

**SATYAJIT RAY FILM & TELEVISION INSTITUTE
AN ACADEMIC INSTITUTE UNDER MINISTRY OF I&B, GOVT. OF INDIA
E.M. BYPASS ROAD, PNCHASAYAR, KOLKATA: 700094**

Dated: 14.04.2020

OFFICE MEMORANDUM

Subject: Donation of one day's salary to PM-CARES fund- reg.

This is to informed all concerned that, in view of the adverse economic situation of the country due to the outbreak of the Novel Coronavirus (COVID-19) and as appealed by the Ministry of I&B, it has been decided by the Competent Authority to deduct one day's salary for the month of April, 2020 from all employees (Regular, Contractual & CWTS) and Consultants towards contribution to Prime Minister's Citizen's Assistance & Relief in Emergency Situation (PM-CARES) fund to aid the Government's effort to fight against the pandemic.

In this connection, if any official having objection to it or unwilling to donate may intimate by a written application through mail/ WhatsApp (cao@srfti.ac.in / srfti_accounts@yahoo.co.in / 9836074415) to the DDO/CAO of the Institute latest by 25th April, 2020 to enable the Accounts Section to give effect while preparing the salaries for the month of April, 2020.

This issues with the approval of the Competent Authority.

-Sd-
(Dr. Sushrut Sharma)
Registrar

Copy to:

1. All HoDs/Sectional Heads : for information
2. SM (IT): for circulation to all officers/ staffs by mail.
3. CAO/DDO : for necessary action
4. File

