



**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/128/06/2021

June 15, 2021

OFFICE ORDER NO. 13/2021-22

**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 and in line with the Office Memorandum dated June 14, 2021 issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, 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. Persons with disabilities and pregnant women employees shall continue to be exempted from attending office but are require to work from home till further orders.
4. The officers/ staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 a.m. to 5.30 p.m.
 - 9.30 a.m. to 6.00 p.m.
 - 10.00 a.m to 6.30 p.m.
5. 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.
6. All officers and staff residing in the containment zone shall be exempted from coming to the office till the containment zone is de-notified.



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7. 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.
8. Bio-metric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders.
9. All officers and staff shall ensure strict compliance of instructions on COVID appropriate behaviour issued by the MoHFW, MHA and DoP&T from time to time
10. The above will be subject to the guidelines issued by the concerned State Government / Local Authority.

CMA Kaushik Banerjee
Secretary

Enclosed: OM dated June 14, 2021 issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India

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.

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

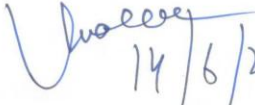
North Block, New Delhi
Dated the 14th June, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding

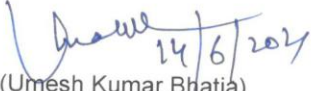
The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.


14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A appropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


14/6/2021

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.