

CHILDREN'S FILM SOCIETY, INDIA

(An Autonomous Body under the Ministry of Information & Broadcasting)

**8th floor, Phase I Bldg., Films Division Complex,
24. Dr. G. D. Deshmukh Marg,
Mumbai-400 026.**

Dated: 05.05.2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 and Work from Home (WFH) by all staff of Children's Film Society, India from 04.05.2020 to 17.05.2020

In continuation of the earlier Officer Memorandum dated 20.03.2020, 23.03.2020 & 15.04.2020 on the above subject and in compliance with Govt. of India, Ministry of Home Affairs vide order No. 40-3/2020-DM-I(A), dated 01.05.2020 & Govt. of Maharashtra, Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation order no. DMU 2020/CR-92/DisM-1 dated 02.05.2020 (Copies enclosed), the Competent Authority has decided to keep the Mumbai headquarters closed from 4.05.2020 to 17.05.2020 or till further orders, whichever is earlier. Accordingly, all officials are hereby directed to continue to carry out their duties from home as enumerated vide Office Order dt. 20.03.2020, 23.03.2020 & 15.04.2020.

The Branch offices at Delhi & Chennai will also resort to work from home and in case of exigencies, they may attend office by following guidelines by Central Government and Local State Government. This is being done as a measure to contain the spread of COVID-19.

This issues with the approval of the Chief Executive Officer, Children's Film Society, India. Meticulous compliance of the above instruction may please be ensured.

Rajesh Gohil

Accounts Officer & Administrative Officer (Addl. Chg.)

Cc :

1. Administration Department
2. Accounts Department
3. Marketing Department
4. Production Department
5. CFSI, Chennai
6. CFSI, Delhi