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 31/08/24

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: -

- 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)

FOR ONLINE FILM SHOOTING PERMISSION

(Re)

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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

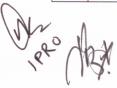
• This procedure applies to the applications submitted for online film shooting permission and subsequent permissions or rejections

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)]	 Designated officer will examine the application which should be: a) Registration certificate of Production House b) Production House/ Producer's PAN Number c) Movie Title Registration Certificate d) Copy of Relevant Extract of Script e) MEA(Ministry of External Affairs) Certificate - In Case of Foreign Film f) MIB(Ministry of Information Broadcasting) Clearance - In Case of Foreign Film g) Application must be in filled in every aspect. h) Attached documents must be legible. After examining the application, designated officer will forward the application with recommendations to DGIPRL for initial approval. 	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	 Concerned CTM will examine the application and forward it to concerned departments with 	20 Days



		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. CTM will upload a letter duly recommending permission/rejection and will forward it to the Designated Officer through online portal within given time.	
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.

