

DIRECTORATE OF FILM FESTIVALS

Ministry of I & B

Ref.No.: 30/22/2012-FFD (Part)

Dated:14-02-2019

OFFICE ORDER

In supersession of Office Orders of even Nos. dated: 15.04.2017, 24.07.2017 and 12.10.2017 and Office Order No. 42/01/2017-FFD (Admn.) dated: 20.12.2018, the Competent Authority has decided to allocate the following works to the officials of Directorate of Film Festivals with immediate effect until further orders:-

1. Shri Mukesh Chand, PS: In addition to his normal duties of Private Secretary to HOD, the following works are also allocated:

1. Matters related to Delegation of financial powers.
2. Coordination with IFFI Programming team.
3. Maintenance of mailing list.

2. Shri Vinod Kumar Bassi, Sr. Stenographer: (Siri Fort Bookings)

1. He shall assist to DD (Accounts).
2. Siri Fort Auditorium bookings.
3. Monthly/Quarterly/Half-yearly/Yearly Income and expenditure pertaining to bookings of Siri Fort Auditorium.
4. Timely refund of security deposits.
5. Website updation for Siri Fort booking dates and facilities available for S.F. bookings.
6. Booking and coordination of Vigyan Bhawan for NFA.

3. Shri Virender Kumar Sharma, Assistant (Section: Administration)

1. Matters relating to deputation of Officers abroad..
2. Arranging Air/Railway tickets for DFF Officers/Staff on tour and settlement of bills.
3. Booking of hotel accommodation and arranging official dinner, lunch etc. for DFF guests and settlement of bills.
4. Tenders for Hotel accommodation and air travel agents.
5. Court Cases, Audit Paras, Parliament Question reply & Vigilance related work.
6. Works pertaining to Event Management Agencies and Outsourced persons.
7. Framing of Recruitment Rules & Forwarding of applications through proper channel.

4. Shri Sushant Shrotriya, Unit Manager (Section: Print Unit)

1. Print Unit work.
2. Processing of received requests for providing films on loan to various Film Festivals in India and abroad. Sending films for the festivals and get them back after screenings in the respective festivals.
3. Coordination with CCW for projection, KDM if required, for screening of films.

5. Ms. Kaushalya Mehra, Sr. Steno cum Assistant: She will work in Admn. Section as PA to DD (Admn.) and will look after programming related work.

6. Shri Gautam Singh, Sr. Stenographer: He will report to DD (Admn.) and will look after Admn. related work. He will also report to DD (Accounts).

7. Ms. Deepthi A.S.; JHT: (Section: Administration)

1. Right to Information Act.
2. Various types of pledges.

3. Hindi Translation work including all tender documents, Gazette notifications, Office Orders, Memos and other translation work which will be assigned from time to time.
4. Hindi workshop, Training and Hindi Competition.
5. Annual programme of Hindi, Hindi Quarterly Report, liaisoning work with Rajbhasha Vibhag and Ministry in Hindi Matters and day to day updation of hindi words on DFF Board.

8. Shri C.L.Meena, Scheduling Clerk (Section: Administration)

1. Entertainment bills & Conveyance bills of DFF Officials, GPF advance/Withdrawal, Uniform allowance, other advances, Honorarium, Leave/AEBAS, Maintenance of Service Books and Personal Files, Increment, Service Verification.
2. Report and returns to Ministry and other organizations on establishment matters viz. SC/ST/OBC/Staff Strength/Vacancy/Manpower/Minority/Disability/vigilance/e office etc.
3. Swachh Bharat Abhiyan related work.
4. Tenders pertaining to finalization of designer, printer and editors.
5. APARs, Report and returns related to Moveable/Immoveable property.

9. Shri Ganesh Chand, HT (Section: Administration)

1. Supply of manpower on daily wage basis.
2. Hiring of transport and submission of bills/Staff Cars/POL & tendering.
3. Installation/shifting of telephones, fax and intercom facility and settling bills of office/ officers and telecommunication facilities during all festivals/events.
4. Tender work and all matters pertaining to Siri Fort canteen/catering services.
5. Preparation of official banners and settlement of bills.

10. Shri Roshan Kumar Vatsa, Stenographer (Section: Administration).

1. Transfer/posting of DFF officials.
2. All work related to purchase and distribution of stationery/cartridges/stores items and settlement of bills.
3. Recruitment/promotion/MACP.
4. Preparation of Security passes for National Film Awards.
5. Grievances related work.
6. Office Orders/Joining Orders/Deployment Order/fixation of pay, Pension/retirement cases.

11. Shri Mahesh Chand, UDC: He will work in Accounts Section and actual work will be allocated by Deputy Director (Accounts).

12. Shri Praveen Kumar Chawla, UDC: He is posted in Accounts Section. He will assist in Accounts Section work. Besides, following works are also allocated to him:

1. Purchase of Computer and other hardware related items, tendering & processing of bills for AMCs and submission of bills.
2. Upgradation of Website, AMC, tendering process and bills.
3. Protocol duty for all VIP arrivals and liaison with airport security agency and official concerned for smooth movement of VIPs.

13. Shri Deepu Chaudhary, Junior Booker (Section: Print Unit):

He will assist in Print Unit work.

14. Shri Arvind Kumar, LDC: He is posted in Administration Section and he will report to DD (Admn.).

1. Passes for Republic Day/ Independence Day.
2. Government Accommodation.
3. Medical,TA/DA Claims, OTA and Tuition Fee.
4. Coordination with Mint for NFA and IFFI.
5. Work related to Identity Card, Pensioner Card and CGHS Card.

15. Shri Kamlesh Kumar Rawat, LDC: He will work in DD (A) section and he will do following work:

1. News Paper bills pertaining to Office and Officers residence.

2. Maintenance of Fax and photocopy machine.

16. Shri Anup Kumar, Film Shipper:

1. Annual Report.
2. Monthly Summary.
3. Documentation work and maintenance of Library.
4. Weeding out of files on regular basis.
5. Diary and dispatch work in absence of Shri Devendra Prasad.

17. Shri Chandi Prasad, LDC: He will assist in Siri Fort booking related work and he will report to Deputy Director (Accounts).

18. Shri Devendra Prasad, LDC: He will work in Administration Section. He will do following works:

1. Dak related work i.e. Diary, receiving, distribution & despatch of Daks. He will maintain separate register for Hindi Daks.
2. Distribution of Invitation Cards.
3. NOC related work.
4. Purchase of postage stamps and settlement of bills.

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19. Shri Govind Ram, LDC: He is posted in Accounts Section and he will work as Cashier.

20. Link staff arrangements (Vice-versa):

Ms. Kaushalya Mehra, SSCA: Shri Gautam Singh, Sr. Steno
Shri Vinod Kumar Bassi, Sr. Steno: Shri Gautam Singh, Sr. Steno
Shri Sushant Shrotriya, Unit Manager: Shri Deepu Chaudhary, Jr. Booker
Shri V.K.Sharma, Assistant: Shri Roshan Kumar Vatsa, Steno
Shri C.L.Meena, Scheduling Clerk: Shri Ganesh Chand, Hindi Typist
Shri P.K.Chawla, UDC: Shri Mahesh Chand, UDC
Shri Arvind Kumar, LDC: Shri Kamlesh Rawat, LDC
Shri Devendra Prasad, LDC: Shri Anup Kumar, Film Shipper
Shri Govind Ram, LDC: Shri Chandi Prasad, LDC

Any other work assigned from time to time by the competent authority.

This issues with the approval of Additional Director General, DFF.

Hindi version will follow.

(Tanu Rai)
Deputy Director (Admn.)

All above mentioned officials.

Copy to:

DD (Admn.) and DD (Accounts).

PS to Addl. DG.

