



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

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Website : www.icmai.in

Ref. No. : G/128/05/2020

May 27, 2020

**OFFICE ORDER NO.10 /2020-21**

**Compliance of CEP Guidelines by the Regions and Chapters**

This is for information of all Regions and Chapters that in view of outbreak of COVID-19, the Institute has undertaken a series of Webinars and other online programmes for the benefit of members and students. Considering this busy schedule, strict compliance with the CEP Guidelines framed by the Council as amended at its 300th Meeting held on 21st July, 2016, is absolutely necessary. The detailed Guidelines are uploaded on the website of the Institute [www.icmai.in](http://www.icmai.in).

Accordingly, the following process should be followed for conducting all programmes.

The CEP Directorate under the supervision and guidance of the CEP Committee will monitor and review the programmes conducted by the various Regions, Chapters, and study circles from time to time.

Mechanism to be followed by the organizer of the CEP Programme:

- i. Seek prior approval from CEP Directorate for holding the programme on topics of professional relevance and importance as per the Schedule-I of CEP Guidelines (annexed).
- ii. Submit online details of the programme to the CEP Directorate at least 5 days prior to the scheduled date of the programme. Details of online submission mechanism is available with the CEP Directorate.
- iii. Maintain attendance records of the programme in the manner as stipulated by the CEP Directorate from time to time.
- iv. Submit the attendance records to the CEP Directorate within 3 working days of the programme to upload the CEP Credit Hours in the portal.
- v. In case of any missed attendance, CEP Credit Hours of a member can be claimed within 90 days from the date of programme.

It may be noted in this connection that no post facto approval will be granted.

Further, in pursuance of Regulation 116 of the Cost and Works Accountants Regulations, 1959, Clause 16 of the Cost Accountants' Chapters Bye-Laws, 2019, the Regions and Chapters of the Institute are permitted to conduct programs which are within the periphery of functions of the Regions and Chapters. They are not permitted to conduct any National and International Level programmes which are conducted by the Headquarters of the Institute such as all National Level Conventions, Students Convocation, Foundation Day, International Conference, Global Summit and programmes of similar nature.

**CMA Kaushik Banerjee**  
**Secretary**



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**Encl:** Schedule I of the CEP Guidelines framed by the Council as amended at its 300th Meeting held on 21st July, 2016.

## Schedule-I

### List of Topics of Professional Relevance

- (i) Goods and Service Tax
- (ii) Insolvency Professionals
- (iii) Anti Profiteering
- (iv) Cost Accounting Standards
- (v) Cost Auditing and Assurance Standards
- (vi) Ind-As and IFRS
- (vii) Role of CMAs in Risk Management
- (viii) Forensic Audit
- (ix) Role of CMAs in Health sector
- (x) Role of CMAs in Education sector
- (xi) Role of CMAs in Internal Audit
- (xii) Role of CMAs in Banking sector
- (xiii) Role of CMAs in Insurance sector
- (xiv) Role of CMAs in Capital Markets
- (xv) Role of Independent Directors, Board members
- (xvi) Valuation of assets - Role of CMAs
- (xvii) Cost Audit
- (xviii) Direct Taxation
- (xix) Indirect Taxation
- (xx) Corporate Laws

The above list is illustrative only and not an exhaustive one.

(At least 50% of the CEP hours of the members should be in respect of the subjects pertaining to the topics of professional relevance for members as per **Schedule-I** of the CEP Guidelines.)

### **Distribution:**

- 1) Secretary, PD & CPD Committee
- 2) All HODs at Headquarters, Delhi Office and Hyderabad Centre of Excellence
- 3) All Regional Councils of the Institute
- 4) All Chapters of the Institute
- 5) IT Dept – for uploading on the website of the Institute
- 6) Secretariat
- 7) Notice Board



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**Copy to:**

- 1) President, ICAI
- 2) Vice President, ICAI
- 3) All Council Members
- 4) President's Office