केंद्रीय फिल्म प्रमाणन बोर्ड

9वां तल, फिल्म प्रभाग, फेज-1, पेडर रोड,मुंबई-400026

No.: D-31014/1/2020-Admn. **Date:** 20-03-2020

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) — regarding.

In continuation of CBFC communication of even number dated 18.3.2020, the following instructions are issued:

(i) All regional offices shall implement further preventive measures in the light of Department of Personnel & Training (DOPT) O.M. No. 11013/9/2014-Estt (A-III) dated 19.3.2020 (Copy enclosed)

(ii) `Work from Home' instructions for 50 per cent of Group B & C employees on rotation basis shall be implemented in all regional offices of CBFC till further review in this regard.

(iii) Also, inviting Advisory Panel Members above 60 years of age for examination of films shall be suspended in all regional offices of CBFC until further orders.

(iv) In the light of additional instructions issued by DOPT vide O.M. referred above, it has been decided that the timings of CBFC Mumbai regional offices will be 10:30 AM to 7:00 PM. The visiting hours to meet Regional Officer and Office Superintendent (Films) in CBFC, Mumbai will be from 11:00 AM to 12:00AM and 5:00 PM to 6:00 PM.

This issues with the approval of competent authority.

20.3

(Tushar Karmarkar)
Regional Officer
CBFC, Mumbai

To

1. All Regional Officers CBFC
2. All Recognized Film Associations (different Regions)
3. Notice Boards (for staff and visitors)
4. NSDL e-Gov (for website upload)

Copy for information to-

1. Director (Administration), Films Division, Mumbai
2. Desk Officer (FC) Ministry of I & B, New Delhi

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-

(a) 9 AM to 5.30 PM

(b) 9.30 AM to 6 PM

(c) 10 AM to 6.30 PM

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

(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

19/3/2020

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT