following advisory for the well-being of employees, members, students and elected representatives of the Institute and others connected with the Institute:

1. All concerned are advised to take all necessary measures such as :-
 - (i) Install thermal scanners at the entry of office campus, as feasible. Mandatory placing of hand sanitizers at the entry of buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
 - (ii) Discourage, to the maximum extent, entry of visitors in the office campus. Only those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
 - (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
 - (iv) Avoid non-essential official travel.
 - (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
 - (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
 - (vii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
 - (viii) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.



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2. All concerned may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
3. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
4. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The HoDs may take care not to expose such employees to any front-line work requiring direct contact with the public.
5. All the Students, Members and other Stakeholders of the Institute should be encouraged to take the help of the electronic medium (i.e. website of the Institute, e-mail, webinar) for getting the information regarding courses and other technical issues and not physically appear to any of the offices of the Institute till the situation is normalized.
6. Libraries of the Institute should be closed / restricted till further orders.
7. An indicative list of Do's and Don'ts are also appended hereunder for wide dissemination:

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number.

Don'ts

- Shake hands.
- Close contact with anyone, if you are experiencing cough and fever.



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- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit crowded places or mass gatherings etc.
- Spread rumours or panic.

CMA Kaushik Banerjee
Secretary

Distribution:

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