



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**

Telephones : +91-33- 2252-1031/1034/1035  
+ 91-33-2252-1602/1492/1619  
+ 91-33- 2252-7143/7373/2204  
Fax : +91-33-2252-7993  
+91-33-2252-1026  
+91-33-2252-1723  
Website : www.icmai.in

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

March 25, 2020

**OFFICE ORDER NO. 74/2019-20**

**Closure of all offices of the Institute to control the spread of Novel Coronavirus (COVID-19)**

Further to earlier Office Orders issued in this connection, in pursuance of Office Memorandum dated 24<sup>th</sup> and 25<sup>th</sup> March, 2020 issued by the Ministry of Corporate Affairs, Government of India, it has been decided that all offices of the Institute viz. Headquarters, Delhi Office, all Regional Councils, Chapters, Centres of Excellence, Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF shall remain closed for a period of 21 days with effect from 25<sup>th</sup> March 2020, or until further orders. Officers/employees/outsourced/contractual personnel of all these offices shall continue to work from home and will be available on telephone and other electronic means of communications.

However, officers/employees/outsourced/contractual personnel whose presence is absolutely required in the office for compliance of finance/cash related activities may attend office purely on absolute requirement to dispose off the work of utmost urgency. This Office Order along with official identity card shall be treated as an authorization to enable the concerned personnel to travel to the office and back by the law enforcement agencies. The office will arrange for necessary transport of the concerned personnel and opening of office as required. This arrangement will be subject to permission 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.



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**

Telephones : +91-33- 2252-1031/1034/1035  
+ 91-33-2252-1602/1492/1619  
+ 91-33- 2252-7143/7373/2204  
Fax : +91-33-2252-7993  
+91-33-2252-1026  
+91-33-2252-1723  
Website : [www.icmai.in](http://www.icmai.in)

**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.