



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA BHAWAN

12, SUDDER STREET, KOLKATA – 700 016.

Telephones: 2252-1031/1034/1062

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Toll-Free: 18003450092

Website: www.icmai.in

Ref. No. : G/128/05/2024

9<sup>th</sup> May, 2024

## OFFICE ORDER NO. 09/2024-2025

The corrigendum to Office Order No. 08/ 2024-2025 dated 7<sup>th</sup> May, 2024 regarding the Terms and Conditions of Service of Employees of the Institute is enclosed herewith.

(CMA Dr. Kaushik Banerjee)  
Secretary

Enclo.: As stated above.

### **Distribution:**

1. President's Office.
2. Vice-President's Office.
3. Secretary's Office at the Headquarters & Delhi Office.
4. All HoDs of the Institute at the Headquarters, Delhi Office and Noida Office.
5. All employees through their respective HoDs.
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7. All the Chapters of the Institute.
8. Convener, PF Trust.
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10. Office Order File.
11. All Notice Boards.



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## Corrigendum to Office Order No. 08 /2024-2025 dated 7<sup>th</sup> May 2024

The following Corrigendum is issued in partial modification to the Office Order No. 8/2024-2025 dated 7<sup>th</sup> May 2024:

### **1. Definitions**

Following definition shall be added in the clause 9:

(xxvi) **Professional Qualification:** *Professional Qualification means Professional Membership of ICMAI, ICAI, ICSI, full time MBA or equivalent Management qualifications, MCA or equivalent IT / Engineering qualifications, LL.B / LL.M qualifications from UGC recognized Universities/ Institutions.*

### **2. Earned Leave**

Clause 54 (i), (ii) and (iv) shall be substituted by the following:-

- (i) The existing clause (i) stands deleted and shall be substituted with "*Leave account of every employee shall be credited with Earned Leave in advance, in two installments of 15 days each on the first day of January and first day of July of every calendar year*".
- (ii) The existing clause (ii) stands deleted and shall be substituted with "*For a new recruit, for the first half year of the service, earned leave @ 2.50 per completed calendar month shall accrue*".
- (iv) In clause (iv), the word "**previous year**" shall be substituted by "**previous half year**".

### **3. Festival Advance**

- (i) In clause 66 the words "**level of Senior Officer**" shall be substituted by "**level 6**".

### **4. Promotion and Upgradation**

- (i) In clause 81 (v), the word "**upto the level of Assistant Director**" shall be substituted by "**below the level of Officer**".
- (ii) In clause 81 (xi), the word "**Deputy Director,**" shall be substituted by "**Officer and**".
- (iii) In Clause 81 (xii), the words "**upto the level of Assistant Director**" shall be substituted by "**below the level of Officer**".



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## 5. Allowances other than DA & HRA

In Appendix -III The following table shall be substituted:-

### A. Conveyance (Transport Allowance)

Employees drawing pay in Pay Level	Rates of Transport Allowance per month	
	Employees posted in (*) Cities (Rs. per month)	Employees posted at all Other Places (Rs. per month)
14 and above (**)	Rs. 15750 + DA thereon	Rs. 7875 + DA thereon
9 to 13A	Rs. 7200 + DA thereon	Rs. 3600 + DA thereon
3 to 8	Rs. 3600 + DA thereon	Rs. 1800 + DA thereon
2 and below	Rs. 1350 + DA thereon	Rs. 900 + DA thereon

\*\*Officers drawing pay in Levels 14 and above who are entitled to the use of official car shall be given the option to avail the official car facility or to draw Transport Allowance as indicated above. Before, allowing Transport Allowance, the option exercised by an officer will be examined by the Institute and his/her entitlement to the use of official car will require to be certified by the Council. In case, an officer opts to draw Transport Allowance, he/she will not be allowed to change his/her option during the remaining period of his/her current assignment.

### 6. Eligibility for Promotion

Serial No. 6 of Appendix VII A, under the heading Eligibility for promotion, the existing provision stands deleted and shall be substituted with:--

*“Minimum 5 years service in the position of Deputy Director having professional qualification.”*