



बाल चित्र समिति, भारत

CHILDREN'S FILM SOCIETY, INDIA

OFFICE ORDER

Ref.No. Admn.2007/CR-43/CFSI/

March 20, 2020

Sub: Provision of Work-from-home for CFSI Officials on temporary basis

In accordance with Communication from M/o I & B No. A-50013/4/2020 – Admn. II dt. 19.03.2020 and DoPT O. M No.11013/9/2014-Esst. (A-III) dt. 19.03.2020 to prevent measures to contain the spread of COVID -19, it has been decided to follow the roster (Attached as per Annexure – A) to ensure 50% attendance of Group B & C officials of CFSI to attend office and remaining 50% to work from home everyday.

2. In light of Corona pandemic to encourage social distancing, vide point no.(ii) of DoPT O.M.No.11013/9/2014-Esst.(A-III) dt.19.03.2020 CFSI, Mumbai shall continue their regular office timings i.e. from 9.00 AM to 5.30 PM being one of the three offices in the premises of Films Division Complex and CFSI's Branch offices at Delhi & Chennai shall continue their regular office timings i.e. from 9.30 AM to 6.00 PM.

3. All officials whether working from home or from office, may note that it shall be responsibility of the respective official to ensure performance of the assigned responsibility as per the required quality and timeline.

4. The officials who are working from home on a particular day as per the roster drawn on should be available on the telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

5. Laptops are being provided by office if required to the officials for work from home.

6. No official will go outstation during this period unless duly approved by competent authority.

7. All officials may be assigned any other duty apart from the above, as deemed fit by competent authority.

8. This order will be effective from 23.03.2020 till 03.04.2020.

9. The provision of work from home for CFSI officials is done as a preventive measure to contain the spread of COVID-19.

This issues with approval of Chief Executive Officer.

Rajesh Gohil
Accounts Officer & Administrative Officer (Addl.Chg.)

Encl.: Annexure - A

Cc to : 1. Admin Dept.
2. Accounts Dept.
3. Marketing Dept.
4. Production Dept.
5. Delhi Office
6. Chennai Office

ANNEXURE - A

	DAY / Dept	Admin	Accounts	Marketing	Production	MTS	Chennai	Delhi
Week -1	23.03.2020 Monday	Deepa Sonam Nitin	Pravin Amina	Pramod Sir Shefali Godse	Sudhir Kasturi	Akshay Sampat Pratul	V.S Agila to Work from Home	D.S.NEGI Sonu MTS
	24.03.2020 Tuesday	Deepa Sonam	Pravin Amina	Pramod Sir Shefali Godse	Ajay	Amit Pankaj Akshay	V.S Agila to Work from Home	Ashok Kumar S. Devraj
	25.03.2020 Wednesday	Holiday (On occasion of Gudi Padwa)					V.S Agila to Work from Home	D.S.NEGI Sonu MTS
	26.03.2020 Thursday	Mahendra Madhura Nitin	Rajesh Sir Vijay	Vilasini Ma'am Keni Nitish	Sudhir	Pratul Amit	V.S Agila A. Mannaiya	Ashok Kumar S. Devraj MTS
	27.03.2020 Friday	Mahendra Madhura	Rajesh Sir Vijay	Vilasini Ma'am Keni Nitish	Ajay Kasturi	Pankaj Sampat	V.S Agila A. Mannaiya	D.S.NEGI Sonu
Week -2	30.03.2020 Monday	Deepa Sonam Nitin	Pravin Amina	Pramod Sir Shefali Godse	Sudhir Kasturi	Pratul Amit Pankaj	V.S Agila to Work from Home	Ashok Kumar S. Devraj
	31.03.2020 Tuesday	Deepa Sonam	Pravin Amina	Pramod Sir Shefali Godse	Ajay	Akshay Pratul Sampat	V.S Agila to Work from Home	D.S.NEGI Sonu MTS
	01.04.2020 Wednesday	Mahendra Madhura Nitin	Rajesh Sir Vijay	Vilasini Ma'am Keni	Sudhir	Amit Pankaj Akshay	V.S Agila A. Mannaiya	Ashok Kumar S. Devraj
	02.04.2020 Thursday	Mahendra Madhura	Rajesh Sir Vijay	Vilasini Ma'am Keni	Ajay Kasturi	Sampat Pratul Amit	V.S Agila A. Mannaiya	Closed Holiday in CFSI Delhi (Ram Novami)
	03.04.2020 Friday	Mahendra Madhura	Rajesh Sir Vijay	Vilasini Ma'am Keni	Ajay	Pankaj Akshay Sampat	V.S Agila A. Mannaiya	Ashok Kumar S. Devraj MTS