



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
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Website : www.icmai.in

Ref. No. : G/128/03/2020

20th March, 2020

OFFICE ORDER NO. 72 /2019-20

Further to office orders issued in this connection, in order to contain the spread of COVID-19 (Coronavirus) and in pursuance of OM of Department of Personnel and Training No. 11013/9/2014-Estt (A-III) dated 19th March, 2019 and as per directives issued by the Ministry of Corporate Affairs on 20th March, 2020, it has been decided in public interest that only fifty percent of Group B {SRA (P) Grade I or equivalent up to Senior Officer or equivalent} and Group C {Junior Peon or equivalent up to SRA (P) or equivalent} employees of the Institute of Cost Accountants of India shall attend office every day.

Accordingly, the employees mentioned in the first list shall attend office from the week commencing on 23rd March, 2020, and the employees mentioned in the second list shall work from home during this period. Similarly, the employees mentioned in the second list shall attend office during the week commencing 30th March, 2020 and the employees mentioned in the first list shall work from home during this period.

The system will be effective from 23rd March, 2020 and shall remain so till 4th April, 2020.

This system shall be effective for all Group B and C employees, as well as contractual, outsourced, consultants, research associates and trainees of the Institute for all its offices including the Section 8 Companies promoted by the Institute.

The employees who are working from home on a particular day as per the roster drawn up by the office in accordance with the above principle, should be available on telephone and electronic means of communication at all times. They should attend office if called for any exigency of work.

Further, the working hours for all employees who attend office on a particular day should be staggered. Three groups of employees shall be formed and asked to attend office as per the following timings:-

- (a) 9 A.M. to 5:30 P.M.
- (b) 9:30 A.M. to 6 P.M.
- (c) 10 A.M. to 6:30 P.M.



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All employees should comply with guidelines / advisories issued by the Institute in line with that of Govt. of India / State Govt. from time to time regarding the precautionary measures to prevent spread of COVID-19.

In addition, specific directives of the concerned State Governments / local authorities in this regard should also be complied with.

(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 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.