



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
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Ref. No. : G/128/05/2020

May 19, 2020

OFFICE ORDER NO. 09/2020-21

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

Further to office orders issued in this connection, in line with new guidelines on extension of lockdown in the country upto 31st May 2020, issued by the Ministry of Home Affairs, Government of India dated May 17, 2020 and the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India dated May 18, 2020, all officers / employees / outsourced/contractual personnel of the Institute working at Headquarters, Delhi Office, Centres of Excellence all Regional Councils, Chapters, , Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF are advised to follow the following guidelines while attending the office in order to regulate the attendance in the offices of the Institute:

1. All officers / employees / outsourced/contractual personnel of the level of Deputy Director and above will attend the office regularly on all working days.
2. For regulating the attendance of officers and employees below the level of Deputy Director, all Heads of the Department shall prepare a roster so as to ensure the 50 percent of staff and officers attend office on every alternate day.
3. All officers and employees who do not attend the office on a particular day as per the roster will continue to work from home and will be available on telephone and other electronic means of communications.
4. All Heads of the Departments shall also ensure that the 50 percent of officers and employees who attend office observe staggered timings, as under:
 - a. 1st Shift: 9AM to 5:30 PM
 - b. 2nd Shift: 9:30AM to 6PM
 - c. 3rd Shift: 10AM to 6:30 PM
5. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders.
6. The Heads of the Departments may please ensure strict compliance of these instructions as well as additional directives of Ministry of Home Affairs given hereunder:
 - a. As far as possible, the practice of work from home should be followed.
 - b. Staggering of work/ business hours shall be followed in offices and work places.
 - c. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common places.



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- d. Frequent sanitization of entire workplace, common facilities and all points which come into force into contact e.g. door handles etc., shall be ensured including between shifts.
 - e. All persons in charge of work places shall ensure social distancing through adequate gaps between shifts, staggering the lunch breaks of staff etc.
7. Violation of these instructions will be dealt with as per MHA guidelines issued by the MHA, GOI from time to time.

The above will be subject to guidelines issued 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.

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.