



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
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Website : www.icmai.in

Ref. No. : G/128/04/2021

April 15, 2021

OFFICE ORDER NO. 09/2021-2022

**Preventive measures to control the spread of Novel Coronavirus (COVID-19) –
Effective enforcement of Test-Track-Treat Protocol
Attendance in the offices of the Institute**

Further to office orders issued in this connection and in line with the Order dated April 15, 2021 issued by Ministry of Corporate Affairs, Government of India, all officers/ employees/outsourced/contractual personnel of the Institute working at Headquarters, Delhi Office, Centres of Excellence, Regional Councils, Chapters, Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF are hereby advised to strictly follow the guidelines appended hereunder while attending the office in order to regulate the attendance in the offices of the Institute:

1. All officers and staff of the level of Assistant Director and above will attend the office regularly on all working days.
2. All officers and staff **below** the level of Assistant Director will ensure atleast 50% attendance in the office.
3. Roaster of the staff will be decided by the HoD concerned. However, any officer may be called for the duty in the office by the Competent Authority / HoD irrespective of the roaster.
4. In case any employee is unable to attend the office due to medical grounds or any other emergency on a day, the concerned HoD will ensure that the other employee/ staff carry out the official work.
5. All officers and staff attending the office shall follow the staggered timings to avoid over-crowding in the office
6. All officers and staff who do not attend the office on a particular day shall continue to work from home and should be available on telephone and other electronic means of communications.
7. All officers and staff residing in the containment zone shall be exempted from coming to the office till the containment zone is de-notified.
8. Meetings as far as possible shall be conducted on video conferencing and personal meetings with visitors, unless absolutely necessary in the public interest, are to be avoided.



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9. Bio-metric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders.
10. The Administration Department will ensure proper cleaning and frequent sanitization of the work place.
11. Employees of the age of 45 years or above may get themselves vaccinated, so as to effectively contain the spread of COVID-19.
12. All officers and staff shall ensure strict compliance of SOPs on preventive measures to contain spread of COVID-19 in offices as issued by the MOHFW and necessary instructions issued by the MHA and DoP&T from time to time on regular sanitization/cleaning of work place, maintenance of social distancing norms, wearing of masks and health & hygiene practices.
13. The above will be subject to the guidelines issued by the concerned State Government / Local Authority.

(CMA Kaushik Banerjee)
Secretary

Enclo: Office Order No. A-45011/23/2020-Admin-I dated 15th April, 2021 of Ministry of Corporate Affairs.

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

No A-45011/23/2020-Admn-I
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, New Delhi
Dated 15th April, 2021

OFFICE ORDER

Considering the present situation of increasing number of Covid-19 cases and with a view to minimize the spread of the disease vis-à-vis smooth functioning of the Ministry, the Competent authority has decided that from 16.04.2021 and till 23.04.2021 or till further orders, whichever earlier, all officers of the Ministry of Corporate Affairs (HQ), sitting in Shastri Bhavan, at the level of Under Secretary/equivalent and above (Assistant Director and above in case of ICLS officers) will attend office regularly and the remaining officers/staff, including outsourced/contractual/consultants/young professionals sitting in Shastri Bhavan, will attend office on rotation in such a way that 50% of such officers/staff will attend office on a day and the remaining 50% will work from home.

2. The rotation will be decided by the Director/Deputy Secretary/equivalent level officers for the officers/staff under them, who will also ensure that in case of some officers/staff under him are unable to attend office on medical grounds or any other emergency on a day, other officers/staff to carry on official work are present. Roster of personal staff will be decided by the officer concerned. Officers/staff residing in the containment zone shall be exempted from attending office till the containment zone is denotified.

3. Those officers/staff who do not attend office on a day shall work from home and shall be available on telephone and other electronic means of communication. Further, any officer/official may be called for duty in office by competent authority/controlling officer irrespective of the roster, depending on exigency of work.

4. Officers/staff sitting in other buildings will continue to attend office regularly.

5. All officers/staff attending office shall also follow the following directions-

- i) The officers and staff shall follow staggered timings as decided by their controlling officers to avoid overcrowding.
- ii) They should take all precautionary measures to prevent spread of COVID-19 and abide by the orders/guidelines on social distancing and other measures issued by the Central/State Government from time to time.
- iii) They must ensure strict compliance of COVID appropriate behavior viz. frequent washing of hands, use of sanitizers, wearing of masks, observing social distancing etc. at all times.
- iv) All officers/staff must ensure non- crowding in corridors, canteen, lift lobbies, parking etc.



- v) General section will ensure proper cleaning and frequent sanitization of the workplace.
- vi) Employees of the age of 45 years and above may get themselves vaccinated, so as to effectively contain the spread of COVID-19.
- vii) Meetings as far as possible, shall be conducted on video-conferencing.
- viii) Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.



(Riazul Haque)

Under Secretary to Government of India

Ph: 23381349

To,

All officers/officials of the Ministry (HQ), Shastri Bhavan New Delhi

Copy to:

1. PS to Hon'ble CAM/MOS (CA)
2. AS & FA
3. Senior Technical Director (NIC), MCA
4. Under Secretary, General Section