

**CHILDREN'S FILM SOCIETY, INDIA**  
(An Autonomous Body under the Ministry of Information & Broadcasting)  
8<sup>th</sup> floor, Phase I Bldg., Films Division Complex,  
24. Dr. G. D. Deshmukh Marg,  
Mumbai-400 026.

Dated: 20.05.2020

**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 18.05.2020 to 31.05.2020**

In continuation of the earlier Officer Memorandum dated 20.03.2020, 23.03.2020, 15.04.2020 & 5.05.2020 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 17.05.2020 & Govt. of Maharashtra, Department of Revenue and Forest , Disaster Management, Relief and Rehabilitation order no. DMU 2020/CR-92/DisM-1 dated 17.05.2020 & 19.05.2020 (Copies enclosed), to contain the spread of COVID-19, as the nationwide lockdown is extended up to 31.05.2020 the Competent Authority has decided to keep the Mumbai headquarters closed till 31.05.2020. 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 & 5.05.2020.

2. However, for upkeep of equipment and other work, which is emergent in nature and cannot be executed from home, staff / officers will attend office with the permission of the Chief Executive Officer and by following necessary guidelines issued, from time to time, by both Central Government and State Government of Maharashtra.

3. The Branch offices at Delhi & Chennai will also resort to work from home and in case of exigencies; they may attend office with the permission of the Chief Executive Officer by following guidelines by Central Government and the concerned State Government. This is being done as a measure to contain the spread of COVID-19. Further, it is left to the individuals, wherever necessary, to seek necessary permission from local authorities for movement of vehicle to attend the office.

4. As per DOPT Office Memorandum dated 29th April, 2020, all the officials of CFSI are advised to install Aarogya Setu App on their mobile regardless of whether they are attending office or not and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

5. 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