

CHILDREN'S FILM SOCIETY, INDIA

8th floor, Films Division complex,
24. Dr. G. D. Deshmukh Marg,
Mumbai-400 026

Dated: 15.04.2020

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 15/4/2020 to 03/05/2020.

In continuation of the earlier officer orders dated 20/3/2020 , 23/3/2020 regarding allocation of roster duties of all CFSI staff issued in terms of DOPT O.M. dt.19th March, 2020 and in compliance with Ministry of Home Affairs Order No.40-3/2020-DM-I(A), dated 14th April,2020 (copy enclosed), the Competent Authority has decided to keep all the workplaces of Children's Film Society, India closed from 15/4/2020 to 03/05/2020. All officers and employees are, accordingly, hereby directed to carry out their official duties from home as enumerated in these office orders of even number dated 20/03/2020 & 23/03/2020. 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