



**THE INSTITUTE OF
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(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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OFFICE ORDER NO. 04/2020-21

**Preventive measures to control the spread of Novel Coronavirus (COVID-19) –
Closure of Canteens in the offices of the Institute**

Further to office orders issued in this connection, in line with office memorandum issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, it has been decided that Canteens in all the offices of the Institute shall be closed with immediate effect and shall not be opened until further orders.

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.

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.