



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

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

March 22, 2020

OFFICE ORDER NO. 73/2019-20

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

In line with Orders issued by the Government of India, and further by the Governments of West Bengal and National Capital Territory of Delhi on 22nd March 2020 and in continuation of the Office Order Nos. 68/2019-20 dated 14th March 2020, 69/ 2019-20 dated 17th March 2020, 71/2019-20 dated 19th March 2020 and 72/2019-20 dated 20th March 2020, with regard to preventive measures to be taken to control the spread of Novel Coronavirus (COVID-19), it has been decided to allow the employees as well as outsourced / contractual personnel of the Institute for all offices and companies formed under section 8 of the Companies Act 2013, to **Work from Home** with effect from **23rd March 2020 till 31st March 2020**, However those employees, whose presence is required for compliance of any statutory service, essential work or any emergency, shall be excluded from this order. They will be separately informed by the office regarding their presence.

The employees covered under this order shall assure their availability on phone and / or email so that work related instructions can be passed on to them accordingly. They shall have to make them well equipped to carry out the work from home accordingly. It has also been decided that employees covered under this order shall assure their presence in the office in case of any emergency or work related exigency. Any deviation from these instructions shall be viewed very seriously.

CMA Kaushik Banerjee
Secretary

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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.



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Copy to:

1. President, The Institute of Cost Accountants of India.
2. Vice-President, The Institute of Cost Accountants of India.
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