

Particulars Of The Organisation :

Children's Film Society, India (CFSI) was established in May 1955 under the aegis of the Ministry of Information & Broadcasting, Government of India, on the recommendations of Film Inquiry Committee (1949) at the instance of the then Prime Minister, Pt. Jawaharlal Nehru whose concern for children requires no amplification. The organization is registered under the Societies Registration Act of 1860 with the main objective of providing children and young people with 'value based' entertainment through the medium of films.

The Chairperson, who is an eminent personality, heads the Society. The Chairperson is also the head of the Executive Council (which is the governing body of CFSI) and the General Body, members of which are nominated by the Government of India. The Chief Executive Officer, who has under him all heads of Department, handles day to day functions, Administration, Production, Marketing and Accounts Dept. The headquarters of CFSI is located at Mumbai with Branch offices at New Delhi and Chennai.

1. The broad objectives are as follows :

- (a) To advance, education and culture through the medium of films, especially amongst children and adolescents.
- (b) To create and develop amongst the children and adolescents an appreciation of films for purposes of healthy entertainment.
- (c) To undertake, aid, sponsor, promote and coordinate the production, distribution and exhibition of films specially suited to or of special interest to children and adolescents in India and abroad.

Functions/Duties/Activities Of The Organisation :

The organization is engaged in the task of production, acquisition, distribution and promotion of children's films through the following activities:

- 1. Production of children's film in 35mm, 16mm & digital modes both in house as well as on Assignment basis. Also purchase/acquisition of children's films from India and abroad.
- 2. Theatrical and Non-Theatrical Exhibition (35mm & 16mm).
- 3. Organising Film Shows through Distributors.
- 4. Film Festivals – District level and State level Film Festivals.
- 5. Sale of VHS/ CD/ DVD's
- 6. Telecast – Doordarshan & Satellite Channels
- 7. Animation & Film Making Workshops.
- 8. Participation in International Film Festivals.
- 9. Children's Day – 14th November screening.
- 10. Organisation of International Children's Film Festival once every two Years with a view to encourage exchange of ideas between filmmakers and children and enable children to view the best of International Children's Cinema.

Powers & Duties Of Officers Of The Society :

The Officers of the Society shall be the Chairman, the Chief Executive Officer, the Secretary, the Producer-in-Charge, the Marketing Manager and such other persons as may be designated as such by the Executive Council from time to time.

CHAIRMAN :

- i) The Chairman shall be appointed by the Government of India and shall hold the office for a period of three years subject to the provisions of Rule 17.
- ii) The Chairman shall be a person, who in the opinion of the Government of India, fulfils the following criteria :

- a) is known for his/her personal integrity;
- b) has a proven record of a successful work in any occupation or profession, irrespective of his/her age;
- c) has sufficient time to devote to monitoring the work of the Society in some detail, and, preferably;
- d) is a person of eminence in his/her field of work.

iii) The Chairman shall serve the Society in an honorary capacity and shall be the ex-officio Chairman of the General Body, Executive Council, the Finance Committee, the Production Committee and on the other Committees which may be established by the Executive Council unless decided otherwise at the time when these other Committees are constituted.

iv) The Chairman shall be responsible for the affairs of the Society and shall exercise such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

VICE CHAIRMAN :

i) The **Vice Chairman** shall be appointed by the Government of India and shall hold office for a period of three years, subject to the provisions of Rule 17.

ii) The **Vice Chairman** shall be a person who, in the opinion of the Government of India fulfils the following criteria :

- a) is known for his/her personal integrity,
- b) has a proven record of successful work in any field of filmmaking or profession, irrespective of his/her age and preferably,
- c) a person of eminence in his/her field of work.

iii) The **Vice Chairman** shall serve the Society in an honorary capacity and shall be the ex-officio member of the General Body, Executive Council and/or all other Committees headed by the Chairperson, which may be formed by the Executive Council.

iv) The **Vice Chairman** shall exercise such powers and functions as may be assigned to him/her by the Chairman/Executive Council from time to time.

v) In the absence of Chairman, the **Vice Chairman** shall serve as acting Chairman of the Society with the prior approval of the Government.

CHIEF EXECUTIVE OFFICER

i) The Chief Executive Officer shall be appointed by the Executive Council for such period and on such terms and conditions as the Executive Council may determine with the approval of the Government of India.

ii) The Chief Executive Officer shall be in overall charge of the Children's Film Society, India (and shall be an ex-officio members of the Executive Council) and shall attend all meetings of the Executive Council.

iii) He/She shall be responsible to the Executive Council for :

- a) achieving the annual objectives of the production, purchase, dubbing, distribution and exhibition of the Society's films etc.
- b) achieving the annual revenue targets of the Society;
- c) controlling all costs to keep within the annual expenditure, budgets of the Society;
- d) ensuring that the revenue earned by the Society and the annual Grants-in-aid from the Government of India are employed productively for growth of film production, distribution and exhibition by the Society;
- e) ensuring that the administration of the Society is efficient by maintaining discipline and good order, by taking all necessary action;
- f) exercising such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

SECRETARY :

i) The Secretary shall be appointed by the Executive Council for such period and on such terms and conditions as per the decision of the Executive Council;

ii) The Secretary shall be responsible to the Executive Council for the administrative, financial and legal work of the Society, through C.E.O.

iii) It shall be his/her duty :-

a) to be the principal custodian of, and fully accountable for all the movable and immovable assets of the Society;

b) to manage the property and funds of the Society for the purpose to which they are granted or allotted;

c) to be the ex-officio Secretary of the General Body, the Executive Council, the Finance Committee, the Production Committee and all other Standing Committees which may be set up but shall not be deemed to be a Member of any of these authorities;

d) to issue all notices, convening meetings of authorities of the Society and of all Committees appointed by any of these authorities;

e) to conduct the official correspondence on behalf of the authorities of the Society;

f) to supervise and cause maintenance of accounts of the Society, preparation of annual estimates and submission of Income and Expenditure Accounts and Balance Sheet under the supervision of the Financial Adviser;

g) to keep the minutes of all meetings of the authorities of the Society and of all Committees by any of these authorities;

h) to sign all contracts and legal documents, such as trust deed notices etc. on behalf of the Society

i) to exercise such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

PRODUCER- IN-CHARGE:

i) The Producer-in-Charge shall be appointed by the Executive Council for such period and on such terms and conditions as per the decision of the Executive Council;

ii) The Producer-in-Charge shall be in charge of the production of films by / of the Children's Film Society, India;

iii) He/She shall be responsible to the Executive Council through the Chief Executive Officer for :

a) achieving the annual objectives for the productions, purchases and/or acquisition on perpetual or temporary lease and the dubbing of the Society's films;

b) achieving the annual film production and dubbing targets of the Society;

c) controlling all costs to keep within the annual production, purchase and the dubbing budgets of the Society; and

d) exercising such other powers and functions as may be assigned to him/her from time to time.

MARKETING MANAGER:

i) The Marketing Manager shall be appointed by the Executive Council for such period and on such terms and conditions as per the decision of the Executive Council;

ii) The Marketing Manager shall be in charge of the marketing functions of the Society, namely, market studios, expansion of the activities of the Society through better and more intensive distribution and exhibition of films, building up a network of distributors to cover all potential areas, including rural areas and establishing coordination with educational authorities in the states to provide for intensive screenings of films in schools;

iii) The Marketing Manager shall be responsible for :

a) achieving the annual objectives for distribution and exhibition of the Society's films;

b) conducting market survey, preparing papers thereon and putting them up for consideration;

c) exploring new markets, particularly in rural areas, for the Society's films and suggesting ways and means, within the Society's resources of reaching them;

d) maintaining contact with social service organizations, educational institutions and different wings of the film industry in order to examine how the Children's Film Movement may be broad-based and intensified;

e) forming Committees at local levels in order to arrange for more frequent exhibition of films in schools or villages;

f) forming Children's Film Clubs in cities and towns;

g) conducting research into the reaction of Children and adolescents to Children's films;

h) achieving the annual targets of revenue from the distribution and exhibition of the Society's films and expanding and managing the distribution network;

i) controlling all costs to keep within the annual distribution, exhibition and film festival budgets of the Society;

j) to maintain contact with media units such as Television, Radio and the Press and;

k) exercising such other powers and functions as may be assigned to him/her from time to time.

Decision Making Authorities Of The Society

The following shall be the authorities of the Society :

1) The General Body;

2) The Executive Council;

3) The Finance Committee; and

4) The Production Committee.

THE GENERAL BODY

Members : The General Body shall consist of the following members :

- a) A Chairman to be appointed by the Government of India;
- aa) Vice-Chairman to be appointed by the Government of India;
- b) One representative of the Ministry of Information and Broadcasting;
- c) One representative of the Ministry of Education;
- d) One representative of the Ministry of Scientific Research and Cultural Affairs;
- e) One representative of the Ministry of Finance;
- f) Not more than five persons with knowledge of films to be nominated by the Government of India;
- g) Not more than six persons eminent in such fields such as Education, Art, Child Psychology and Child Welfare, to be nominated by the Government of India;
- h) One member representing each of the State Government, Union Territories Administrations;
- i) Founder Members and Life Members of the Society as specified in the Annexure to these rules.

EXECUTIVE COUNCIL

Members : The Executive Council consist of the following :

- i) Chairman of the Society who shall be ex-officio Chairman of the Executive Council;
 - (i) (a) Vice-Chairman of the Society who shall be the ex-officio Vice-Chairman of the Executive Council;
 - ii) A representative of the Ministry of Finance who shall also be the financial adviser of the Society;
 - iii) A representative of the Ministry of Information and Broadcasting;
- and
- iv) Not more than three non-official members of the General Body to be nominated by the Government of India;
 - v) Chief Executive Officer by virtue of his appointment as such.

Functions & Powers Of Executive Council

- 1) Subject to the overall guidance and control of the General Body, the Executive Council shall take all necessary steps to carry out the objects of the Society as set forth in the Memorandum of Association.
- 2) Unless otherwise specified, the Executive Council shall have the management of all the affairs and funds of the Society, and shall have the authority to generally exercise all the powers of the Society.

The Executive Council shall meet at least thrice every year and the interval between two meetings shall not exceed four months.

1) With previous approval of the Government of India, the Executive Council shall have powers to frame regulations not inconsistent with these rules, for the administration and management of the affairs of the Society.

2) Without prejudice to the generality of the foregoing provision, such

Regulations, may provide for the following matters:

a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale, alterations to such investment, and accounts and audit.

b) Powers, functions and conduct of business by Advisory Boards or Expert Committees, Standing and other sub-committees, as may be constituted from time to time and term of the office of their members.

c) Procedure for appointment of the officers and staff of the Society.

d) The terms and tenure of appointments, emoluments, allowances, rules and discipline and other conditions of service of the officers and staff of Society.

e) Such other matters as may be necessary for the furtherance of the objective and administration of the affairs of the Society.

Subject to these rules and regulations, the Executive Council shall have the power to appoint all the categories of officers and staff necessary for conducting the affairs of the Society to fix the amount of their remuneration subject to budget provision, and to define their duties. Executive Council may wherever it considers necessary delegate its powers to appoint officer and where the maximum of the pay scale does not exceed Rs.900/- to the Chief Executive Officer of the Children's Film Society.

The Executive Council shall have the powers to enter into arrangements with the Government of India, State Governments and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programme and for securing and accepting endowments, grants-in-aid, donations and gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grants-in-aid, donations or gifts shall not be in conflict or inconsistent with the objectives of the Society or with the provisions of these rules.

The Executive Council shall have the power to take over and acquire by purchase, gift or otherwise, from Government and other public bodies or private individuals movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society and provisions of these rules.

The Executive Council shall have the power to sell or lease out any movable or immovable property of the Society, provided however that no immovable property of the Society shall be sold without the prior approval of the Government of India.

The Executive Council may, with the approval of the Government of India by Resolution delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers delegated under this Rule, shall be reported at the next meeting of the Executive Council.

FINANCE COMMITTEE

1) The Finance Committee shall consist of the Chairman, the representative of the Finance Ministry of the Executive Council and two other members nominated by the Executive Council from amongst its members.

2) The Finance Committee shall be responsible for all the financial matters subject to the control and guidance of the Executive Council.

Functions Of The Production Committee

- 1) The Production Committee shall consist of the Chairman, the representative of the Finance Ministry on the Executive Council and three other members nominated by the Executive Council from amongst its members.
- 2) The Production Committee shall be responsible for all production work of The Society under the control and guidance of the Executive Council.

Funds of the Society

The funds of the Society shall consist of the following:

- i) Grants made by the Government of India for furtherance of the objects of the Society;
- ii) Subscriptions from affiliations;
- iii) Contribution from other sources;
- iv) Income from the assets of the Society;
- v) Income from the exhibition of films & sale of videos
- vi) Income from Telecast of films
- vii) Receipts of the Society from other sources.

The Bankers of the Society shall be any nationalized bank. All funds shall be paid into the Society's account with the State Bank of India and shall not be withdrawn except through a cheque signed by the Chairman, in his absence by the Financial Advisor/one of the members of the Executive Council and by the Chief Executive Officer, in his absence by the Secretary of the Society.

The accounts of the Society shall be audited by the Auditor's appointed for the purpose by the General Body, provided that accounts shall be subject to test audit by the Comptroller and Auditor General of India, if so directed by the Government of India.

Categories of documents that are held by CFSI under its control

The Society has its main objects and policies laid down in the Memorandum and Articles of Association framed in the year 1980.

The Books of Accounts of the Society.

Minutes of the Executive Council Meetings.

Minutes of the General Body Meetings.

Catalogue of Films.

Application forms for submitting scripts for production of films – Form A and Form B.

Entry forms/Rules/Regulations for receiving Foreign & Indian films for **International Children's Film Festival - Golden Elephant**.

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

Children's Film Society, India is an autonomous body, under the administrative control of the Ministry of Information & Broadcasting, Government of India. The Executive Council consists of two Representatives from the Government of India and three non-official members nominated from the public. The Chairperson who heads the organization is an eminent personality from the Film Industry, ensuring adequate public private participation in the policy making.

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for purpose of advice, and whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible to public

The following sub-committees are formed by smooth administrative functioning of the Society and transparency in all the Society's dealings:

1. Production Committee
2. Script Committee
3. Sale of Video & Distribution rights Committee.

The minutes of such Committee meetings are not confidential in nature as such are accessible to the public.

Directory of CFSI officers

Name & Designation	Tel.No.	Email
1. Ms.Nandita Das Chairperson	91-22-23517148	chairperson@cfsindia.org
2. Shri. Kuldeep Sinha Chief Executive Officer	91-22-23526798	ceo@cfsindia.org
3. Shri. V. Krishnan Administrative Officer & Public Information Officer	022-23538592 022-23516136	cfsi@cfsindia.org
4 .Shri D.Ramachandran Distribution Officer & Asstt.Public Information Officer, CFSI, Chennai	044-24981159	ncypche@md4vsnl.net.in
5. Shri Bipin Chandra Distribution Officer & Asstt.Public Information Officer, CFSI, New Delhi	011-24363186	cfsi.delhi@gmail.com

Monthly remuneration received by officers and employees.

The employees of the CFSI society are paid salaries on par with the Central Government pay scales, as applicable to their cadres in which they are employed or later promoted.

The Details of salaries drawn by the employees is as below:

SR NO	NAME & DESIGNATION	GRADE PAY	GROSS
1	KULDEEP SINHA	8900	90668
	CHIEF EXECUTIVE OFFICER		

2	V.KRISHNAN ADMN. OFFICER	5400	48071
3	AMIRBANU SUMNANI CS TO CHAIRPERSON	4600	38817
4	ANTHONY D'SOUZA ASSTT.ADMIN.OFFICER	4600	36745
5	N.N.KULKARNI GEN.ASSTT.	4200	30449
6	KASTURI MONE SR.STENOGRAPHER	4600	32223
7	U.D.SHETYE DRIVER	2800	24731
8	VIJAY SAKPAL DRIVER	2400	17996
9	PRAMOD ALPHANSO ELECTRICIAN	1900	15175
10	A.S.RANE DESPATCH CLERK	1900	18407
11	S.S.CHAVAN PEON	1800	17041
12	S.S.SONAWANE PEON	1800	13875
13	P.R.NANDGAONKAR PEON	1800	15313
14	R.V.GODSE PEON	1800	13718
15	NITIN BHANDE PEON	1800	13099
16	RAJESH GOHIL ASSTT.ACCTS.OFFICER	4200	31595
17	SMITA DAUDKHANE ACCOUNTS ASSTT.	4200	27435
18	PRAVIN SAWARDEKAR ACCOUNTS ASSTT.	2800	21798
19	AMINA SARGORAH ACCOUNTS ASSTT.	2800	20103
20	JAISINGH RAJPUT ASSTT.OFFICER(PROD)	4600	36745
21	ANAMMA DEVASSY STENOGRAPHER	4600	31872
22	SUDHIR TARKAR ASSTT.CAMERAMAN	2800	23871
23	AJAY CHAVAN ASSTT.EDITOR	2800	23447

24	CHARLES D'SOUZA	4600	33066
	ASSTT.DIST.OFFICER		
25	M.M.HERKAL	4200	28738
	ASSTT.DIST.OFFICER		
26	VILASINI PARAB	2800	24263
	DIST.ASSTT.		
27	A.D.BHAGAT	2800	23745
	PROJECTOR OPERATOR		
28	G.P.DHEKALE	2800	23745
	PROJECTOR OPERATOR		
29	P.R.HALDER	2400	20118
	DIST.ASSTT.		
30	S.N.PAWAR	1900	18366
	GODOWN KEEPER		
31	DINDAYAL SONAR	1900	17669
	GODOWN KEEPER		
32	BIPIN CHANDRA	4600	37781
	DIST.OFFICER		
33	D.S.NEGI	4200	29703
	ASSTT.DIST.OFFICER		
34	P.S.YADAV	2800	27560
	PROJECTOR OPERATOR		
35	ASHOK KUMAR	2800	22332
	INSPECTOR ('Exhibition)		
36	SURESH SAH	1800	15093
	PEON		
37	D.RAMACHANDRAN	4600	41392
	DIST.OFFICER		
38	N.J.RADHAKRISHNAN	2800	26728
	PROJECTOR OPERATOR		
39	V.S.AGILA	2400	20118
	DIST.ASSTT.		
40	A.MANNAIYA	1800	15313
	PEON		

BUDGETARY ALLOCATIONS.

The budgetary allocations under various plan schemes during the 11th Five Year Plan is below (in Lakhs).

Sr.No.	Name of the Scheme	Allotment Years				
		2007 - 08	2008 - 09	2009 - 10	2010 - 11	2011 - 12
1	Film Production	195	355	390	387	386
2	Digitalization & Web casting	11	05	15	18	20
3	Exhibition of Children Films in Municipal Schools	60	40	65	65	65
		266	400	470	470	471

The manner of Execution of Subsidy Programmes, including the amounts allocated and the details of Beneficiaries of such Programmes.

The Budgetary grants received under Plan Scheme for production of films are spent on making of Children's Films by out - sourcing the projects.

The CFSI also receives grants under the scheme "Exhibition of Films in Municipal Schools." This allocation is spent on free screening of film shows organized in collaboration with various governmental & non – governmental agencies – and the operational expenses are met out of the budgetary allocations under the scheme. Over 30 lakh children every year from all over India, especially mofusil areas are beneficiaries of the scheme. The films are shown in theatres & school halls free of cost.

Details in respect of the information held in Electronic Media.

All details of CFSI are available on website 'www.cfsindia.org'

Details of facilities available to citizen for obtaining information, including the working hours of a library or reading room if maintained for Public use.

No such facilities like library or reading room are provided by CFSI. We maintain a film library where the films can be borrowed by individual or school shows on payment of hire charges. VCD's/DVD's are available on sale for private viewing.

Names, Designation and other Particulars of the public information officers.

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| 1. Appellate Authority | Shri. Sushovan Banerjee, IPS
Chief Executive Officer |
| 2. Public Information Officer | Shri. V. Krishnan
Administrative Officer,
CFSI Mumbai
Ph : 022 2353 8592
Email : cfsi@cfsindia.org |
| 3. Asst. Public Information Officer: | Shri D. Ramchandran
Distribution Officer
CFSI Chennai
Ph: 044 24981159
Email: ncypche@md4.vsnl.net.in |
| 4. Asst. Public Information Officer | Shri. Bipinchandra Pant
Distribution Officer
CFSI, New Delhi,
Ph: 011 – 24363186
Email: cfsi.delhi@gmail.com |