



**DIRECTORATE OF INFORMATION, PUBLIC RELATIONS & LANGUAGES, HARYANA**  
**[FILM SECTION]**

Haryana Academy Bhawan, Plot No. 16, Sector 14, Panchkula, Haryana.



From

The Director General,  
Information, Public Relations & Languages Department, Haryana.

To

All the Deputy Commissioners of Haryana

No. IPRLDH/Film/2021/ 13406-427  
Dated Chandigarh, the 31/08/21

Sub: **Regarding Standard Operating Procedures (SOPs) for online shooting permission.**

Resp. Sir/Madam,

With reference to the subject mentioned above, I have been directed to bring to your kind notice that **Standard Operating Procedures (SOPs)** for online shooting permission has been prepared and enclosed herewith with a view to rationalize and ease procedure/steps involved in obtaining notified service for your reference & compliance.

Therefore, you are requested to take necessary action as per SOPs of the notified service.

Information & Public Relations Officer (Film)  
for Director General, Information, Public Relations  
and Languages Department, Haryana.

Endst. No. IPRDH (Film)/2021/

Dated Chandigarh, the

A copy, each, is forwarded for information and necessary action to: -

1. The Secretary, Haryana Right to Service commission in compliance to their office letter no. 1154/Secy/HRTSC/2021 dated 02.08.2021
2. All the City Magistrates of Haryana,
3. Deputy Director (Film),
4. All the DIPROs of Haryana,
5. PA/DGIPRL, Steno/ADIPRL(Admn.), Steno/JD(Admn.)-I & Steno/JD(Admn.)-II for the information.

Information & Public Relations Officer (Film)  
for Director General, Information, Public Relations  
and Languages Department, Haryana.

Enclosed :Standard Operating Procedures (SOPs) for online shooting permission

INFORMATION, PUBLIC RELATIONS AND LANGUAGES DEPARTMENT,  
HARYANA

STANDARD OPERATING PROCEDURES  
(SOPs)

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FOR ONLINE FILM SHOOTING PERMISSION

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## 1. PURPOSE

- The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be adopted for granting online Film Shooting Permission

## 2. SCOPE

- This procedure applies to the applications submitted for online film shooting permission and subsequent permissions or rejections

## 3. PROCEDURE TO BE ADOPTED FOR VARIOUS ACTIONS AND TIMELINE THEREOF

Action on the submitted application is to be taken in the order described in flow chart below:

### FLOW CHART

SR NO	DESIGNATED OFFICER	PROCEDURE TO BE ADOPTED BY THE OFFICER/RESPONSIBILITY OF THE CONCERNED	NO. OF DAYS IN WHICH ACTION TO BE TAKEN
1.	Designated Officer IPRO (Film)/ DD (Film) [in absence of IPRO(Film)]	<ul style="list-style-type: none"><li>Designated officer will examine the application which should be :<ol style="list-style-type: none"><li>Registration certificate of Production House</li><li>Production House/ Producer's PAN Number</li><li>Movie Title Registration Certificate</li><li>Copy of Relevant Extract of Script</li><li>MEA(Ministry of External Affairs) Certificate - In Case of Foreign Film</li><li>MIB(Ministry of Information Broadcasting) Clearance - In Case of Foreign Film</li><li>Application must be in filled in every aspect.</li><li>Attached documents must be legible.</li></ol></li><li>After examining the application, designated officer will forward the application with recommendations to DGIPRL for initial approval.</li></ul>	2 Days
2.	DGIPRL	DGIPRL will take the necessary action on complete applications and forward the same to Designated Officer	2 Days
3.	Designated Officer IPRO (Film)/ DD (Film) [in absence of IPRO(Film)]	If approved by DGIPRL, Designated Officer will forward the application to concerned districts	1 Day
4.	CTM	<ul style="list-style-type: none"><li>Concerned CTM will examine the application and forward it to concerned departments with</li></ul>	20 Days

  
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		<p>specific directions to submit NOCs/remarks within given time (as directed by district administration), failing which it will be considered as deemed approved on the responsibility, risk and cost of the line department concerned.</p> <ul style="list-style-type: none"> <li>CTM will upload a letter duly recommending permission/rejection and will forward it to the Designated Officer through online portal within given time.</li> </ul>	
5.	Designated Officer IPRO (Film)/ DD (Film) [in absence of IPRO(Film)]	Designated Officer will forward the application to DGIPRL for final approval.	2 Days
6.	DGIPRL	DGIPRL will finally approve/reject the application and forward it to Designated Officer	2 Days
7.	Designated Officer IPRO (Film)/ DD (Film) [in absence of IPRO(Film)]	Designated Officer will generate the permission letter or convey the rejection to the applicant	1 Day

#### 4. RESPONSIBILITY OF NIC

- NIC will be responsible for all the upgradations on the online portal and technical support from time to time.
- NIC will also be responsible for website downtime, backup and restoration of the data.
- NIC will also be responsible for real time synchronization with HEPC portal i.e. investharyana.in.

#### NOTE:

In case of film shooting permission for Archaeological site, the production house will separately apply for the fees through film portal via investharyana.in.

#### 5. ATTACHMENTS

- User Instructions for Applicant.

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