



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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Ref. No. : G/128/04/2020

April 19, 2020

OFFICE ORDER NO. 03/2020-21

Functioning of offices of the Institute amidst lockdown imposed by the Government to control the spread of Novel Coronavirus (COVID-19)

Further to office orders issued in this connection, in line with Office Order issued by the Ministry of Corporate Affairs, Government of India, it has been decided that officers/employees/outsourced/contractual personnel of the level of Deputy Director and above at Headquarters, Delhi Office, all Regional Councils, Chapters, Centres of Excellence, Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF shall henceforth attend office regularly subject to the following conditions:

1. One third of the remaining personnel will attend the office as per the roster prepared by the office in consultation with the Heads of Departments.
2. All employees/outsourced/contractual personnel who do not attend the office on a day as per the roster will continue to work from home and will be available on telephone and other electronic means of communications.
3. Officers attending the office shall follow the attached guidelines/standard operating procedure regarding functioning of offices and abide by the other directives/advisories issued by the Government or local authorities from time to time.
4. The office will arrange for necessary transport of the concerned personnel as per the requirement.
5. 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.
6. This Office Order shall not be applicable to the offices of the Institute located in the containment zone as demarcated by the respective State/UT/District Administrations and guidelines applicable to those areas shall apply to such offices of the Institute.
7. The employees who are residing in notified containment zones are advised to follow the guidelines of the local authorities regarding movement in these zones and should join office only when such conditions are relaxed by the concerned local authorities.
8. However, any other officer/employee/outsourced/contractual personnel whose presence is absolutely required in the office for compliance of any activity to dispose off the work of utmost urgency shall attend office purely on absolute requirement. This Office Order along with official identity card shall be treated as an authorization to enable



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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 as required.

9. The above arrangement will be subject to permission by the concerned State Government / Local Authority.

CMA Kaushik Banerjee
Secretary

Encls: Annexure I & II - Guidelines / Standard Operating Procedure regarding functioning of offices.

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.

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.

Annexure I

Precautionary measures to be taken at offices:

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief/tissue sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing
- (v) Strict disinfection protocols should be followed in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- (xi) Meetings should be done through video conferencing only.
- (xii) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.
- (xiv) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
- (xv) Such employees should observe home-quarantine guidelines issued by MoH&FW, Government of India
- (xvi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xvii) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.

Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.