

COVID-19: News and Measures taken by C B V & Associates LLP

C B V & Associates LLP: Finding the Calm in the Chaos

Currently, the World is undergoing an unprecedented medical emergency due to extensive spread of COVID-19. During this period, India Inc. is using various means to cope up with the business exigencies. Beginning from March 25, 2020 whole country went to lockdown phase for next 21 days, all offices became either non-functional or partially functional leading to pendency of on-going assignments. We, at C B V & Associates LLP 'C B V A', believe in collectively tackling the challenges thrown up by COVID-19 in form of business disruption.

C B V A Response to COVID- 19:

Initiatives by Human Resource Team

- In early days, spreading awareness to staff and employees on regular basis through emails, visits by HR team in work areas etc.
- Reminders of precautionary measures such as:
 - Discontinuation of Biometric systems
 - Maintain high standards of hygiene
 - Regularly Washing of hands
 - Frequent use of sanitizers on the go
 - Use of mask while travelling in public transportation
 - Drink Warm Water at regular intervals
 - Avoid eating outside food
 - Maintain social distancing
- Flexible work timings – avoiding rush hours to commute
- Later, suspension of travelling outside office- domestic as well as international
- Restriction of Meetings with visitors/outside – dedicated meeting rooms with hygiene facilities and norms
- Regular Body temperature checks of all level personnel
- Coverage of additional Group Medclaim Insurance Policy
- Recourse to 'Work from home (WFH)' model after initial days of restricted work model

- Financial needs of employees - no payment disruptions and full salary disbursement in lockdown period (for the month of March)

Utilisation of Technology

- Accomplishing work by way of '**Teleworking**'
- Access to adequate IT infrastructure which includes - Remote access to servers (VPN Connections), facilities of Audio/Video Conferencing
- Usage of E-software and cloud storage for obtaining digital files
- Uninterrupted IT support – 24*7 remote access
- Usage of applications for communication –
 - **AnyDesk & Team-viewer** – screen sharing, reviewing assignments, etc.
 - **Skype calls & Zoom meetings** – Face to face internal meetings as well as meetings with clients
 - **WhatsApp** – Team messaging, video calls, internal team communication, flexible working and instantaneous client communication

Managing Work – During Lockdown

- Continuing work from home – more than two weeks now
- Tax Representations - Submission of details/documents to tax authorities via emails and discussions through conference calls
- Concern of data security by clients - Adverse Impact on Audit work as no availability of data/documents, however work done wherever digital files are available
- Re-scheduling of Audit programme to cater to smaller audits assignments – the data is readily available and alignment of resources to larger audit assignments at a later stage when data is accessible. This will help in reduction of work pressure post lockdown
- Remote access to client's accounting software with limited viewing rights and creation of a cloud drive to synchronise teams work on real time basis

- Implementation of Artificial Intelligence (AI) software and writing macros for the data analytics.
- Updating and sharing of task lists among team members on a day to day basis, focus areas decided & divided within team for assignments
- Shifting from physical mode to digital mode of work gradually, beginning with various kinds of certificate submissions
- Usage of in-house built software to link work done references to client's SAP system for future requirement
- Monitoring the work through weekly update calls within teams – through audit conferencing
- Managing existing and on-going assignments through digital media and serving clients with same level of work satisfaction

Knowledge Updation – Current Scenarios

- Conducting knowledge update discussions & training session - virtually through audio conferencing amongst internal teams as well as with clients
- Special trainings in courses like Advance excel and power point presentations has been enabled through online programs for junior employees
- Analysing and circulating updated resources and announcements made by the Indian Government from time to time
- Indulging in clients interactions and finding way forward to changes in their business situations
- Continuous efforts are put in to upsurge the productivity and deliver efficient service in the field of assurance and due diligence

At C B V A everyone is giving their best possible efforts to manage the firm as well as client's work....Because at the end **"The Show Must Go On...!!"**