

## CHILDREN'S FILM SOCIETY, INDIA

### CONSTITUTION

#### **Memorandum of Association.**

1. The name of the Society is Children's Film Society that is "Bal Chitra Samiti" hereinafter referred to as "the Society".
2. The Registered Office of the Society shall be situated at Bombay, Maharashtra.
3. The objects for which the Society is established are :
  - (a) To advance education and culture through the medium of films, more especially amongst children and adolescents,
  - (b) To create and develop amongst the children and adolescents an appreciation of films for purposes of healthy entertainment,
  - (c) To undertake, aid, sponsor, promote and co-ordinate the production, distribution and exhibition of films specially sited to or of special interest to children and adolescents in India and abroad,
  - (d) To utilize for furthering the growth of the children's film movement surpluses, if any, earned,
  - (e) To import and adapt for use films for children produced in other countries,
  - (f) To arrange lectures, demonstrations and symposia on subjects relating to children's films and maintain a library of children's films and books,
  - (g) To collect statistics and information on all matters relating to children's films,
  - (h) To organize children's film clubs,
  - (i) To conduct research into the reaction of children to films,
  - (j) To educate the general public in matters relating to children's films,
  - (k) To act as a clearing house of information on all matters relating to children's films,
  - (l) To publish books, monographs, periodicals, journals, reviews, papers, pamphlets and other literature on children's films,
  - (m) To establish contacts with other organizations with similar objects,
  - (n) For the purposes of Society to draw and accept, make and endorse, and discount and negotiate, promissory notes, bills of exchange, cheques or other negotiable instruments.
  - (o) To invest the funds of, or money entrusted to the Society in such securities or in such manner as may from time to time be determined by the Executive Council and from time to time (p) to sell or transfer such investment and to apply any income or profit so derived in furtherance of the objects of the Society,
  - (p) To purchase, take on lease, accept as a gift or otherwise acquire, any land or building or any movable property which may be necessary or convenient for the Society,
  - (q) To construct or alter any building which may be necessary for the Society,
  - (r) To sell, lease, exchange and otherwise transfer all or any portion of the properties of the Society,
  - (s) To enter into contract with producers, distributors and exhibitors, for production, distribution or exhibition of children's films in furtherance of the objects of the Society.
  - (t) To organize and hold International Competitive and Non-competitive Festivals and to participate in similar festivals abroad,
  - (u) In general to do such things or undertake to do such other things from time to time as shall be deemed necessary for the promotion of the ideas and the attainments of the objects of the Society.

4. The Governing Body of the Society shall be the body constituted to be the Executive Council under the Rules of the said Society, Names, Addresses and occupations of the first members of the Executive Council to whom, by the Rules of the Society, the management of its affairs is entrusted, are as follows:

Sr.No.	Name	Designation	Occupation & Address
1.	Shri H.N.Kunzru	President	Member, Rajya Sabha, 18, Ferozeshah Road, New Delhi.
2.	Shri B.G.Kher	Vice- President	Social Service, A1, Khar, Bombay-21.
3.	Shri B.N.Sirear	Member	Film Producer, New Theatres Ltd., 172, Dharamtall St., Calcutta.
4.	Dr.V.Shantaram	Member	Film Producer, Rajkamal Kalamandir Ltd., Govt. Gate Road, Bombay.
5.	Shri K.Subramaniam	Member	Film Director, 314, Dewan's Road, Mysore.
6.	Kamala Bhoota	Member	Child Welfare Specialist, 6A, Sukh Niwas, 3 <sup>rd</sup> Pasta Lane, Bombay-5.
7.	Samar Chatterjee	Member	General Secretary, Children's Little Theatre, 2/5, Cornfield Road, Calcutta.
8.	P.G.Pearee	Member	Principal, The Rishi Valley School, Rishi Valley P.O., Chittoor District (S.India)
9.	K.Shankar Pillai	Member	Editor, Shankar's Weekly, Connaught Circus, New Delhi.
10.	T.Nallamuthu Ramamurti	Member	Social Service, 54, Edward Elliot Road, Mylapore, Madres-4
11.	K.G.Saiyidain	Member	Additional Secretary to the Govt.of India, Ministry of Education, New Delhi.
12.	R.Narayanaswami	Member	Jt.Secretary to the Govt. of India, Ministry of Finance, New Delhi.
13.	P.M.Lad	Member	Secretary to the Govt. of India, Ministry of Information & Broadcasting, New Delhi.

5. The income and property of the Society, however, derived, shall be applied towards the promotion of the objects thereof.

We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in the Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set our several and respective hands hereunto and form ourselves into a Society under Act XXI of 1860 this thirtieth day of April, 1955 at New Delhi.

Sr.No.	Name, Address & Occupation of	Signatures of
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	Members	members
1.	Hriday Nath Kunzru, Member, Rajya Sabha, 18, Ferozeshah Road, New Delhi.	Sd/-
2.	Purushottam Mangesh Lad Secretary to the Govt. of India, Ministry of Information & Broadcasting, New Delhi.	Sd/-
3.	Khwaja Ghulam Saiyidain Additional Secretary to the Govt.of India, Ministry of Education, New Delhi.	Sd/-
4.	K.Shankar Pillai Editor, Shankar's Weekly, Connaught Circus, New Delhi.	Sd/-
5.	Samar Chatterjee General Secretary, Children's Little Theatre, 2/5, Cornfield Road, Calcutta.	Sd-
	Witness: Mahendra Nath Secretary, Cultural Film Society, Sapru House, New Delhi.	Sd-
6.	Shri Bal Gangadhar Kher Social Service, "Alaka" A1, Khar, Bombay-21.	Sd/-
7.	Dr.V.Shantaram Film Producer, Rajkamal Kalamandir Ltd., Govt. Gate Road, Bombay.	Sd/-
8.	Kamala Bhoota Child Welfare Specialist, 6A, Sukh Niwas, 3 <sup>rd</sup> Pasta Lane, Bombay-5.	Sd/-
	Witness: S.Banerjee, Controller of Administration, Films Division, Bombay-26.	Sd/-



## **Rules of the Children's Film Society**

**1. Short Title:** These rules may be called 'Rules of the Children's Film Society, India'.

**2. Definitions:** In these rules, unless the context otherwise requires:

- (i) The Society shall mean the Children's Film Society, India, that is 'Bal Chitra Samiti'.
- (ii) The 'Chairman/Chairperson' shall mean the Chairman/Chairperson of Children's Film Society, India.
- (iii) The 'General Body' shall mean the body which is constituted as such under Rule 13 as the General Body of the Society.
- (iv) The 'Executive Council' shall mean the Body which is constituted as such under Rule 32 as the Executive Council of the Society.
- (v) The 'Finance Committee' shall mean the Body which is constituted as such under Rule 33 as the Finance Committee.
- (vi) 'Production Committee' shall mean the Body which is constituted as such under the Rule 54 as the Production Committee.
- (vii) 'Prescribed' means prescribed by regulations made by the Executive Council.

**3. Patron:** The President of India shall be invited by the Executive Council to be the patron of the Society.

**4. Affiliation:**

- (i) Every State Government, Union Territory Administration and Local Body shall be eligible to become an Affiliated Member of the Society.
- (ii) An application for affiliated membership of the Society shall be made in writing and such particulars shall be furnished as may be required by the Society.
- (iii) The annual subscription for Affiliated Membership of the Society shall be as prescribed by the Executive Council of the Society from time to time, but shall not be less than Rs.10,000/- for a State Government, Rs.5,000/- for a Union Territory Administration and Rs.1,000/- for a local body.

**5. Officers of the Society:** The Officers of the Society shall be the Chairman, the Chief Executive Officer, the Secretary, the Producer-in-charge, the Marketing Manager and such other persons as may be designated as such by the Executive Council from time to time.

**6. Chairman:**

- i) The Chairman shall be appointed by the Government of India and shall hold office for a period of three years subject to the provisions of Rule 17.
- ii) The Chairman/Chairperson shall be a person who, in the opinion of the Government of India, fulfils the following criteria:
  - a) Is known for his/her personal integrity;
  - b) has a proven record of successful work in any occupation or profession, irrespective of his/her age;
  - c) has sufficient time to devote to monitoring the work of the Society in some detail and preferably

d) Is a person of eminence in his/her field of work.

iii) The Chairman shall serve the Society in an honorary capacity and shall be the ex-officio Chairman of the General Body, Executive Council, the Finance Committee, the Production Committee and on the other Committees, which may be established by the Executive Council unless decides otherwise at the time when these other Committees are constituted.

iv) The Chairman shall be responsible overall for the affairs of the Society and shall exercise such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

## **7. Financial Adviser (Deleted)**

## **8. Chief Executive Officer**

i) The Chief Executive Officer shall be appointed by the Executive Council for such period and on such terms and conditions as the Executive Council may determine with the approval of the Government of India.

ii) The Chief Executive Officer shall be in overall charge of the Children's Film Society, India. (and shall be an ex-officio member of the Executive Council) and shall attend all the meetings of the Executive Council.

iii) He/she shall be responsible to the Executive Council for:

a) Achieving the annual objectives of the production, purchase, dubbing, distribution and exhibition of the Society's films etc.

b) Achieving the annual revenue targets of the Society;

c) Controlling all costs to keep within the annual expenditure budgets of the Society;

d) Ensuring that the revenue earned by the Society and the annual grants-in-aid from the Government of India are employed productively for growth of film production, distribution and exhibition by the Society;

e) Ensuring that the administration of the Society is efficient by maintaining discipline and good order, by taking all necessary action;

f) Exercising such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

## **9. Secretary**

i) The Secretary shall be appointed by the Executive Council for such period and on such terms and conditions as the Executive Council may determine with the approval of the Government of India.

ii) The Secretary shall be responsible to the Executive Council for the administrative, financial and legal work of the Society, through Chief Executive Officer.

iii) It shall be his/her duty

a) to be the principal custodian of, and fully accountable for, all the movable and immovable assets and records of the Society;

b) to manage the property and funds of the Society for the purpose for which they are granted or allotted;

- c) to be the ex-officio Secretary of the General Body, the Executive Council, the Finance Committee, the Production Committee and all other Standing Committees which may be set up but shall not be deemed to be a member of any of these authorities;
- d) to issue all notices, convening meetings of authorities of the Society and of all Committees appointed by any of these authorities;
- e) To conduct the official correspondence on behalf of authorities of the Society;
- f) To supervise and cause maintenance of accounts of the Society, preparation of annual estimates and submission of Income and Expenditure Accounts and Balance Sheet under the supervision of the Financial Adviser.
- g) To keep the minutes of all meetings of the authorities of the Society and of all Committees by any of these authorities;
- h) to sign all contracts and legal documents, such as trust deed notices etc., on behalf of the Society; and
- i) To exercise such other powers and functions as may be assigned to him/her by the Executive Council from time to time.

#### **10. Producer-in-Charge**

- i) The Producer-in-charge shall be appointed by the Executive Council for such period and on such terms and conditions as the Executive Council may determine with the approval of the Government of India.
- ii) The Producer-in-charge shall be in charge of the production of films by/of the Children's Film Society, India.
- iii) He/She shall be responsible to the Executive Council through the Chief Executive Officer for
  - a) achieving the annual objectives for the productions, purchases and/or acquisition on perpetual or temporary lease and the dubbing of the Society's films;
  - b) achieving the annual film production and dubbing targets of the Society;
  - c) controlling all costs to keep within the annual production, purchase and dubbing budgets of the Society; and
  - d) exercising such other powers and functions as may be assigned to him/her from time to time.

#### **11. Marketing Manager**

- i) The Marketing Manager shall be appointed by the Executive Council for such period and on such terms and conditions as the Executive Council may determine with the approval of Government of India.
- ii) The Marketing Manager shall be in charge of the marketing functions of the Society, namely, market studios, expansion of the activities of the Society through better and more intensive distribution and exhibition of films, building up a network of distributors to cover all potential areas, including rural areas and establishing co-ordination with educational authorities in the States to provide for intensive screenings of films in schools.

iii) The Marketing Manager shall be responsible for

a) Achieving the annual objectives for distribution and exhibition of the Society's films,  
b) Conducting market studies, preparing papers thereon and putting them up for consideration,

c) Exploring new markets, particularly in rural areas, for the Society's films and suggesting ways and means, within the Society's resources, of reaching them,

d) Maintaining contact with social service organizations, educational institutions and different wings of the film industry in order to examine how the Children's Film Movement may be broad-based and intensified;

e) Forming Committees at local levels in order to arrange for more frequent exhibition of films in schools or villages;

f) Forming Children's Film Clubs in cities and towns;

g) Conducting research into the reaction of children and adolescents to children's films;

h) Achieving the annual targets of revenue from the distribution and exhibition of the Society's films and expanding and managing the distribution network;

i) Controlling all costs to keep within the annual distribution, exhibition and film festival budgets of the Society;

j) To maintain contact with media units such as Television, Radio and the Press, and;

k) Exercising such other powers and functions as may be assigned to him/her from time to time.

### **III 12. Authorities of the Society:**

The following shall be the authorities of the Society;

1) The General Body;

2) The Executive Council;

3) The Finance Committee; and

4) The Production Committee.

### **IV 13. The General Body**

**Members:** The General Body shall consist of the following members:

a) A Chairman, to be appointed by the Government of India.

b) One representative of the Ministry of Information & Broadcasting;

c) One representative of the Ministry of Education

d) One representative of the Ministry of Scientific Research and Cultural Affairs;

e) One representative of the Ministry of Finance;



- f) Not more than five persons with knowledge of films to be nominated by the Government of India
- g) Not more than six persons eminent in such fields as Education, Art, Child Psychology and Child Welfare, to be nominated by the Government of India.
- h) One member representing each of the State Governments, Union Territories, Administrations.
- i) Founder members and Life Members of the Society as specified in the Annexure to these rules.

**14. Roll of the Members:** The Society shall keep a roll of Members giving their addresses and occupations and every member shall sign the same.

**15. Change of Address:** If a member changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the Roll of Members. But if he fails to notify his new address, the address in the Roll of Members shall be deemed to be his address.

**16.** Where a member becomes a member by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.

**17. Duration of Membership:** The Chairman and Members appointed by the Government of India shall hold office for a period of three years, but they shall be eligible for re-appointment.

**18.** Members shall cease to be members if:

- a) they die, resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude; or
- b) They do not attend three consecutive meetings without prior leave of the Chairman.

**19.** A resignation of membership shall be tendered to the Secretary and shall not take effect until it has been accepted by the Chairman.

**20.** Any vacancy in membership caused by any of the reasons mentioned above shall be filled by nomination, by the authorities entitled to make such nomination, and the person appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.

**21.** The General Body shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the General Body for the time being and notwithstanding any other vacancy in its body, whether by non-appointment or otherwise, and no act or proceeding of the General Body shall be invalidated merely by reason of the happening of any of the above events or of any defect in the appointment of any of its member.

## **V Meetings of the General Body**

**22. Annual General Meetings:** An Annual General Meeting shall be held at such time and place as may be determined by the Executive Council. At the Annual General Meeting, the Executive Council shall place before the General Body the Annual Report and the yearly audited accounts.

**23. Notice of Meetings:** Every notice calling a meeting shall state the date, time and place at which such meeting will be held and shall be served on every member, not less than 21 clear days before the day appointed for the meeting.

**24. Quorum:** The quorum at every meeting shall be one fourth of the total number of members.

**25. Special General Meeting:** The Chairman may convene a special general meeting whenever he things fit.

**26.** The Chairman shall convene a Special General Meeting of the General Body on the written request of not less than one fourth of the total number of members.

**27.** At all Special General Meetings, no subject other than that stated in the notice shall be discussed, except with the permission of the Chairman.

**28.** If the Chairman is not present at any meeting, the Members present shall elect a Chairman/Chairperson of the meeting.

**29. Voting:** All disputed questions at meetings of the General Body shall be determined by vote.

**30.** Every member shall have one vote. If the votes are equal in number, the presiding officer shall have a casting vote.

**31.** The Secretary shall keep the minutes of meeting of the General Body and copies thereof shall be sent to the Chairman, each member of the Body and the Government of India.

## **VI The Executive Council**

**32. Members:** The Executive Council shall consist of the following:

i) Chairman of the Society who shall be ex-officio Chairman of the Executive Council;

ii) A representative of the Ministry of Finance who shall also be the Financial Adviser of the Society;

iii) A representative of the Ministry of Information & Broadcasting;

iv) The Financial Adviser and

v) Not more than three non-official members of the General Body to be nominated by the Government of India.

vi) Chief Executive Officer by virtue of his appointment as such.

**33. Duration of Membership:**

1) The term of the nominated or appointed members shall be three years at a time. However, the authority which nominates or appoints a person to be a member of the Executive Council shall have the power to terminate the Membership at any time.

2) If a member becomes a member by reason of the office or appointment he holds, his membership shall terminate when ceases to hold that office of appointment.

**34. Members shall cease to be members if :**

a) They die, resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude; or

b) They do not attend three consecutive meetings of the Executive Council without prior leave of the Chairman.

**35. Resignation:** Resignation of the membership shall be tendered to the Secretary and shall not take effect until it has been accepted on behalf of the Society by the Chairman.

**36. Vacancy:** Any vacancy in membership shall be filled up by appointment or nomination by the authority entitled to make such appointment or nomination and the person appointed in the vacancy shall hold office only for the unexpired period of the term of membership.

**37.** The Executive Council shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Executive Council for the time being and notwithstanding any other vacancy in its body, whether by the non-appointment by the authority entitled to make the appointment or otherwise and no act or proceeding of the Executive Council shall be invalidated merely by reason, of the happening of any of the above events or of any defects in the appointment of any of its members.

### **VII Proceedings of the Executive Council**

**38. Chairman:** Every meeting shall be presided over by the Chairman, and in his absence, by a member chosen by the members present at the meeting to preside for the occasion.

**39. Quorum:** Three members present in person shall constitute a quorum at any meeting of the Executive Council.

**40. Notice of Meeting:** Not less than seven clear days notice of every meeting shall be given to each member.

**41.** Every notice calling a meeting shall state the date, time and place at which such meeting shall be held and shall be under the signature of the Secretary.

**42. Voting:** Each member including the Chairman shall have one vote, and if the number of votes on any motion is equal in number, the Chairman shall have, in addition a casting vote.

**43.** Any business which it may be necessary for the Executive Council to perform, may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members signing, shall be as effectual and binding as if such Resolution had been passed at a meeting of the Executive Council, provided that at least four members of the Executive Council have recorded their views on the resolution.

**44.** The Secretary shall keep the minutes of the proceedings of the Executive Council, and a copy thereof shall be sent to the Chairman/Chairperson, members of the Council and the Government of India.

### **VIII. FUNCTIONS & POWERS OF EXECUTIVE COUNCIL**

**45. 1.** Subject to the overall guidance and control of the General Body, the Executive Council shall take all necessary steps to carry out the objects of the Society as set forth in the Memorandum of Association.

2. Unless otherwise specified, the Executive Council shall have the management of all the affairs and funds of the Society, and shall have the authority to generally exercise all the powers of the Society.

**46.** The Executive Council shall meet at least thrice every year and the interval between two meetings shall not exceed four months.

**47.** 1. With previous approval of the Government of India, the Executive Council shall have powers to frame regulations not inconsistent with these Rules, for the administration and management of the affairs of the Society.

2. Without prejudice to the generality of the foregoing provision, such Regulations may provide for the following matters:

- a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale, alteration of such investment, and accounts and audit;
- b) Powers, functions and conduct of business by Advisory Boards or Expert Committees, Standing and other sub-committees, as may be constituted from time to time and term of the office of their members;
- c) Procedure for appointment of the officers and staff of the Society;
- d) The terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of Society;
- e) Such other matters as may be necessary for the furtherance of the objective and administration of the affairs of the Society;

**48.** Subject to these Rules and Regulations, the Executive Council shall have the power to appoint all categories of officers and staff for conducting the affairs of the Society to fix the amount of their remunerations, subject to budget provision, and to define their duties. Executive Council may wherever it considers necessary delegates its powers to appoint officers and where the maximum of the pay scale does not exceed Rs.900/- to the Chief Executive Officer of the Children's Film Society, India.

**49.** The Executive Council shall have the powers to enter into arrangements with the Government of India, State Governments and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programme and for securing and accepting endowments, grants-in-aid, donations and gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grants-in-aid, donations or gifts shall not be in conflict or inconsistent with the objectives of the Society or with the provisions of these Rules.

**50.** The Executive Council shall have the power to take over and acquire by purchase, gift or otherwise, from Government and other public bodies or private individuals movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society and provisions of these Rules.

**51.** The Executive Council shall have the power to sell or lease out any movable or immovable property of the Society, provided however that no immovable property of the Society shall be sold without the prior approval of the government of India.

**52.** The Executive Council may, with the approval of the Government of India by Resolution, delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman/Chairperson under the powers delegated under this Rule, shall be reported at the next meeting of the Executive Council.

## **IX FINANCE COMMITTEE**

**53.** 1. The Finance Committee shall consist of the Chairman, the representative of the Finance Ministry of the Executive Council and two other members nominated by the Executive Council from amongst its members.

2.The Finance Committee shall be responsible for all the financial matters subject to the control and guidance of the Executive Council.

## **X PRODUCTION COMMITTEE**

**54.** 1.The Production Committee shall consist of the Chairman, the representative of the Finance Ministry on the Executive Council and three other members nominated by the Executive Council from amongst its members.

2.The Production Committee shall be responsible for all production work of the Society under the control and guidance of the Executive Council.

## **XI FUNDS OF THE SOCIETY**

**55.** The funds of the Society shall consist of the following:

- i)Grants made by the Government of India for furtherance of the objects of the Society;
- ii)Subscriptions from affiliations;
- iii)Contributions from other sources;
- iv)Income from the assets of the Society;
- v)Income from the exhibition of films;
- vi)Income from sale of its publication; and
- vii)Receipts of the Society from other sources.

**56.** The Bankers of the Society shall be any nationalized Bank. All funds shall be paid into the Society's account with the State Bank of India and shall not be withdrawn except through a cheque signed by the Chairman, in his absence by the Financial Adviser/one of the members of the Executive Council and by the Chief Executive Officer, in his absence by the Secretary of the Society.

**57.** The accounts of the Society shall be audited by the Auditors appointed for the purpose by the General Body, provided that accounts shall be subject to test audit by the Comptroller and Auditor General of India, if so directed by the Government of India.

## **XII ANNUAL REPORT**

**58.** An annual report of the proceedings of the Society and the work undertaken during the year and an audited statement of accounts shall be prepared by the Society and after its approval by the Executive Council and the General Body, the same shall be forwarded by the Government for being presented to the Parliament within nine months of the close of the financial year to which the annual report and the audited statement of accounts pertain.

## **XIII AMENDMENT OF RULES & REGULATIONS**

**59.**Subject to the provisions of the Societies Registration Act (XXI of 1860), the Society may alter or extend the purposes for which it is established with the previous concurrence of the Government of India.

- a)if the Executive Council shall submit the proposition for such alteration or extension as aforesaid to the General Body in written or printed report.

b)if the Executive Council shall convene a Special General Meeting of the General Body according to the Rules and Regulations for the consideration of the said proposition;

c)if such report be delivered or sent by post to every member of the General Body, 14 clear days previous to such special general meeting as aforesaid;

d)if such proposition be agreed to by the votes of 3/5<sup>th</sup> of the members of the General Body in person at such general meeting as aforesaid; and

e)If such proposition be confirmed by votes of 3/5<sup>th</sup> of the members of the General Body at the second special general meeting convened by the Executive Council at an interval of one month after the former meeting.

#### **60. Alteration of the Rules of the Society:**

Subject to the approval of the Government of India, previously obtained, any other rules of the Society may be altered, if a proposition submitted by the Executive Council to the members of the Society with thirty days clear notice is agreed to by the votes of not less than two-thirds of the members of the Society present at a meeting of the General Body convened for the purpose.

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### **Annexure**

#### **Children's Film Society, India**

##### **Founder members**

- 1 Shri Pandit H.N.Kunzru
- 2 Shri V.Shantaram
- 3 Shri K. Subrahmanyam
- 4 Shri K.Shanker Pillai
- 5 Smt T.Nallumuthu Ramamurthi
- 6 Shri K.G.Saiyidain
- 7 Shri R. Narayanaswami
- 8 Shri B.N.Sircar
- 9 Smt. Kamala Bhoota
- 10 Shri Sameer Chatterjee

##### **Life members**

- 1 Shri Paul Zils
- 2 Shri B.D.Bharucha
- 3 Shri S.S.Vasan

- 4 Shri S.M.S. Naidu
- 5 Shri N.J.Nayudu
- 6 Shri Sadashiv J.Rao.Kavi
- 7 Shri H.N Seervai
- 8 Shri T.C.Barjatya

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## **Children's Film Society, India**

**(Regulations framed by the Executive Council in exercise of the powers conferred on it by Rule 47 of the Rules of the Children's Film Society, India).**

1. These Regulations shall be called the Children's Film Society (Recruitment and Pay) Regulations, 1980.

2. These Regulations shall come into force with immediate effect.

3. The authorities specified in column 4 of the First Schedule annexed hereto shall be the authorities competent to make appointments to the posts specified in column 2 of the said Schedule.

4. The authorities competent to make appointments to the posts specified in column 2 of the First Schedule shall also be the authorities competent to accept the resignation of the holder of that post or to terminate his/her appointment.

5. The method of recruitment and other matters relating to the posts specified in column 2 of the Second Schedule annexed hereto shall be as indicated in the other relevant columns thereof, provided that:

i) The age limits specified in column 4 and the educational and other qualifications specified in column 5 of the Second Schedule may be relaxed by the appointing authority for reasons recorded in writing;

ii) There shall be constituted a panel of selection for every appointment. The panels to be constituted for various posts are shown in the First Schedule.

ii-A) The posts required to be filled by promotion may be filled by direct recruitment if no suitable candidate is available for appointment thereto by promotion.

iii) If an employee is considered unfit for promotion, the panel of selection shall record the reasons therefore and all such cases shall be reported to the Executive Council at its next meeting.

iv) All appointments of managerial and Supervisory staff to be made by direct recruitment shall be notified in public advertisements in one or more newspaper.

v) All appointments of non-supervisory staff by direct recruitment shall be made through the local employment exchange. Where considered necessary for reasons to be recorded through public advertisement, the vacancy shall be reported simultaneously to the local employment exchange; and

vi) Notwithstanding the provisions of Sub-regulations (iv) and (v), an employee of the Society shall be eligible for consideration for appointment to another post on the Society with other 'direct recruitment' candidates provided he/she possesses the requisite qualifications for direct recruitment to the post (vide column 5 of the Second Schedule).

6. All appointments, whether by promotion or by direct recruitment, shall be made on probation for a period of one year, which may be extended by the appointing authority for a further period of six months only. The person concerned shall be informed of such extension in writing within thirty days of the expiry of the period of probation and in the absence of any such written notification, it shall be assumed that the person concerned has successfully completed the period of probation.

7. If the services of a person working on probation in a particular post are not considered satisfactory by the Appointing Authority, his services may be terminated as no longer required after giving him 30 days notice or one month's pay in lieu of notice.

8. In the case of all first appointments in the Society, the person concerned shall be examined by a registered medical practitioner appointed by the Executive Council of the Children's Film Society, India. All offers of first appointment will be subject to a satisfactory medical report the cost of which will be borne by the Society

9. Each employee must be medically/mentally fit throughout the period of his/her employment. If



any employee at any time is medically/mentally unfit to carry out his/her duties efficiently, the person concerned shall be examined by the registered medical practitioner appointed by the Executive Council of the Society. If the said registered medical practitioner confirms that any physical/mental disorder of the employee concerned will in fact hamper his/her efficient performance or will prevent the said employee from discharging his/her duties for a period of not less than two years, the appointment of the employee concerned may be terminated by the appointing authority provided written notice as laid down in regulation 13 is given by the appointing authority.

10. The Society will carry out periodically at its own cost, medical examination of all or any of its employees. Advance notice in writing of such medical examination will be given to all or the concerned employee(s).

11. If an employee intends to resign from the services of the Society during the period of probation he will be required to give to the appointing authority thirty days' notice. The Appointing Authority may, however, relax totally or partly the requirement of giving thirty days' notice.

12. If an employee, who has successfully completed the period of probation and whose services have been confirmed in writing (vide Regulation 6) intends to resign from the Society, he will be required to give ninety days' notice in writing to the appointing Authority or pay to the Society ninety days' pay in lieu of notice. The Appointing Authority may, at its discretion, subject to satisfactory reasons, waive 90 days' notice or payment of 90 days' pay in lieu.

13. The Children's Film Society, India, reserves the right to terminate the services of a confirmed employee at any time during his service in the Society as no longer required, by giving him ninety days' notice or ninety days' pay in lieu of notice. In every case where it is necessary to terminate the appointment of a confirmed employee, the matter shall be placed before the Executive Council for its decision,

14. No employee will be engaged or interested either directly or- indirectly in any trade, business or occupation, except as a shareholder or a debenture holder in a Company, without the prior permission of the Chairman of the Children's Film Society, India, obtained in writing.

15. All appointments in the Society will be subject to the employee undertaking to keep the secrets of the Society. No employee will publish any article or statement, deliver any lecture or broadcast or make any communication to the Press (including magazine publications) relating to the Society's work or to any matters with which the Children's Film Society, India, may be concerned (except in the course of the Society's work) unless he/ she obtains the prior written permission of the Chairman of the Society.

16. All appointments in the Society will be subject to the employees undertaking to do work of any kind which the Children's Film Society, India, may require from time to time and to be prepared to travel to, or to work in, any part of India.

17. All appointments not made by the Executive Council as well as the relaxations made under regulation 5 (i) shall be reported to the Executive Council at the first meeting that is held immediately after these appointments or relaxations are made.

18. All appointments, whether by promotion or by direct recruitment, which involve a period of probation, shall be made according to the specimen appointment letter given in the Third Schedule annexed hereto.

19. All appointments, whether by promotion or by direct recruitment, which qualify for confirmation under regulation 8, shall be made according to the specimen letters of confirmation given in the Sixth Schedule annexed hereto (for Management and Supervisory staff) and in the Seventh Schedule annexed hereto (for Non-supervisory staff)

20. All Rules under the Provident Fund Act shall be applied to the employees of the Society. All Rules of the Gratuity Act shall also be applicable to the employees provided that where such Rules do not apply. The employees concerned shall be governed by the "Gratuity Rules" framed by the Society.

21. On confirmation, each employee will become eligible for those leave facilities which have been specified in the Children's Film Society (leave Regulations 1974).

22. The Society is not an industry within the meaning of the Industrial Disputes Act and therefore is not covered by the said Act. All employees of the Children's Film Society, India, who have been appointed in the manner specified by regulations 18 and 19, will be deemed to know this fact.

23. The Society is not covered by the payment of Bonus Act 1965 and, therefore, bonus is not payable to the employees. All employees of the Children's Film Society, who have been appointed in the manner specified by regulations 18 and 19 will be deemed to know this fact.

24. No employee of the Children's Film Society, India, is permitted to borrow or lend money with or without interest within the Society.

25. The Children's Film Society, India, will have as many categories of staff as will be required from time to time. These requirements will depend upon the expansion or contraction of the work of the Society. The posts currently in force and scales of pay attached to them are given in the first schedule annexed hereto.

26. The scales of pay are liable to be changed in accordance with the decision of the Executive Council.

The monthly allowances shall be such as may be sanctioned by the Executive Council from time to time.

27. All appointments shall generally be made on the minimum of the scale of pay applicable to particular posts. A person may be allowed a higher initial start in the prescribed scale of pay on his/her first appointment by the appointing authority provided the person's qualifications and/or experience merit a higher salary than the minimum of the scale. The initial pay of a person on promotion shall be fixed in the higher scale at the stage next above his/her present pay to which one increment in the new scale shall be added.

28. Whenever due, each employee will be eligible to an annual increment unless withheld for any reason.

29. If an employee's performance throughout the year is rated as outstanding, the Executive Council may, on the recommendation of the Chief Executive Officer, consider granting him an additional increment.

If the performance and/or conduct of an employee is found to be unsatisfactory, the Appointing Authority may, for good and sufficient reasons, to be recorded in writing, withhold the increment and initiate charge sheet proceedings against the employee concerned, if this is considered necessary.

30. An employee of the Society shall retire from its service on completion of 58 years of age. The Executive Council may, however, in special circumstances, to be recorded, extend the retirement age by one year at a time, up to 60 years.

If an employee desires to retire prematurely, he will be allowed to do so provided he has completed 20 years of service in the Children's Film Society or has completed 50 years of age, as the case may be, or desires to retire on medical grounds. In each such case of premature retirement, the employee shall give to the Society 90 days notice of his intention to retire.

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Ref: EXECUTIVE COUNCIL MEETING HELD ON 21/22 SEPTEMBER, 1983

- 1) Proposal to employees one of the dependents of a regular employee in the unfortunate event of the employee's death while in service and
- 2) ADDING A GENERAL CLAUSE

As an equitable social service measure, it was accepted that the wife/husband/dependent

child of a regular employees possessing adequate qualifications, may be suitably employees with the CFSI in the unfortunate event of the employee's death while in service of the CFSI.

### **FIR ST SCHEDULE**

#### **AUTHORITIES COMPETENT TO MAKE APPOINTMENTS** (VIDE REGULATION 4 OF THE CHILDREN'S FILM SOCIETY (RECRUITMENT AND PAY) REGULATION 1980)

S.N o.	Post	Scale of Pay	Appointing Authority	Panel of Selection
1	2	3	4	5
1	Chief Executive Officer	2000-125-2250	Chairman with the approval of the Govt. of India	Chairman and three members nominated by the Executive Council.
2	Secretary	1100-50-1600	Chairman with the approval of the Govt. of India	Chairman, two Executive Council members and one expert from the respective field..
3	Producer-in-charge	1100-50-1600	Chairman with the approval of the Govt. of India	Chairman, two Executive Council members and one expert from the respective field..
4	Marketing Manager	1100-50-1600	Chairman with the approval of the Govt. of India	Chairman, two Executive Council members and one expert from the respective field..

5	Production Officer	700-40-900-eb-40-1100-50-1300	Chairman	Chairman, two Executive Council members and one expert from the respective field.
6	Chief Accounts Officer	840-40-1000-eb-40-1200	Chairman	Chairman, two Executive Council members and one expert from the respective field.
7	Distribution Officer	775-35-880-40-1000-eb-40-1200	Chairman	Chairman, two Executive Council members and one expert from the respective field.
8	Confidential Secretary P.S. to Chairman)	650-30-800-eb-40-960	Chief Executive Officer	The Chief Executive Officer and two other members nominated by the Chairman.
9	Assistant (Camera & Sound)	425-15-560-20-700	Chief Executive Officer	“
10	Assistant, Editing	425-15-560-20-700		“
11	Accounts Assistant	425-15-560-20-700	“	“
12	Assistant Accounts Officer	550-25-750-eb-30-900	“	“
13	Assistant Administrative Officer	550-25-750-eb-30-900	“	“
14	Assistant Distribution Officer	550-25-750-eb-30-900	“	“
15	Distribution Assistant	330-10-380-eb-12-500-eb-15-560	“	“
16	Technical Assistant	330-10-380-eb-12-500-eb-15-560	“	“
17	Stenographer	330-10-380-eb-12-500-eb-15-560	“	“
18	Projector Operator (Jr.)	425-15-530-EB-15-560-20-600	Secretary	Secretary and two other officers of the Society.
19	Electrician	260-6-326-8-390-10-400	“	“

20	Clerk	260-4-250-EB-5-270	“	“
21	Typist	260-6-290-EB-6-326-8-366-8-390-10-400	“	“
22	Godown Keeper-cum-Shipper	950-20-1150-EB-25-1500	“	“
23	Driver	260-6-326-8-350	“	“
24	Scooter-Driver-cum-Peon	196-3-220-EB-3-232	“	“
25	Peon	196-3-220-EB-3-232	“	“

## SECOND SCHEDULE

### RECRUITMENT METHOD & QUALIFICATIONS

(VIDE REGULATION 5 OF THE CHILDREN'S FILM SOCIETY (RECRUITMENT & PAY) REGULATION, 1980)

S.No.	Post	Method of Recruitment	Age Limits Min. Max.	Educational & Professional Qualifications for Direct Appointment	Recruitment by promotion from among
1.	Chief Executive Officer	Direct	30 45	<u>Essential</u> 1. A post graduate degree. ii. A degree/diploma in Business Management/Marketing 2) Experience of working with children or on programmes for children. 3) Ability to communicate fluently, orally and in writing, in English and in Hindi. 4) Knowledge of Indian History & Culture. 5) Knowledge of one Indian language other than Hindi. 1) Experience in Administration. 2) Knowledge of Media like films and T.V. <u>Desirable:</u> Degree in Law.	Does not apply.  By direct recruitment.
2.	Producer	Direct	25 40	<u>Essential</u> 1) Degree of a recognized University. 2) Experience of film or T.V. production. 3) Experience of working with children or on programmes for children. 4) Ability to communicate fluently, orally and in writing, in English and	Production Officer

				<p>Hindi.</p> <p>5) Knowledge of one Indian language other than Hindi.</p> <p>6) Knowledge of Indian History &amp; Culture.</p> <p><u>Desirable:</u></p> <p>1) Diploma in Direction or Production from the Film &amp; T.V. Institute of India, Poona.</p>		
3.	Secretary	<p>Direct</p> <p>By promotion on merit failing which by direct recruitment.</p>	30	45	<p><u>Essential</u></p> <p>1) Degree of a recognized University.</p> <p>2) Experience of administration in a responsible capacity.</p> <p>3) Experience of management of accounts.</p> <p>4) Ability to communicate fluently orally and in writing in English and Hindi.</p> <p>5) Knowledge of one Indian language other than Hindi.</p> <p><u>Desirable:</u></p> <p>1) Knowledge of media like film and T.V.</p> <p>2) Knowledge of Indian history and culture.</p>	<p>i)Chief Accounts Officer</p> <p>ii)Asstt. Administrative Officer with not less than five years of service.</p>
4.	Marketing Manager	Direct	25	45	<p><u>Essential</u></p> <p>1) Degree of a recognized University.</p> <p>2) Degree or diploma in Marketing Management.</p> <p>3) Experience of Marketing consumer products.</p> <p>4) Experience of administration.</p> <p>5) Ability to communicate fluently, orally and in writing in English and in Hindi.</p> <p>6) Knowledge of one Indian language other than Hindi.</p> <p><u>Desirable</u></p> <p>1) Knowledge of media like films and T.V.</p> <p>2) Experience of film distribution.</p> <p>3) Knowledge of Indian history &amp; culture.</p>	Does not apply.

5.	Production Officer	By promotion failing which by direct recruitment.	25	45	<u>Essential</u> 1) Degree of a recognized University. 2) Experience of film production in all its aspects. 3) Knowledge of English and Hindi. 4) Knowledge of one Indian language other than Hindi. <u>Desirable</u> 1) Diploma in direction or production from the Film and T.V. Institute of India, Poona.	Asstt. Cameraman & Sound with not less than three years service.
6.	Chief Accounts Officer	Direct	25	45	<u>Essential</u> 1) B/Com Degree 2) Experience of commercial and/or Government accounting. 3) Experience of Provident Fund, Gratuity and Income Tax legislations. 4) Knowledge of English and Hindi. 5) Knowledge of one Indian language other than Hindi.  <u>Desirable:</u> 1) Experience of cost accounting or 2) Experience of internal auditing or 3) A Chartered Accountant or 4) S.A.S. exam. Of the Government of India.	Asstt. Accounts Officer with 5 years service.
7. & 8.	Distribution Officers	By promotion failing which by direct recruitment.	30	45	<u>Essential</u> 1) Degree of a recognized University. 2) Experience of marketing or of film distribution. 3) Experience of Administration. 4) Knowledge of English and Hindi. 5) Knowledge of one Indian language other than Hindi.  <u>Desirable</u> 1) Experience of working with Government departments. 2) Knowledge of Entertainment Tax exemption procedure.	Asstt. Distribution Officer with three years service.

9.	Confidential Secretary (P.A. to Chairman)	By promotion failing which by direct recruitment.	25 45	<u>Essential</u> 1) Higher Secondary Certificate 2) Shorthand speed of not less than 120 wpm. 3) Typing speed of not less than 50 wpm. 4) Filing experience. 5) Fluency in spoken and written English. <u>Desirable:</u> 1) Degree of a recognized University. 2) Knowledge of Hindi. 3) Knowledge of one Indian language. 4) Maintenance of records.	Stenographers
10.	Asstt. Accounts Officer	By promotion failing which by direct appointment.	25 35	1) B.Com. Of a recognized University and 2) At least 3 years experience of commercial accounting.	Accounts Assistant.
11.	Assistant Administrative Officer	By promotion failing which by direct appointment.	25 35	<u>Essential:</u> 1) A degree from a recognized University and 2) At least 3 years experience in Establishment/Administration. <u>Desirable:</u> 1) A diploma in Administration or Business Management from a recognized Institute.	Accounts Assistant.

12. & 13.	Assistant Distribution Officer	By promotion failing which by direct appointment.	25 45	1) Degree of a recognized University and 2) At least 5 years experience preferably of film distribution or of marketing consumer products in an organization of repute; and 3) Some experience of dealing with Govt. Depts.	Distribution Asstt.
14 & 15.	Accounts Assistant	By promotion failing which by direct appointment.	21 30	1) B.Com. Degree and 2) At least 3 years experience of commercial accounting in an organization of repute.	Clerks.
16.	Distribution Assistant	Direct or by promotion from among whom.	21 30	1) Degree of a recognized University. 2) At least 3 years of experience of working in a commercial organization of repute on the booking and execution of orders.	Clerks.



17.	Stenographers	Direct	21 30	1) Matriculation of equivalent; and 2) Shorthand speed of 100 words per minute. 3) Typing speed of 40 words a minute.	Does not apply.
18.	Assistant, Camera & Sound.	Direct	25 35	1) Matriculation or equivalent; and 2) At least 3 years experience in motion picture photography; or 3) A Diploma in motion picture photography from the Film and T.V. Institute, Poona.	Not applicable
19.	Assistant, Editing	Direct	25 35	1) Matriculation or equivalent; and 2) At least 3 years experience in motion picture editing from the Film and T.V. Institute, Poona.	Not applicable
20.	Projector Operator	Direct	25 35	1) Matriculate. 2) Certificate for operating 16mm & 35mm projectors.	Not applicable
21.	Maintenance Electrician	Direct	21 30	1) An Electrician's Certificate from a recognized Institution and 2) At least 3 years practical experience of the maintenance and repair of electrical equipment and one year's practical experience thereafter.	Not applicable
22.	Clerk	Direct	21 30	1) Matriculation or equivalent and 2) Typing speed of at least 40 words per minute.	Not applicable
23.	Godown Keeper-cum-Shipper	By promotion failing which by direct recruitment.	21 30	1) Matriculation or equivalent and 2) At least 2 years experience working in a commercial organization of repute in a similar capacity.	Peons, provided they are matriculates.
24.	Drivers	Direct	25 35	1) Literate in Hindi or the local language; 2) A license for driving both heavy and light motor vehicles; and 3) At least 5 years driving experience with an unblemished record.	Not applicable
25.	Scooter Driver-cum-Peon	Direct	21 30	1) Literate in Hindi and a local language. 2) A license for driving both	Not

				light motor vehicles and scooters and 3) At least 3 years driving experience with an unblemished record.	applicable
26.	Peons	Direct	21 30	1) VIII Standard and 2) Knowledge of reading and writing English and Hindi.	Not applicable

### **Third Schedule**

#### **Appointment Letter for the Officer and Staff**

Vide Regulation 18 of the Children's Film Society (Recruitment and Pay) Rules 1980.

Dear Sir,

We have pleasure in offering you an appointment as \_\_\_\_\_ in the Children's Film Society, India, from \_\_\_\_\_ subject to a satisfactory medical report, on the following terms;

#### **1. Salary**

You will be in the pay scale of Rs. \_\_\_\_\_ and your basic pay will be Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month, which will be paid on or about first day of each month for the previous month's service. If the first day happens to be a holiday, your salary will be paid on the next working day.

In addition you will be paid allowances as are admissible under the Regulations of the Society.

The pay will be reviewed annually and any increment may be granted depending on your performance in the job.

#### **2. Probation & Confirmation**

You will be on probation for a period of one year. During the period of probation, if your services are found satisfactory and if the Society still has need of them, your appointment will be confirmed in writing. During the period of your probation, your services are liable to be terminated as no longer required after giving you 30 days' notice or one month's pay in lieu of notice. Likewise, you are entitled to leave the Society's services during the probationary period by giving one month's notice or one month's pay in lieu of notice.

#### **3. Notice after Confirmation**

On confirmation of your appointment your employment is terminable by 90 days' notice or 90 day's salary in lieu thereof on either side without any cause assigned.

#### 4. Leave

On confirmation you will be eligible to earn privileged leave at the rate of one-eleventh of the duty attended by you in twelve months' period. Privilege leave thus earned is allowed to be accumulated up to 120 days, in excess of which it shall automatically lapse.

All types of leave will be credited on the 1<sup>st</sup> January in respect of the previous year's service.

Privilege and casual leave are a term of service. However, privilege leave can only be utilized subject to the exigencies of the Society's work and Casual leave is intended to be utilized for casual absence only.

Both privilege and casual leave must be taken with written permission of the Society. If you remain absent without prior written permission and are unable to show circumstances beyond your control which precluded you from obtaining such permission, your absence will be treated as leave without pay and you will render yourself liable to disciplinary action.

Should it be necessary for you to remain absent from work owing to ill health, you will be required to send at your earliest opportunity a Registered Medical Practitioner's certificate to the effect.

#### 5. Provident Fund

You will be governed by the Provident Fund and Gratuity Schemes obtaining in the Society.

#### 6. Transfer

Your engagement implies that you will undertake work of any kind which the Society may require you to do and that you will be prepared to travel to, or work in any part of India.

#### 7. Society's Secrets

The appointment will be subject to your undertaking that you will keep the secrets of the Society, and will not (except in the course of the Society's work) publish any article or statement, deliver any lecture or broadcast or make any communication to the press (including magazine publications) relating to the Society's work or to any matters with which the Society may be concerned, unless you have previously applied to and obtained written permission from the Chairman of the Society. The complete draft of any proposed article, lecture, broadcast or other communication intended for publication must be submitted to the Society for approval before it is released for publication.

#### 8. General

Except during authorized holidays you will devote to your duties the whole of your time and attention and you will not, without the previous written consent of the Chairman of the Society, become interested or engaged directly or indirectly in any trade, business or occupation whatsoever, except as a share-holder in a company.

#### 9. Staff Regulations

The terms set out in this letter are for your guidance and are not necessarily comprehensive. You will be bound generally by the Society's staff regulations. The Society reserves the right to alter/rescind the staff regulations at any time at its discretion.

#### 10. Duration of Appointment

If you accept this offer, your appointment will be deemed to have commenced from the date on which you report for duty.

If you accept this offer, kindly notify your acceptance by initialing each page and by signing your name at the foot of the attached copy of this letter and by returning the copy to us.

Yours faithfully,  
For Children's Film Society, India

(Secretary)

I accept the terms and conditions of my appointment letter and agree to be bound by the Society's staff regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Children's Film Society, India**

**(Regulations framed by the Executive Council in exercise of the powers conferred on it by Rule 47 of the Rules of the Children's Film Society, India)**

1. These Regulations shall be called the Children's Film Society(Leave) Regulations, 1980.
2. These Regulations shall come into effect immediately.
3. The following types of leave are available to the employees of the Children's Film Society, India

- i) Privilege or earned leave
- ii) Casual Leave
- iii) Maternity Leave
- iv) Leave on Medical grounds
- v) Leave Without Pay.

#### 4. PRIVILEGE OR EARNED LEAVE

i) Only confirmed employees will be eligible to earn privilege leave @ 1/11th of their duty period in 12 months period). The total privilege leave which could be accumulated at any time shall not exceed 90 days at any time and the excess above 90 days shall lapse automatically.

Provided that if privilege leave applied for by an employee is refused by the competent authority in the interests of the work of the society or for any other reason to be recorded in writing, such refused leave shall be allowed to be added to leave up to 120 days to the credit of the employee.

ii) An employee will be eligible to take privilege/earned leave only after the completion of 1 year's service. An application for permission to take this or any other type of leave shall be made by the employee concerned 15 days in advance to facilitate the Society making alternative arrangements.

iii) During the period of probation/temporary, in the event of failure to attend duty on account of sickness, treatment of leave is at the sole discretion of the Secretary/Chairman.

iv) Privilege/earned leave can be taken in three instalments in a period of one calendar year's service. Granting of this leave will depend upon the exigencies of work and shall be left entirely Children's Film Society, India.

v) On resignation, an employee shall not be eligible to take his/her privilege/earned leave which is due to his/her and he/she shall not be allowed to encash the quantum of leave.

vi) Privilege/earned leave shall under no circumstances be affixed to casual leave.

vii) In accordance with Regulation 4(i), privilege/earned leave will be allowed to be accumulated only for three years, and after the expiry of each calendar year, leave for the previous year will be credited to the employee's account on the first day of January of each year. Unavailed leave beyond a period of three years will lapse.

#### 5. CASUAL LEAVE

i) Casual leave is meant for casual purposes and more than 3 days casual leave at a time shall not be granted.

ii) As far as possible, for the purpose of casual leave for one day only, advance intimation will be appreciated although it is not essential. However, if the absence on casual ground is likely to be for more than one day, an application for permission to take casual leave shall be made by the employee concerned 3 days prior to the dates on which he/she wishes to take casual leave.

iii) As employee who takes one day's casual leave and has been unable to give advance intimation to the Society according to Regulation 5(ii) shall submit a leave application immediately on his/her return to work so that his/her absence

can be regularized by the Management of the Society, who shall debit the casual leave account of the employee concerned.

iv) Employees who with prior permission wish to arrive late or to leave early for personal reasons must apply for half a day's casual leave. Similarly, employees who arrive late for work shall have half a day's casual leave deducted from their account notwithstanding Regulations 5 and 6 of the Children's Film Society(Attendance and Discipline) Regulations 1975.

v) A maximum of 12 days casual leave is allowed for a calendar year to all employees. Casual leave is non-accumulative but is a term of office.

vi) Casual leave shall not be affixed to privilege/earned leave.

## 6. MATERNITY LEAVE

i) Each married lady employee whose employment has been confirmed by the Society and who has completed one year's service, will be eligible to have 12 weeks maternity leave with full pay as follows 6 weeks before and 6 weeks after the birth of her child.

ii) Maternity leave shall not be admissible to lady staff who have not completed 12 months service in the Society.

iii) Maternity leave shall be granted only twice during the career of the lady staff concerned and there must be a gap of at least 2 years between two maternity leaves.

iv) Subject to the provisions of Sub-regulations (ii) and (iii) of this regulation, leave on account of mis-carriage will be treated as maternity leave.

## 7 LEAVE WITHOUT PAY

i) Depending upon the merits of each case, employees may be granted leave without pay. Normally an employee may request for leave without pay at a time when he/she has no privilege/earned leave to his/her credit. The decision of granting leave without pay to any employee is entirely at the discretion of the Management of the Society.

## 8 LEAVE ON MEDICAL GROUNDS

Confirmed employees of the Children's Film Society may be granted leave on half pay up to 20 days leave in a financial year, subject to production of a certificate of illness from a registered medical practitioner. Such leave on half pay will be allowed to be accumulated and availed of 120 days during the entire period of an employee's service in the Society. At the request of an employee the whole or a part of such leave taken on any one occasion may be commuted as leave on full pay up to half the number of days of half pay leave, the employee's half pay leave account being however, debited with the actual number of days spent on leave.

9. The granting of privilege/earned leave and casual leave will depend on the exigencies of work and the Children's Film Society, India, reserves the right to refuse granting such leave for justifiable reasons.

10. On superannuation of any employee the employee shall either proceed on privilege/earned leave or the privilege/earned leave due to him/her shall be permitted to be encashed by the Society. Depending upon an employee's length of service, only the pro-rata leave due will be granted, subject to Regulations mentioned hereinabove.

11. If an employee remains absent continuously for 7 days without any authorized leave or if no intimation about his/her absence has been given to the Society in writing, the employee concerned shall be liable to disciplinary action by the Society.

12. A specimen leave application form which shall be used henceforth is given in the First Schedule annexed hereto.

13. Leave records shall be maintained on the Leave Record Cards and in the Leave Record Register; Record of leave shall be maintained in accordance with local laws.

14. Leave shall be sanctioned under these Regulations by the authority competent to make the appointment to the post concerned.

15. If there is a Hartal or Bandh or General Strike, by virtue of which the employee(s) cannot report for work, that day will either be debited to his/her/their casual leave or if casual leave is not available to her/her/their credit, the absence will be without pay.

16. The quantum of leave without pay in any case shall not exceed two months in one year's service of an employee.

17. LEAVE TRAVEL CONCESSION:

Not only the Central & State Governments and the undertakings under them but all progressive employers in the Private Sector also provide financial assistance to their employees for travel during leave. The Committee recommends that the staff of the CFS may now be permitted to claim leave travel concession once in two years. Public Sector organizations, Municipalities etc. have framed simple rules in this behalf and the Committee feels that as in the case of medical reimbursement, it will be enough if a sliding scale of payments is prescribed for the Society's staff. The Rules of the Government of India for leave travel concession are elaborate and have recently been made more liberal. Considering the resources of the Society, the Committee does not feel justified in recommending leave travel concession in the shape of reimbursement of actual expenses incurred by an employee for travel by self and his family to any station in India once in four years. There need be no restriction on the places to be visited. An employee may be permitted to avail of the concession subject to the monetary ceilings imposed below, once in two years; irrespective of the place or places visited. The concession should be available to the employee and his family. In computing the ceilings to be permitted, the size of the family has been taken as five including the employee. The scheme is intended to provide assistance only and not to cover total cost of journeys. The scales prescribed below would, however, cover the actual cost of tickets by second class rail to most places in India for five members in the family. The concession should be limited to the number of members in the family who actually travel with the employee. For instance, if an employee under Category 'A' below has three members, he will be entitled to Rs.150x3= Rs.450/-.

The concession should be available on fulfillment of the following conditions:

- i)The employee is on earned leave for not less than 15 days; and
- ii)The employee certifies and produces to the satisfaction of the Secretary of the CFS, proof that he and his family actually traveled to an out-station.

### Table

Scale of leave travel concessions -----	Maximum limit of concession Once in two financial years. -----
Employees drawing basic pay upto Rs.500/- p.m.	Rs.750/- (calculated at Rs.150/- to and fro per person (150x5=750)
Employees drawing basic pay upto Rs.1000/- p.m.	Rs.1000/- (@ Rs.200/- per person to and fro)
Employees drawing basic pay upto Rs.1500/- p.m.	Rs.1500/- (@ Rs.300/- per person to and fro )

The scheme may come into force from the date of issue of orders. The period of two years for counting, the eligibility of an employee may, however, begin from 1<sup>st</sup> April, 1979. This is suggested to benefit employees who have been in the service of the Society for a year or more on 1<sup>st</sup> April, 1980.

#### SICK LEAVE:

Shri Nadkarni and Shri Murthy agreed that officers and staff of the Children's Film Society, India should be given upto ten days leave every calendar year on medical grounds subject to production of medical certificate of illness. Further, they may be allowed to accumulate such leave upto 60 days at a time during the entirety of service in the Children's Film Society, India. The Secretary, Shri Khedekar felt that the grant of leave on full pay every year would be tantamount to increasing the annual earned leave to 40 days and might set in undesirable practices which it might not be possible to check. He favoured grant of half-pay leave upto 20 days in a year with the stipulation that it could be converted into commuted leave for half the period.

It is not possible to give the benefit to employees with retrospective effect. The concession to be granted should take effect from 1<sup>st</sup> April, 1980.



**FIRST SCHEDULE**

CHILDREN'S FILM SOCIETY, INDIA  
(Vide Regulation 13)

**LEAVE APPLICATION**

TO BE FILLED IN BY THE APPLICANT Date \_\_\_\_\_

Name \_\_\_\_\_ Location \_\_\_\_\_  
(in block letters)

Type of Leave: Privilege/Casual/Maternity/Leave on Medical Grounds/Leave With/Without Pay

No. of days leave required: \_\_\_\_\_ Days From \_\_\_\_\_ To \_\_\_\_\_

I agree to report for duty on \_\_\_\_\_

Reason for leave \_\_\_\_\_

Address during leave \_\_\_\_\_

Medical Certificate \_\_\_\_\_

Approved by Head of the Dept: \_\_\_\_\_  
(Applicant's Signature)

NOT TO BE FILLED BY THE APPLICANT

Balance of leave as of date			Leave on Medical grounds	Balance after deducting leave granted against application				
Privilege	Casual	Maternity		Privilege	Casual	Maternity	Leave on Medical grounds	
Year	Days	Days	Days	Year	Days	Days	Days	Days
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
Total _____				Total _____				

Leave granted with/without pay/type \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Total \_\_\_\_\_ days To resume on: \_\_\_\_\_

Leave not granted/Reason \_\_\_\_\_

Leave on Medical grounds From \_\_\_\_\_ To \_\_\_\_\_ Commuted to Leave on full pay

Leave without pay From \_\_\_\_\_ To \_\_\_\_\_ for \_\_\_\_\_ days

\_\_\_\_\_  
CHAIRMAN/CHIEF EXECUTIVE OFFICER/SECRETARY

LEAVE AUTHORISATION

Mr./Mrs./Miss

Date : \_\_\_\_\_  
Location : \_\_\_\_\_

---

In accordance with your application dated \_\_\_\_\_, your leave is granted from \_\_\_\_\_ to \_\_\_\_\_ Total days with/without pay.

Balance to your credit: \_\_\_\_\_ days. You should resume on \_\_\_\_\_

Leave not granted/Reason \_\_\_\_\_

Children's Film Society, India

CHAIRMAN/CHIEF EXECUTIVE OFFICER/SECRETARY

Failure to report for duty on the due date will result in the period of absence after expiry of the sanctioned leave as unauthorized absence and will render the employee liable to disciplinary action.

Extension of leave will be at the discretion of the Society whose written approval must be secured before the date of the expiry of this leave.

Request for extension of this leave due to sickness must be supported by a medical certificate from a Registered Medical Practitioner, before the expiry of the leave originally sanctioned.

**(Regulations framed by the Executive Council in exercise of the powers conferred on it by Rule 47 of the Rules of The Children's Film Society, India).**

1. These Regulations shall be called the Children's Film Society, India (Staff Overtime) Regulations, 1980.
2. These Regulations shall come into force with immediate effect.
3. Overtime is the extra work done with the prior written permission of the Management of the Society by certain groups of employees over and above their normal working hours.
4. No overtime will be paid to any employee except as laid down hereinbelow:  
  
Drivers  
Projector Operators  
Watchmen  
Peons
5. Without prejudice to the above rules regarding overtime, the Secretary shall decide on the merits of each case of overtime, though as far as possible compensatory time-off will be given in proportion to the extra time worked by the employee.
6. The payment of overtime, if any, will be in accordance with Central Government rules governing payment for over-time work.

**(Regulations framed by the Executive Council in accordance of the powers conferred on it by Rule 47 of the Rules of the Children's Film Society, India)**

1. These Regulations shall be called the Children's Film Society (Attendance and Discipline) Regulations, 1980.
2. These Regulations shall come into force with immediate effect.
3. Discipline is the foundation of the Society and each employee must behave properly and in a disciplined way to promote the smooth and efficient working of the Children's Film Society, India.
4. The employees must attend regularly the office or the studio, as the case may be, and observe the working hours laid down from time to time by issue of an office order.
5. If an employee reports late for duty, three times in a period of one month, he/she will be debited with one day's casual leave. After three such debits of casual leave, the employee shall render himself liable for disciplinary action.
6. Offences are classified as minor and major. Minor offences comprise a lack of punctuality, a lack of attendance or a lack of mannerly behaviour. Major offences are misconducts listed in Regulation 12. Suitable disciplinary action will be taken against employees who commit offences according to the gravity of an offence.
7. No employee of the Society is permitted to borrow money from or to lend money to other employees of the Children's Film Society, India, with or without interest.
8. In all cases where it is proposed to take disciplinary action against an employee he will be issued with a charge sheet setting out the allegations on which the charge(s) is based. The employee shall be required to submit his reply to the charge sheet in writing. The employee will thereafter be given an opportunity to defend himself before an Enquiry Officer who will be appointed to investigate charges. The employee concerned will be allowed to be assisted by one of the employees of the Society at the charge-sheeted employee's discretion and will be allowed to produce such witnesses and/or documents and other evidence as he may consider necessary to defend himself. The employee concerned will also be allowed to cross-examine the witnesses, if any, produced by the Disciplinary Authority of the employee.
9. The Disciplinary Authority for an employee shall be his appointing authority.
10. The Enquiry Officer shall submit his findings to the Disciplinary authority. If, after a careful study of the findings, the Disciplinary authority comes to the tentative conclusion that a major penalty is called for. The said authority will issue a 'show cause' notice to the employee stating the penalty he proposes to impose and calling for the employee's defence why this should not be done. On receipt of the employee's reply (or if no reply is received within 15 days of issue of the show cause notice), the disciplinary authority shall pass orders imposing the penalty or any other penalty be considered necessary and adequate.
11. Any appeal against a penalty imposed by disciplinary authority shall be made within 15 days of the issue of the order of penalty to the Chairman, CFS, India. The Chairman's decision shall be final. The penalty shall be held in abeyance till the orders of the Chairman are received or till the expiry of 15 days from the date of issue of the order if no appeal is made.
12. The aforesaid procedure shall not be followed if the employee concerned admits his/her fault. The type of disciplinary action even for the admission of an offence shall rest entirely with the authority competent to make the appointment.
13. With reference to Regulations 7 and 9, the following acts and omissions on the part of an employee amount to misconduct:

- i) Wilful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior,
- ii) going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof;
- iii) willful slowing down in performance of work, or abetment or instigating thereof;
- iv) theft, fraud or dishonesty in connection with the Society's business or property within or outside the premises or the theft of property of another employee within the premises of the Society's establishment;
- v) taking or giving bribes or any illegal gratification;
- vi) habitual absence without leave, or absence without leave for more than ten consecutive days of overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation;
- vii) late attendance on not less than three occasions within a month;
- viii) collection without the permission of the Management of the Society of any money within the premises of the Society's establishments except as sanctioned by any law for the time being in force;
- ix) engaging in any trade within the premises of the Society's establishments;
- x) drunkness, riotous, disorderly or indecent behaviour on or outside the premises of the Society's establishments;
- xi) commission of any act subversive of discipline or good behaviour within or outside the premises of the Society's establishments;
- xii) habitual neglect of work, or gross and habitual negligence;
- xiii) habitual commission of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936;
- xiv) canvassing for union membership or the collection of union dues within the premises of the Society's establishments, except in accordance with any law or with the previous permission of the management of the Society;
- xv) willful damage to work in progress or to any property of the Society;
- xvi) holding meetings inside the premises of the Society's establishment without the previous permission of the management of the Society, except in accordance with the provisions of any law for the time being in force;
- xvii) disclosing to any unauthorized person any information in regard to the processes/secrets/information of the Children's Film Society, India, which may come into the possession of the employee in the course of his/her work;
- xviii) gambling within the premises of the Society's establishments;
- xiv) distributing or exhibiting within the premises of the Society's establishments hand-bills, pamphlets, posters and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without the previous permission of the management of the Society;
- xx) refusal to accept a charge-sheet, order or other communication served in accordance with these Regulation;
- xxi) any act which brings Society's name into dispute.

14. The following punishments are applicable to minor and major offences:

- i) Minor offences - Warning or censure
- ii) Major offences -
  - a) Warning or censure
  - b) Fine
  - c) Suspension for a period of not more than 4 days
  - d) Discharge from service
  - e) Dismissal from service.

\*\*\*\*\*

**(Regulations framed by the Executive Council in accordance of the powers conferred on it by Rule 47 of the Rules of the Children’s Film Society, India)**

1. These Regulations shall be called the Children’s Film Society **(Staff Allowances and Expenses)** Regulations, 1980.
2. These Regulations shall come into force immediately.
3. Daily Allowances on tour

- i) These allowances are designed to meet the expenses of lodging, boarding, transport and incidentals, expenses at a rate appropriate to the grade of staff.
- ii) It shall be understood that employees must not try to earn money out of the allowances/advances they get to meet their expenses for official tours carried out within or without headquarters.
- iii) The rates of daily allowances may be modified from time to time. The rates admissible at present are given below.

A. When the Society’s employee avails of Government or Public Sector Guest House or makes his own arrangement

<b>Pay Range</b>	<b>At State Capitals</b>	<b>At all other places</b>
Rs.2,150 and above	Rs. 28.00	Rs.23.50
Rs.1,650 and above but less than Rs.2,150	27.00	22.50
Rs.1,100 and above but less than Rs.1,650	26.00	21.00
Rs.1,000 and above but less than Rs.1,100	24.50	19.50
Rs.900 and above but less than Rs.1,000	24.50	19.50
Rs.650 and above but less than Rs.900	20.00	16.00
Rs.390 and above but less than Rs.650	20.00	16.00
Rs.360 and above but less than Rs.390	20.00	15.00
Rs.330 and above but less than Rs.360	19.50	13.00
Rs.300 and above but less than Rs.330	18.00	12.00
Rs.260 and above but less than Rs.300	15.00	10.00
Class IV Staff	7.50	6.00

B. Where the Society’s employee stays in a Hotel or other Establishments providing boarding and/or lodging at scheduled tariffs (applicable only to those officers mentioned below)

<b>Designation of the officer</b>	<b>At State Capitals</b>	<b>At all other places</b>
Chief Executive Officer Secretary/Producer-in-charge/ Marketing Manager/Distribution Officer	Rs.75.00	Rs.50.00

Whenever a claim is preferred with reference to the rates at (B) above, it shall be accompanied by a certificate in the following form:

“Certified that I stayed from \_\_\_ to \_\_\_ at \_\_\_\_\_” at \_\_\_\_\_,  
(dt.) (dt.) (name of hotel/estt.) (name of place)  
which provides lodging/boarding at scheduled tariffs”.

iv) Admissibility and Regulations of Daily Allowance

Daily Allowance for the entire absence from headquarters shall be admissible and regulated as follows:

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight.

For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates:

- |   |        |
|---|--------|
| a)If the absence from headquarters does not exceed 6 hours.                               | – 30%  |
| b)If the absence from headquarters does not exceed 12 hours but does not exceed 12 hours. | – 50%  |
| c)If the absence from headquarters exceeds 12 hours.                                      | – Full |

In case the period of absence from headquarters falls on two calendar days, it will be reckoned as two days and daily allowances will be calculated for each as above. Similarly daily allowance for days of departure from and arrival at headquarters will also be regulated accordingly.

v)In addition, the officers mentioned under 'B' category in Rule 3 (III) shall be entitled to actuals for transport, provided the claims give full details. Long distance travel by taxis shall be avoided, if train connections are available.

vi)These officers shall also be entitled for contingencies like coolie charges for carrying official materials.

vii)Actuals for entertainment shall be admissible provided prior sanction has been taken. No such prior sanction is required to be taken by the Chief Executive Officer, provided there is suitable budgetary provision. However, while submitting claims, vouchers must be produced and number of persons entertained indicated in all cases.

viii)In every case of travel outside headquarters, sanction shall be obtained from the next higher officer, but not below the rank of the Secretary, Producer-in-charge or Marketing Manager.

In the absence of the Chief Executive Officer, the Secretary shall sanction the travel of the Producer-in-charge and the Marketing Manager. The Secretary shall obtain the sanction of the Chief Executive Officer, in his/her absence that of the Chairman and in his absence that of the Financial Advisor.

ix)Where employees are required to go on official visits, either within headquarters or in cities and towns outside headquarters, the transport used shall be the most economical. It shall be the responsibility of the senior management of the Society to ensure that employees on tour or making official visits either within or outside headquarters spend more time on productive work than on travel.

x)The Secretary, Producer-in-charge, Marketing Manager and the Distribution Officer shall be allowed to use taxis, provided the staff car is not available and this fact shall be written on the vouchers. All other staff members shall use a taxi only with the prior permission of the officer concerned. Conveyance in case of all staff members, except Secretary, Producer-in-charge and Marketing Manager shall not exceed Rs.30.00 per month. However, in exigencies of service the Secretary may sanction extra expenditure if deemed essential in the interest of the Society. All expenditure in excess of Rs.30.00 p.m.shall be reported to the Executive Council at its next meeting.

xi)Each employee who has been on an official tour shall submit his/her account of expenses within 2 days after the completion of the journey and shall attach all bills/vouchers to his/her tour expense account form whenever possible.

xii)A specimen tour expense account form is given in the First Schedule attached hereto.

xiii)The Society will either arrange for a ticket to be bought for an employee's traveling on official work previously authorized or the employee concerned shall be allowed to book his/her tickets.

xiv)Employees going on official tours previously authorized shall be eligible to travel as follows:

Mode of travel and class of accommodation:

- a) Society's employees of Grade I - Rail first class or by air (economy class) with the approval of the competent authority.
- b) Society's employees of Grade II - Rail First Class.
- c) Society's employees of Grade III - Rail First Class. in receipt of pay Rs.425/- and above.
- d) Society's employees of Grade III - Rail Second Class. in receipt of pay less than Rs.425/- and employees of Grade IV.

Note: In addition to the above, employees in all the grades shall be entitled to reimbursement of reservation charges for a seat (for day journeys) and sleeper berth (for night journeys).

### **Travel and Daily Allowance for Members of Executive Council**

- i) The Chairman and members of the Executive Council shall be entitled to travel by air or by A/C. First Class.
- ii) The Chairman and the members shall be reimbursed actual hotel bills and transport expenses.
- iii) In case any of the members make their own lodging and boarding arrangements, they shall be paid Rs.75/- per day plus actuals for transport.
- iv) These rules shall only be applicable to assignments that the Chairman may, from time to time, request the members of the Executive Council to undertake. For regular meetings of the various committees they shall be paid Rs.75/- per sitting, plus actual travel expenses, if such meetings are held outside the towns of residences of the members.

### **Medical Reimbursement:**

At present the officers and staff of the Children's Film Society do not get reimbursement of medical expenses incurred by them on their illness and that of members of their families. The Committee recommends that this concession should be extended to the employees forthwith. The Committee understands that the Ministry of Commerce, Govt. of India, have recently issued orders laying down the scales of payment of medical reimbursement to the staff of the public sector undertakings under them. Under this Scheme, the staff get a fixed sum per annum towards reimbursement of medical expenses. Following this scheme and the schemes being followed in some undertakings of the Govt. of Maharashtra the Committee has drawn up a Scheme (Annexure I to this report).

The Scheme may come into force from the date of issue of orders. The Committee recommends that the Executive Council may consider the Scheme.



## **ANNEXURE 'A'**

### **CHILDREN'S FILM SOCIETY, INDIA**

#### **RULES REGARDING REIMBURSEMENT OF MEDICAL EXPENSES TO THE STAFF OF THE SOCIETY.**

1. These rules may be called the "Children's Film Society, India (Reimbursement of medical expenses) Rules, 1979".
2. These rules shall be deemed to have come into force with effect from 1st April, 1979.
3. In these rules unless there be anything repugnant in the subject or context:-
  - a) "Society" means the CHILDREN'S FILM SOCIETY, INDIA
  - b) "Council" means the Executive Council of the Society.
  - c) "Chief Executive Officer" means the Chief Executive Officer-cum-Marketing Manager of the Society.
  - d) "Medical Attendance" means attendance by Registered Medical Practitioner either in his consulting room or where necessary at the residence of the patient and includes such pathological, bacteriological, radiological investigations and other methods of diagnosis and such consultation with specialists to such extent and in such manner as the Registered Medical Practitioner certifies to be necessary.
  - e) "Treatment" means the use of all medical or surgical facilities available with the medical consultants and includes:
    - i) Tonics and Vitamins forming part of the treatment of disease, illness or injury; and
    - ii) Supply of medicines, vaccines and other therapeutic substances.
  - f) "Family" means wife/husband and legitimate children and also includes parents, brothers and sisters residing with and wholly dependent on the employee.
  - g) "Salary" means pay, special pay, deputation pay and other allowances excluding overtime allowance as on the first day of the financial year.
  - h) "Financial Year" means the year beginning from 1st April and ending 31st March.
4. These rules shall apply to all full-time employees of the Society who have put in not less than 6 months service and/or completed their period of probation to the satisfaction of the Society.
5. These rules are not applicable to part-time employees, daily rated employees, employees appointed on an ad-hoc basis, and casual labourers of the Society.

6. The Society shall reimburse the actual expenditure incurred by an employee on medical attendance and/or treatment in connection with his own illness or the illness of any of the members of his family.

7. The reimbursement of medical expenses admissible under the rules shall be at the following rates:

	<u>Maximum yearly limit for reimbursement.</u>
A. Employees drawing salary upto Rs.500/- p.m.	Rs. 600/-
B. Employees drawing salary between Rs.501/- and Rs.1000/- p.m.	Rs. 750/-
C. Employees drawing salary between Rs.1000/- and Rs.1500/- p.m.	Rs. 900/-
D. Employees drawing salary above Rs.1500/- p.m.	Rs.1000/-

8. In exceptional circumstances and special cases, the reimbursement of medical expenses actually incurred by an employee in excess of the above limit but not more than Rs.1000/- in a financial year, may be sanctioned by the Chief Executive Officer. The medical reimbursement charges in excess of Rs.1000/- in a year may be paid under the orders of the Council. In the case of officers falling under category 'D' above, expenses in excess of Rs.1000/- shall be sanctioned by the Chairman.

9. The officers/employees belonging to the State/Central Government or State/Central Government Undertakings who are on deputation to this Society shall be permitted to opt for these rules. They will not, however, be entitled to the reimbursement of the medical expenses under the rules of their parent department. Option shall be valid during the financial year only.

10. The reimbursement of the medical expenses incurred by an employee should be claimed within two months from the date of expenditure is actually incurred. Any claim submitted after the expiry of two months should be supported by reasons why it could not be submitted in time.

11. For the purpose of these rules the date of the voucher should be treated as the date of incurring the expenditure.

12. The unclaimed portion of the financial ceiling referred to in Rule 7 shall lapse at the close of the financial year.

13. The following procedure should be followed for claiming reimbursement of the expenditure incurred on medical attendance and treatment:

i)All claims will be prepared in the proforma in Annexure 'a' to these Rules.

ii)The claim should be supported by Medical Practitioner's bill which should be on his letter-head clearly indicating his Registration Number and address. The bill should be duly signed by the Medical Practitioner.

iii)Cost of medicines should be supported by the Medical Practitioner's prescription on his letter-head and cash memos indicating the purchase of medicine.

iv)The charges other than those mentioned above should be supported by vouchers, certificates and prescriptions.

v)All claims should be submitted to the Chief Accounts Officer for scrutiny and payment.

14. The Chief Accounts Officer should maintain a Register of Reimbursement of Medical Expenses in the form Annexure 'b'.

**Annexure 'a'**

Application for reimbursement of Medical expenses

Name:  
Designation:  
Department:  
Date:

To:

The Chief Accounts Officer,  
Children's Film Society, India,  
BOMBAY.

I submit herewith my claim for reimbursement of medical expenses actually incurred by me for my family/myself during the period from \_\_\_\_\_ to \_\_\_\_\_ as detailed below which may please be considered and passed for payment:

Name of the Person in respect of whom the Expenses are incurred.	Relation to the applicant.	Doctor's Bill.	Cost of Medicine.	Other charges	Total
1.	2.	3.	4.	5.	6.

Total: \_\_\_\_\_

Signature of Applicant.

- Note: 1. Doctor's bill/receipt must be on his letter-head duly signed by him.  
2. Cost of medicines should be supported by doctor's prescription on his letter-head duly signed.  
3. Details of Cash Memos for medicines purchased should be entered with serial nos. amount and total of the same should be taken and entered in the claim form below.

Details of Claim

S.No.	Date	Bill or Cash Memo	Amount	
			Rs.	Ps.

(FOR USE OF ACCOUNTS BRANCH)

Medical Register Folio:

Balance of allowance as  
per Register as on \_\_\_\_\_ :

Claim passed for \_\_\_\_\_ :  
Payment of Rs. \_\_\_\_\_

(Chief Accounts Officer)  
Children's Film Society India, Bombay

**Annexure 'b'**  
Register of reimbursement of Medical Expenses

Year: \_\_\_\_\_

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Department: \_\_\_\_\_

Salary as on 1.4.19\_\_\_\_ Rs. \_\_\_\_\_

1. Pay
2. Special Pay.
3. Deputation Pay.
4. House Rent Allowance.
5. Compensatory Local Allowance.

Total: \_\_\_\_\_

Amount admissible: Rs.600/750/900/1000

Sr.No.	Vr.No.& Date	Amount reimbursed	Total	Balance	Initials of the Officer
1.	2.	3.	4.	5.	6.

**6. Funeral Expenses:**

- i) On the death of an employee in service, the Society shall make an immediate payment to the widow or the dependents to meet his/her funeral expenses, which payment shall be adjusted against any leave salary due to the deceased at the time of his/her death on account of his/her unutilized leave.
- ii) In addition to the above payment, the Society may pay an ex-gratia amount upto 2 months salary of the deceased employee to the widow or the dependents of the deceased employee on receipt by the Executive Council of an application to this effect from the widow/dependents of the deceased employee.

**7. Transfer Expenses.**

- i) When the Society transfers an employee from one place to another to meet the exigencies of work, the Society shall pay the cost of rail fare in the appropriate class of the employee concerned and his/her family (self, spouse and upto 2 children only).
- ii) In addition, the employee to be transferred will be given a fixed sum to be approved by the Executive Council to cover incidental expenses which shall be accounted for by the employee concerned within a period of one month after the effective date of the transfer.

**9. Entertainment Expenses**

- i)Entertainment by the employees of the Society shall be kept to the minimum and shall be authorized by the Chief Executive Officer under the general control and supervision of the Executive Council.
- ii)Entertainment expenses shall be subject to the rules prevalent in the Ministry of Information & Broadcasting and may be incurred by the Chairman and the Chief Executive Officer. In the case of other officers, minimum expenses on entertainment shall be incurred and only for persons other than Government employees, who are directly involved in commercial business with the Society.
- iii)Entertainment expenses shall be accounted for within 24 hours on an Entertainment Expense form, a specimen of which is given in the Second Schedule attached hereto.

FIRST SCHEDULE  
( Vide Regulation 3(vii) )

TOUR EXPENSE AMOUNT

Name		
Designation	Place visited	
Dept.	Date and time of tour	Commenced on _____ At _____ a.m. p.m.
		Commenced on _____

At \_\_\_\_\_  
a.m. p.m.

Purpose of visit \_\_\_\_\_

Receipts: Advance received:

1. Cash on \_\_\_\_\_
2. Air/Railway tickets.

Payments:

1. Fares
2. Hotel expenses
3. Meals on journey (details overleaf)
4. Cooliage “
5. Conveyance “
6. Other expenses “

Balance due to/from Society

Total \_\_\_\_\_

Received Rs.

Received Rs.

Date

Accountant

Date

\_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

**Accounts Remarks**

Passed for Rs. \_\_\_\_\_

Checked

Acctt.

Approved

Chief Executive Officer

ALLOCATION OF EXPENSES

PAID IN CASH

DATE

ADJUSTED AGAINST

DATE

ADVANCE

RECOVERED

DATE

1. FARE

Date Time To Name Single/Return Class of travel Fare Remarks

2. CONVEYANCE

Date	Particulars	Amount
<b>3. COOLIAGE</b>		
Date	Particulars	Amount

SECOND SCHEDULE  
(Vide Regulation 9 (iii) )

THE CHILDREN'S FILM SOCIETY, INDIA

DETAILS OF ENTERTAINMENT EXPENSES

1. Name of person(s) entertained
2. His/their business and position
3. By whom entertained
4. Date of entertainment
5. Cost of food
6. Cost of refreshments
7. Any other entertainment expenses

Total

Rs. \_\_\_\_\_

(Give details of item No.7 and attach all vouchers)

Signature of Claimant)

Approved.

Chief Executive Officer.



FORM 'N'  
(See Rule 20(5))  
REGISTER OF LEAVE

Name of the employer or  
the establishment

Name of the employee: \_\_\_\_\_  
Date of entry into service: \_\_\_\_\_

Description of the department  
(if applicable)

Accumulation of leave	Leave allowed		Balance of leave carried over	Payment for leave made on		Refusal of leave		
	Leave No. of due on days	From		To	1 <sup>st</sup> moiety			

Payment for leave on discharge of an Employee quitting employment if admissible			Signature or thump impression of employee on receipt of leave book in form 'N' and date.	REMARKS
Date of Discharge	Date and amount Paid	Signature or left hand thumb impression of Employee.		

**(Regulations framed by the Executive Council in exercise of the powers conferred on it by Rule 47 of the Rules of the Children's Film Society, India)**

1. These Regulations shall be called the Children's Film Society(Delegation of Financial Powers) Regulations 1980.
2. These Regulations shall come into force with immediate effect.
3. The Society has the following sources of funds:
  - i) Revenue presently earned by the Society from:
    - a) State Membership Fees.
    - b) Cinema Exhibition Receipts.
    - c) T. V. Exhibition Receipts.
    - d) November 14 and other Film Festival Receipts.
    - e) Sale of Prints.
    - f) Hire of Equipments.
    - g) Hire of 16mm and 35mm films, and
    - h) Library Membership fees.

This list of revenues earned by the Society is not exhaustive and may increased in the future.

- ii) Grant-in-Aid (Plan) from the Government of India.
  - iii) Grant-in-Aid(Non-Plan) from the Government of India.
4. The Society currently operates from Bombay and Delhi and may extend its base of operations to other cities in India in the future. As long as the Society is located in Mumbai and Delhi respectively, four separate Bank Accounts shall be operated from Bombay as follows:
  - i) MUMBAI
    - a) CFS Administration Account
    - b) CFS Production Account
    - c) CFS Distribution Account
  - ii) DELHI
    - a) CFS Distribution Account
5. **CFS Administration Account, Mumbai**
  - i) State Membership and Library Membership fees from revenue earned annually by the Society shall be credited to this account.

ii) A part of the annual Grant-in-Aid (Non-Plan) which, in addition to 5(i) above, is sufficient to cover the annual Fixed and Variable costs, namely the total operative costs of the Society, shall also be credited to this account. This figure shall be determined and approved by the Executive Council.

iii) The combined funds from 5(i) and (ii) above shall be used to meet the expenditure incurred on those cost heads which are listed in the First Schedule attached hereto. These cost heads comprise of all the administrative expenditures, namely the Total Operating costs of the Society.

iv) The Executive Council shall determine from time to time which officers of the Society shall be authorised to be the joint signatories of cheques and empowered to issue cheques in payment of all the expenditure incurred on the administration of the Society.

v) For the time being, the officers authorised to operate the CFS Administration Account, Mumbai, shall be the Accountant and the Secretary of the Society.

6. **CFS Production Account, Mumbai**

i) Revenue earned annually by the Society from the Hire of Equipment, Exhibition Receipts and Income from the Annual November 14 and other film festivals shall be credited to this account.

ii) The whole of the annual Grant-in-aid (Plan) in addition to 6 (i) above shall also be credited to this account.

iii) The combined funds from 6 (i) and (ii) above shall be used to meet all the expenditure incurred on the following:

a) The Production of short and feature films in India.

Expenditure on this account comprises of all costs directly incurred on the production of specific films upto but not including, the first release print. Thus, the cost of raw stock consumed and the processing charges incurred thereon upto, but not including the first print, shall also be included in the cost of production of each film undertaken by the Society.

b) The purchase of short and feature films from abroad

Expenditure on this account comprises of all costs directly incurred on the purchase of either prints and/or duplicating materials of short and feature films (from hard and soft currency areas abroad) which have been selected by the Production Committee of the Executive Council of the Children's Film Society, India.

c) The dubbing into Indian language of all films produced and/or purchased by the Society.

Expenditure on this account comprises of all costs directly incurred on the dubbing of specific films in Hindi and other Indian languages upto, but not including the first release print of the language version. Thus the cost of raw stock and the processing charges incurred hereon upto, but not including the first release print, shall be included in the cost of dubbing of each film undertaken by the Society.

iv) The Executive Council shall determine from time to time which officers of the Society shall be authorised to be the joint signatories of cheques and empowered to issue cheques in payment of all the expenditure incurred on the production/purchase/dubbing of the Society films.

v) For the time being, the officers authorised to operate the CFS Production Account, Mumbai shall be the Producer-in-Charge and the Chief Executive Officer, or in the latter's absence, the Secretary of the Society.

7. **CFS Distribution Account, Mumbai**

i) Revenue earned annually by the Society from the Local and Export Sales of Prints and the Hire of 16 mm and 35mm films shall be credited to this account.

ii) A part of the Annual Grant-in-aid (Non- Plan) in addition to 7(i) above shall also be credited to this account.

iii) The combined funds from 7(i) above shall be used to meet all the expenditure incurred on making 16 mm and 35 mm prints of the Society's films(including the cost of prints raw stock in colour and black & White and the processing charges thereon) and on the distribution and exhibition of the Society's films on the commercial and non-commercial cinema circuits and on T.V. either in the States and Union Territories of India or in overseas territories.

iv) The Executive Council shall determine from time to time which officers of the Society shall be authorised to be the joint signatories of cheques and empowered to issue cheques in payment of all the expenditure incurred on the distribution and exhibition of the Society's films.

For the time being, the officers authorised to operate the CFSI distribution Account, Bombay, shall be the Accountant and the Marketing Manager or in the latter's absence, the Secretary of the Society.

8. **CFSI Distribution Account, Delhi**

- i) This account shall serve merely as an aid to the Delhi office of the Society in order that local payments, properly authorised, can be made promptly.
- ii) Funds sufficient to meet the administrative, distribution and exhibition costs of the Delhi office will be transferred once a month from the respective accounts in Bombay for these activities by the appropriate authorities.
- iii) The maintenance and reconciliation of this account will be the responsibility of the Accounts Assistant in Delhi who will be responsible to the Accountant of the Society situated in Bombay.
- iv) The Executive Council shall determine from time to time which officers of the Society shall be authorised to be the joint signatories of cheques and empowered to issue cheques in payment of all the expenditure incurred by the Delhi office of the Society.
- v) For the time being the officers authorised to operate the CFSI Distribution Account, Delhi, shall be the Accountant and the Marketing Manager, or in the latter's absence, the Secretary of the Society.

## 9. **Budgetary Control**

- i) Six months before the end of each accounting year, the estimates of the Society's income and expenditure for the following accounting year shall be approved by the Executive Council and notified to the Government of India.
- ii) The estimates in (i) above shall be required one month before the end of each accounting year so that historical income and cost data for the accounting year about to end can be used to forecast income and expenditure more precisely during the following accounting year.
- iii) The estimates in 9(i) and (ii) shall be made separately for:
  - (a) Fixed and variable costs, namely Total operating costs.
  - (b) Production/Purchase/Dubbing of films; and
  - (c) Distribution and Exhibition of films.
- iv) Once the separate annual estimates in 9(iii) above have been approved by the Executive Council, they shall be monitored monthly thereafter by the senior officers of the Society and quarterly by the Executive Council. Monitoring involves the comparison of the actual costs incurred with the budget for each appropriation at the frequency indicated hereinabove.
- v) Once the Total Operating Costs, namely the annual administrative expenditure of the society, have been approved by the Executive Council, the Chief Executive Officer and the Secretary shall jointly be responsible and accountable for the control and disbursement of the funds available to meet these costs. Total Operating Costs do not include expenditure for any capital purchase like furniture, fixtures, cars, etc. The control of capital expenditure is covered by Regulation (viii) above.
- vi) Once the annual estimates for the production/purchase/dubbing of films by the Society have been approved by the Executive Council, the Production Committee shall be empowered to allocate available funds for specific films in its annual production of work and to approve the fees and costs to be incurred by detailed appropriation in the budget for each film. The Chief Executive Officer and the Producer-in-charge shall prepare detailed budgets for each film and recommend the

fees to be paid to free-lance creative personnel and technicians, but the authority to approve these budgets and/or fees shall vest in the Production Committee only. Once the Production Committee formally approves any budget for the Production/ Purchase/ Dubbing of films by the Society, the Chief Executive Officer and the Producer-in-charge shall jointly be responsible and accountable for the control and disbursement of the funds allocated for a specific task and its budget. Actual costs incurred against each budget shall be reported regularly to the meeting of the Production Committee. Production costs shall not include expenditure for any purchase like equipment, jewellery, etc. The control of capital expenditure is covered by Regulation 9(viii) below.

vii) Once the annual estimate of the revenue to be earned by the Society from membership fees and the marketing of its films and services and the estimates of the cost of distributing and exhibiting its films have been approved by the Executive Council, the Chief Executive Officer and the Marketing Manager shall jointly be responsible and accountable for achieving the revenue targets and for the control and disbursement of the funds available to meet distribution and exhibition costs. These costs do not include expenditure for any capital purchase like new film stock, spools, film cans, etc. The control of capital expenditure is covered by Regulation (viii) below.

viii) Expenditure on any capital purchase exceeding Rs.100/- for a single item shall only be incurred with the previous formal approval of the Executive Council. A capital purchase, by this definition, means that tangible assets like brief cases or other items of office equipment not exceeding Rs.100/- for a single item may be purchased with the previous sanction of the Chief Executive Officer, but that all other tangible assets like raw-film stock, film spools and cans, production equipment and properties, office furniture, fixtures, cars, etc. may not be purchased without the previous sanction of the Executive Council.

ix) Having approved the annual estimates in 9 (iii) above and having sanctioned in advance of each accounting year the capital purchase to be incurred during that year, as defined in 9 (iii) above, the Executive Council shall allocate the available funds between the Society's three inter-dependant activities, namely, production, distribution and administration.

#### **10. Powers of the officers of the Society to sanction expenditure**

i) The Chairman shall be competent to exercise all the powers conferred on any officer of the Society under these Regulations. In addition, he/she shall also be competent:

(a) to create and to make appointments to posts carrying a consolidated salary not exceeding Rs.1500/- per month for a maximum period of three months at a time. These appointments shall be reported to the Executive Council at its next immediate meeting;

(b) to sanction capital expenditure not exceeding Rs.5,000/- on any one item at a time, should such a need arise between the meetings of the Executive Council. All such sanctions of the capital expenditure by the Chairman shall be reported to the Executive Council at its next immediate meeting;

(c) to sanction the costs, properly incurred, by the Chief executive Officer of the Society under the Rules and Regulations of the Children's Film Society, India.

ii) The Honorary Financial Adviser shall be competent to exercise such powers and functions as may be assigned to him/her by the Executive Council of the Society from time to time.

iii) The Chief Executive Officer shall be competent to exercise such powers and functions as may be assigned to him/her by Regulation 6(v) and 9 (v), (vi) and (viii)

and to sanction the costs, properly incurred, by all the other employees of the Society under the Rules and Regulations of the Children's Film Society, India. In the absence of the Chief Executive Officer, his/her financial authority shall be delegated by the Executive Council to the Secretary and to the extent necessary, this authority may be further delegated to and shared between the Producer-in-charge and the Marketing Manager.

iv) The Producer-in-charge shall be competent to exercise such powers and functions as may be assigned to him/her by 6(v) and 9(vi).

v) The Secretary shall be competent to exercise such powers and functions as may be assigned to him/her by Regulation 5(v), 6(v), 7(v), 8(v) and 9(vii).

vii) The Marketing Manager shall be competent to exercise such powers and functions as may be assigned to him/her by Regulation 7(v), 8(v) and 9 (vii).

11. Powers of the Officers of the Society to write off losses of stores, revenue, irrecoverable loans and advances, bad debts and unserviceable stores and equipment.

	Chairman	Chief Executive Officer	Producer-In-charge	Secretary	Marketing Manager
Losses of stores	250/-	100/-	50/-	50/-	50/-
Losses of revenue	250/-	100/-	50/-	50/-	50/-
Irrecoverable loans and advances	500/-	250/-	100/-	100/-	100/-
Bad Debts	1000/-	500/-	250/-	250/-	250/-
Unserviceable stores and equipment	250/-	100/-	50/-	50/-	50/-

i) With the prior approval of the Executive Council the Chief Executive Officer or in his/her absence, the Secretary shall be competent to declare any item of stores on equipment as unserviceable and to arrange for its disposal provided the original purchase price was less than the limit fixed above for each principal officer of the Society.

ii) The approval of the Government of India shall be obtained before sanctioning the disposal of any tangible asset of the Society, as may be required in accordance with the terms and conditions subject to which the Society is given Grants-in-Aid by the Government.

iii) Similarly the loss of any intangible asset of the Society by writing off losses of revenue, irrecoverable and advances, bad debts, etc. shall also be reported to the Executive Council at its next immediate meeting and to the Government of India.

12. **Imprest Money**

i) Imprest money shall be used to meet expenses where payments have to be made on the spot. Imprest money shall not be used to make payments which can be deferred or which can be made by cheques.

ii) As far as possible, the Society shall make most of its payments by crossed cheques.

iii) Imprest money shall be maintained by the Accountant in Bombay in three separate accounts as follows:

a)Production	-	Rs.2000/-
b)Administration	-	Rs.500/-
c)Distribution	-	Rs.500/-

iv) The Accountant in Bombay shall be responsible for the above imprest account which at no time shall be used for different purpose.

v) The Disbursing Officer for all payments to be made in cash shall generally be the Chief Executive Officer of the Society.

**13. Re-delegation of powers**

No authority which has been delegated any powers to incur expenditure or to write off losses under these Regulations shall be competent to re-delegate or to sub-delegate any of his/her powers to any authority subordinate to it without the previous formal sanction of the Executive Council of the Society.

**14. Sanction of expenditure**

i) Any expenditure by the Society is subject to the availability of funds and to the proper sanction of such expenditure by the Executive Council and /or by the competent authorities to whom financial powers have been delegated by this Resolution.

ii) The expenditure from the funds of the Society shall be incurred without the previous sanction of the competent authority.

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CHILDREN'S FILM SOCIETY, INDIA

**FIXED AND VARIABLE COSTS**

(Vide Regulation 5 (iii))

FIXED COSTS

1. Salaries
2. Contribution to Provident Fund
3. Rent
4. Motor Vehicle Taxes
5. Audit Fees

SUB TOTAL 'A'

VARIABLE COSTS

1. Overtime
2. Consultant's Fees
3. Telephone
4. Electricity
5. Printing and Stationery
6. Traveling expenses
7. Conveyance
8. Miscellaneous
9. Office appliances
10. Motor Vehicle repairs
11. Motor Vehicle repairs
12. Furniture and fixtures
13. Stores
14. Postage and Telegrams
15. Legal costs
16. Books and Periodicals
17. Entertainment
18. Liveries
19. Water Tax
20. Office repairs and maintenance
21. Advertisements

SUB TOTAL 'B'

TOTAL OF 'A' AND 'B' = TOTAL OPERATING COSTS

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