



# **FILM SHOOTING MANUAL FOR SHOOTING OF FILMS IN DELHI**

Delhi Tourism

Govt. of NCT of Delhi

### **Message**

The capital city, Delhi, showcases an ancient culture and a rapidly modernizing country. It boasts of 170 notified monuments, which includes three UNESCO World Heritage Sites as well as many contemporary buildings. The city is a symbol of the country's rich past and a thriving present.

The Capital is a charming mix of old and new. Facilities like the metro network, expansive flyovers, the swanky airport terminal and modern high-rise buildings make it a world-class city.

Glancing through the past few years, it is noticed that Bollywood has been highly responsive of the offerings of Delhi. More than 200 films have been shot here in the past five years. Under the directives issued by Ministry of Tourism and Ministry of I & B, the Govt. of NCT of Delhi has nominated Delhi Tourism & Transportation Development Corporation Ltd. as the nodal agency for facilitating shooting of films in Delhi and I have advised DTTDC to incorporate all procedures in the Manual so that Film Fraternity finds it user-friendly. I wish Delhi Tourism the best and I am confident that they will add a lot of value to the venture.

**Chief Secretary, Govt. of Delhi**

## **Message**

Delhi is a city with not just rich past glory as the seat of empire and magnificent monuments, but also in the rich and diverse culture. The city is sprinkled with dazzling gems: captivating ancient monuments, fascinating museums and art galleries, architectural wonders, a vivacious performing-arts scene, fabulous eateries and bustling markets.

The city because of its magnetic appeal has off late attracted the interest of filmmakers, who want to shoot their films in the city. Keeping this in mind & to further promote Delhi as a film-shooting destination in the National and International Market, Delhi Tourism, in association with Govt. of Delhi and Ministry of Tourism, Govt. of India, has taken several steps to facilitate the shooting of films in the City. We are in the final process of implementing a Single Window Clearance for film-making facility so that the legal and procedural formalities to shoot in the city can be performed under one roof.

This Film Shooting Manual is one-step ahead in this direction, to answer every query of a filmmaker intending to shoot in Delhi. I hope this manual helps and guide them in the shooting process.

**Chairman, DTTDC**

## **Message**

Greetings from Delhi Tourism!

Delhi, the capital of world's largest democracy, is a city that bridges two contrasting worlds. From rustic old charm of Purani Dilli to the finesse of Lutyen's New Delhi, the city is a traveler's delight.

Today Delhi has emerged as Bollywood's favourite shooting destination. The allure of its geographic, historical, cultural and architectural landscape provides a variety of cinematic opportunities to producers. There is no shortage of infrastructure in the city as there are more than 200 locations to shoot, ready availability of high-quality local film technicians at every level from costumes to makeup to lighting equipments, a large transport network for easy conveyance of crew and equipments, cheap labour and affordable accommodation. Lately, a lot of film script writers from Delhi have also successfully got into Bollywood movies.

DTTDC has been appointed as the nodal agency by the Govt. of NCT of Delhi to facilitate filmmakers & has also formed the Film Shooting Facilitation Cell, as a single point contact, to help filmmakers intending to shoot in Delhi and to smoothen the whole permission taking and granting process.

This manual is a step taken towards a smooth system for granting permission to Film Producers by providing them consolidated information about Delhi & on guidelines issued by various Departments of Delhi and Ministries of the Government, and to make film shooting a hassle-free experience.

This manual will act as a guide to all future filmmakers who intend to shoot their films in Delhi. We hope this proves to be helpful to them. I would simultaneously invite users of this Manual to give us their valuable feedback to enable us to serve the industry better.

**MD & CEO, DTTDC**

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## **INTRODUCTION**

One of the most ancient and Historic cities in India is Delhi. It has been the capital of mighty empires and powerful kingdoms and has witnessed their rise and falls. The history of Delhi is as exciting as the city itself. Delhi is said to be one of the oldest cities existing in the World along with Athens, Rome, Damascus and Varanasi.

The existence of Delhi can be traced back to the times of the 'Mahabharata' that narrates the creation of Indraprastha by the mighty Pandavas. With the passage of time, various kings and emperors made Delhi their royal seat and constructed a separate city for themselves like, Lal Kot, Qila Rai Pithora, Siri, Tughlaqabad, Firozabad, Dinpanah, Shahjahanabad and New Delhi. Delhi flourished in a state of magnificent glory and it remained a seat of power for more than a thousand years. This fact came to light in 1991 in Anagpur near Surajkund when excavation was conducted and stone implements meant for hunting and food gathering were discovered which were a thousand years old.

'Dhili' was founded in 746 AD by the Anangpal, a Tomar ruler (a Rajput tribe from Rajasthan). Tomars established themselves in Aravali Hills from late of 10<sup>th</sup> century ruins of some important constructions like Surajkund, Anagpur Dam etc. **Lal Kot** built by the Tomar ruler Anangpal II was a fortification due to the threat of Muhammad's invasion. This is said to be the first defence work in Delhi. He also gave Delhi the status of a capital city.

After Tomars, the Chauhans of Central Rajasthan came ruled by Prithviraj III. He extended the exterior wall of Lal Kot and renamed it as **Qila Pithora, the first city of Delhi**. In 1192, Muhammad Ghori defeated Prithviraj Chauhan. He appointed Qutub-ud-din Aibak, his slave, as his viceroy in India as Ghori left to his native country. In 1206 AD, when Muhammad Ghori was assassinated, Qutub-ud-din Aibak declared himself the ruler of Delhi. This marked the beginning of the Slave Dynasty and the **Delhi-Sultanate**.

In 1290 AD, the dynasty crumbled and the throne of Delhi was captured by Khiljis who belonged to Afghanistan. Ala'ud-Din Khilji laid the foundation of his own city '**Siri**'. Considered as the **Second city of Delhi**, it comprises of the Siri Fort in the Hauz Khas area.

Khiljis were defeated by Tughlaqs and they ruled Delhi for 92 years. Ghiyasuddin Tughlaq (1321-1325), was not pleased with the idea of staying in Siri. He built **Tughlaqabad, the third city of Delhi**. After his death in 1325 AD, his son, Muhammad bin Tughlaq constructed **Jahanpanah, the Fourth City of Delhi**, an enclosure between Qila Rai Pithora and Siri. It comprises of monuments like Begumpuri Mosque, Dargah of Roshan Chirag, and Khirki Mosque etc.

Firuz Shah Tughlaq (1351-88), succeeded Muhammad bin Tughlaq, devoted all his attention towards improving the state of living of the people. He constructed a new city **Firuzabad, the fifth city of Delhi** on Jamna (Yamuna) bank. The remains of the city or its limit are not traceable.

Tughlaqs control over Delhi was taken over by Sayyid. They ruled for 37 years and replaced by Lodhis. Sikander Shah Lodhi shifted his capital from Delhi to Agra.

In 1526 AD, Sultan Ibrahim Lodhi was defeated and killed by Babur in the First Battle of Panipat. Babur, an Uzbek prince moved to Agra, the capital city of Lodhis. His son



Humayun decided to make Delhi as his capital and laid the foundation of his city **Dinpanah**, at the bank of river Jamna. Sher Shah Suri, who defeated Humayun in 1540 AD, strengthened the Citadel of Dinpanah, now **Shergarh**. Its citadel now known as Purana Qila is a work of Emperor Humayun and King Sher Shah Suri.

Humayun's son Akbar moved to Agra and subsequently to Fatehpur Sikri. His grandson, Shah Jahan (1628-58) made Delhi his capital. He possessed an artistic eye especially in architecture and constructed **Shahjahanabad, seventh city of Delhi**. Red Fort was its citadel. In 1658, his son Aurangzeb, who was anxious for the throne, imprisoned him in the Agra Fort, where he died. After 20 years, Aurangzeb moved his capital to the Deccan plateau and the fortune of Delhi began to decline. The emperor of Persia sacked Delhi in 1739, followed by Ahmad Shah Abdali in 1757.

By 1803, Delhi's position was weak and chaos was everywhere. The British-owned East India Company started expanding its power over India and got hold of Delhi in 1803. The victorious British, King George V, on December 12, 1911 announced the transfer of the capital back to Delhi. Thereby, Sir Edwin Lutyen, the Royal architect and his colleague, Sir Herbert Baker, laid the stone for the construction of the **eighth city, New Delhi**. Imperial city, as it is called, consists of palatial style gardens set amidst broad tree-lined avenues punctuated by Mughal style gardens and accessorized by fountains and shallow pools.

Delhi, the Capital of the World's largest democracy is the perfect synthesis of a rich past with a vibrant present, a city resplendent with exotic monuments cheek by jowl with some of the finest specimens of modern architecture. It is the political seat of power that breathes fine arts and culture from its myriad concert halls and theatres. It is not an easy task to describe a city which owes its existence to builders and designers across 5,000 years, from the celestial architect Vishwakarma to Edwin Lutyens, lionized by the British in the sunset years of their rule in this country.

Delhi's culture has been influenced by its lengthy history and historic association as the capital of India. This is exemplified by the many monuments of significance found in the city. The Old City is the site where the Mughals and the Turkish rulers constructed several architectural marvels like the Jama Masjid (India's largest mosque) and Red Fort. Three World Heritage Sites—the Red Fort, Qutab Minar and Humayun's Tomb—are located in Delhi. Other monuments include the India Gate, the Jantar Mantar (an

18th-century astronomical observatory) and the Purana Qila (a 16th century fortress). The Laxminarayan temple, Akshardham temple, the Baha'i (Lotus) temple and the ISKCON temple are examples of modern architecture. Raj Ghat and associated memorials houses memorial of Mahatma Gandhi and other notable personalities. New Delhi houses several government buildings and official residences reminiscent of the British colonial architecture. Important structures include the Rashtrapati Bhawan, the Secretariat, Rajpath, the Parliament of India and Vijay Chowk. Safdarjung Tomb is an example of the Mughal gardens style. Some of old regal havelis (palatial residences) are still there in the Old City.

Chandni Chowk, a three-century-old shopping area, is one of the most popular shopping areas in Delhi for jewellery and Zari saris. Delhi's arts and crafts work include Zardosi (embroidery done with gold thread) and Meenakari (the art of enameling).

Delhi's association and geographic proximity to the capital, New Delhi, has amplified the importance of national events and holidays. National events like Republic Day, Independence Day and Gandhi Jayanti. On India's Independence Day (15 August) the Prime Minister of India addresses the nation from the Red Fort. Most Delhites celebrate the day by flying kites, which are considered a symbol of freedom. The Republic Day Parade is a large cultural and military parade showcasing India's cultural diversity and military might. Over the centuries Delhi is known for its composite culture, and a festival that symbolizes it truly is the Phool Walon Ki Sair, which takes place each year in September, and where flowers and fans embroidered with flowers called pankhas are offered to the shrine of 13th century Sufi saint, Khwaja Bakhtiyar Kaki, along with the Yogmaya temple also situated in Mehrauli.

Religious festivals include Diwali (the festival of lights), Mahavir Jayanti, Guru Nanak's Birthday, Durga Puja, Holi, Lohri, Chhath, Krishna Janmastami, Maha Shivaratri, Eid ul-Fitr, Moharram and Buddha Jayanti. The Qutub Festival is a cultural event during which performances of musicians and dancers from all over India are showcased at night, with the Qutub Minar as the chosen backdrop of the event. Other annual festivals that are regularly held are the Garden Festival, Mango Festival, Kite Festival, Dilli Ke Pakwaan, Magic Festival, Itr & Sugandhi Festival etc. Delhi also hosts some of the renowned expos like the Auto Expo, Asia's largest auto show, World Book Fair, held biannually at the Pragati Maidan, AHAAR, and India International Trade Fair etc. Dilli Haat also has a series of festivals held all through the year.

Many international events have been held in the city in the past two decades, like the Asiad Games of 1982, Commonwealth games 2010 and various cultural festivals. In their wake, the city has evolved with up-to-date facilities like flyovers, gigantic stadia, broad roads, and a wide spectrum of hotels and restaurants, concert halls, lush gardens and in a nut-shell, an orderly appearance.

The expansion of New Delhi has encompassed residential and commercial areas to the west and the south, plus the satellite towns of Noida, Greater Noida, Gurgaon and Faridabad.

Delhi has overtaken Mumbai and Kolkata in recent years to become the most vibrant creative arts centre in India. The city has more than twenty five art galleries. Conducted tours, seminars, film shows and classes on art appreciation, history and conservation are frequently organized.

Most of the performing arts centers are around Mandi House, Bhagwan Das Road. There is an amazing range of activity from Cultural Walks, talks, theatre productions and art exhibitions to films by Indian and Foreign directors. Programs are organized all year round at the Habitat World at Lodhi Road as well as Siri Fort at Khel Gaon.

Being one of the most historic capitals in the world, Delhi has many tourist sites. In Old Delhi, there are attractions like mosques, forts and other monuments that represent India's history. The important places in Old Delhi include the majestic Red Fort. New Delhi, on the other hand, is a modern city designed by Edwin Lutyens and Herbert Baker. New Delhi houses many government buildings and embassies, apart from places of historical interest.

**Some of the scenic attractions are enumerated below:**

**1. India Gate and Raj path**



This Great War Memorial Situated along the ceremonial Raj path Avenue (meaning King's Way) in New Delhi; India Gate is a memorial raised in honour of the Indian soldiers who died during the Afghan wars and World War I. The names of the soldiers who died in these wars are inscribed on each stone of the walls. It was designed by Sir Edwin Lutyen, the master designer of New Delhi. The foundation of this memorial was laid on 10<sup>th</sup> February 1921 by Duke of Connaught. It is 160 feet height and 70 feet wide. The green lawns at India Gate are a popular evening and holiday rendezvous for young and old alike. Every year the Republic day celebrations are held in Delhi. A spectacular march past performed by the three service forces, Army, Navy and the Air force and dance performances by various state artists and school children.

## 2. Sansad Bhavan



Sansad Bhavan or the Parliament of India is a circular building designed by the British architect Sir Herbert Baker in 1912–1913. Construction began in 1921, and in 1927. It consists of the Council of State, the Central Legislative Assembly, and the Chamber of Princes.

## 3. Rashtrapati Bhawan



Built in 1931 with a mix of Western and Indian styles, Rashtrapati Bhawan was originally built for the Governor General of India. It rose to proclaim the paramount and permanence of British Imperial power. It is an architectural masterpiece of Sir Edwin Lutyen.

Every Saturday between 10.35 AM to 11.10 AM in winter and 08.30 AM to 9.15 AM in summer, the president's bodyguard changes guard, a ceremony which may even be viewed from beyond the gates.

#### **4. Connaught Place (Rajiv Chowk)**



The shopping complex was beautifully designed by Robert Russell in a shape of Horse-shoe style and surrounded by two circular roads; the double storey European style buildings have spaces and airy corridors for protection to shoppers and visitors from sun and rain. This was once British Royal ladies' shopping complex. This complex named after King George's Uncle, the Duke of Connaught who visited Delhi in 1921 AD.

Connaught Place is one of the largest commercial areas in Delhi, India. It's also known as C.P. A heritage building and a nice place to shop, with a lot of variety - both branded and privately owned businesses - and lots of restaurants for every taste and budget.



## 5. Lodhi Gardens



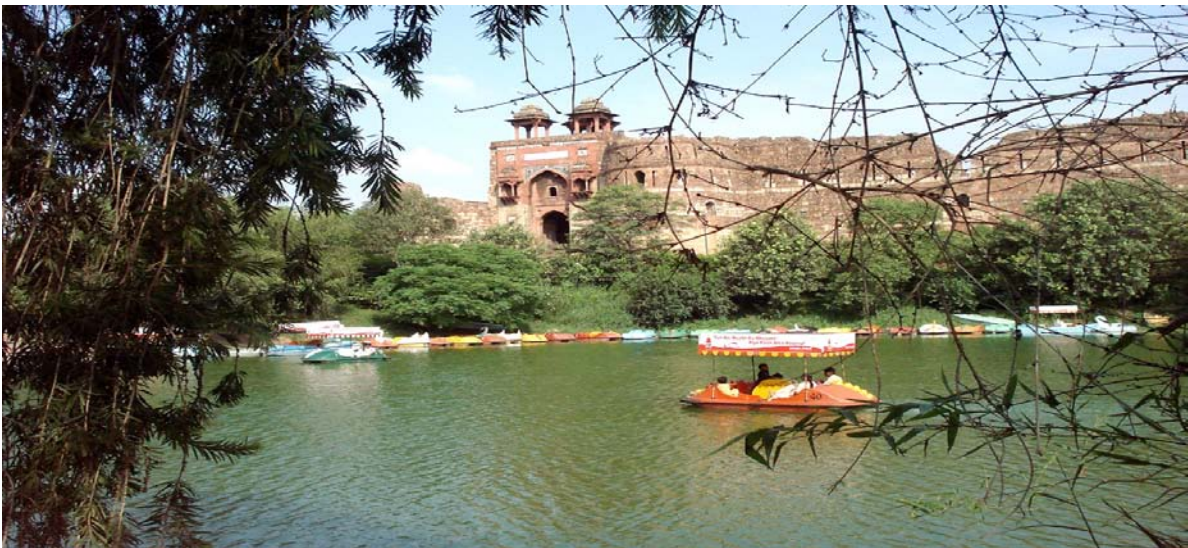
Lodhi Garden once called Lady Willingdon Park, laid out in 1930; this beautiful park contains 15th and 16th century monuments made by Sayyids & Lodhi Sultans that are scattered among its well-kept lawns, flowers, shady trees and ponds. During the early morning and evening hours, the sprawling garden is a favorite spot for fitness freaks and those in search of solitude.

## 6. Humayun's Tomb



Humayun's Tomb was built by the widow of Humayun, Hamida Bano Begum or Haji Begum, designed by a Persian architect named Mirak Mirza Ghiyas. The structure is the first matured example of Mughal architecture. Humayun's Tomb has recently been listed as World's Heritage Monument. The gardens surrounding the tomb is pure Persian style known as Moonlight garden or Bagh-e-Mehtab. It is in a Char Bagh – the four square garden. Humayun's Tomb has small octagonal chambers; it has diagonal corners and arched lobbies containing graves of three daughters of Humayun and the grave of Haji Begum.

## **7. Purana Qila**



This fort was built in 1533 AD by Humayun as the citadel of his city, Dinpanah. The Purana Qila (Old Fort) is a good example of Mughal military architecture. Later modifications by Sher Shah Suri, the 1.8 km the Purana Qila is a monument of bold design, which is strong and every inch a fortress. It is different from the palatial forts of the later Mughal rulers. It does not have a complex of palaces, administrative, and recreational buildings as is generally found in other forts built later on. One of the remarkable features of this fort is that its three gates show a mixture of Hindu and Muslim style of architecture.



## 8. Red Fort



The Red Fort is Shahjahan's gift to the city of Delhi. Emperor Shah Jahan laid the foundation of the city, Shahjahanabad and ordered Chief architects, Ustad Hamid and Ahmed and master builders to construct the citadel. In central arches, in the Central Hall are inscribed famous couplets of a 14<sup>th</sup> century poet and Sufi saint, Amir Khusrau in gold letters – "If there be a heaven on surface of this earth, it is this. It is this."

On every Independence Day the Flag of India is hoisted by the Prime Minister of India to address the nation from the rampart of the Red Fort.

## 9. Chandni Chowk



Chandni Chowk, a main marketplace in Delhi, keeps alive the city's living legacy of Shahjahanabad. Created by Shah Jahan the builder of Taj Mahal, the old city, with the Red Fort as its focal point and Jama Masjid as the praying centre, has a fascinating market called Chandni Chowk. Legend has it that Shah Jahan's eldest daughter, Jahanara Begum, built this street so that she could shop for everything she wanted. Chandni Chowk remains Asia's largest wholesale market and this is one of the oldest and busiest markets in central north Delhi. With the most famous mosque of Delhi Jama Masjid in the vicinity, along with Sis Ganj Gurudwara, Jain Mandir and a lot of small temples, the place witnesses a genuine cultural harmony.

### **10. Safdarjung's Tomb**



This is the last Mughal architecture & enclosed garden tomb in Delhi when the Mughal Empire was falling. It is constructed under the supervision of Bilal Muhammad Khan by Safdarjung's son in 1754 AD. The garden as well as the layout is similar to that of Humayuns Tomb. The tomb has several multi-chambered and spacious pavilions, called Moti Mahal, Badshah Pasand and Jungli Mahal. The tomb complex also has a madarsa, still operating today.

## 11. Qutub Minar



Constructed by Qutub'ud-din Aibak, Qutub Minar is the second tallest minaret in the world after the minaret of Mosque of Hasan at Cairo in Egypt. It is a tower of victory as well as attached to Quwwatul Islam Mosque for giving call to the people to come for prayer. The construction started in 1199 AD by Aibak but was completed by son-in-law Shamsuddin Iltutmish in 1230 AD. Sultan Firuz Shah Tughlaq rebuilt the fourth storey and added a fifth storey too in 1370 AD.

## 12. Tughlaqabad





Tughlaqabad Fort stands on a high outcrop of rocks, with walls as high as 27 meter; the perimeter being almost 6.5 km. this fort was built in less than 4 years to guard from the attack of Mughals. In order to enter the fortress, one has to walk a causeway which originally supported 27 arches. At the south end of the fort is an escape route leading out of the fort. In the western part are the ruins of a palatial building, further to which is a 15.5 meter deep water tank called Jahannum ka Rasta or Road to Hell. Even the monkeys who inhabit this area, keep away from this tank.

Close to the ruins of Tughlaqabad Fort is a small fort called 'Nai Ka Kot'.

### **13. Laxminarayan Temple**



Birla Mandir or Laxminarayan Temple is a great example for architecture and interior decoration. Built in Oriya style, it was constructed in 1938 by industrialist Baldev Das Birla. It is dedicated to Lord Vishnu & goddess Laxmi. Apart from statues of Indian deities, the complex has wall paintings from Ramayana & Mahabharata and quotes from Bhagvad Gita and Upanishads. There is also a Krishna temple made out of mirrors and a beautiful Buddha temple. It was inaugurated by Mahatma Gandhi on the condition that this temple would not bar people on their caste, creed or religion basis.

#### 14. Gurudwara Bangla Sahib



A famous Gurudwara in Delhi, Bangla Sahib Gurudwara derives its name from the name of the bungalow Guru Kishen Dev (the eighth guru) stayed in 1664. Later the architecturally impressive bungalow was made into a Gurudwara. There is a holy pond called Sarovar where devotees take a dip of faith. There is also a tank in the complex believed to be blessed by the Guru himself and claims that its water has healing powers, curing people from small pox and cholera.

#### 15. Jama Masjid



The Masjid-i-Jahan Numa, commonly known as Jama Masjid, is the principal mosque of Old Delhi. Commissioned by the Mughal Emperor Shah Jahan and completed in the year 1656, it is one of the largest and best known mosques in India and second biggest in Asia. The mosque has an open courtyard surrounded by gates and arcades. The three gates are approached by flight of steps. The Royal Gate or the Eastern Getaway is the highest and largest amongst all. Shahjahan and high ranked officials used this gate.

## **16. Jantar Mantar**



The Jantar Mantar is built by Maharaja Jai Singh II in 1724. Sawai Jai Singh himself invented monuments like Jaiprakash Yantra, Rama Yantra and the huge sundial called 'Samrat Yantra', which measures the time of the day accurate to within half a second. The flag of Jaipur used to be fixed before Archaeological Survey of India took the heritage over in 1958. In 1982, central part of the Misra-Yantra was chose as the logo of Asian Games. It is a UNESCO World Heritage Site.

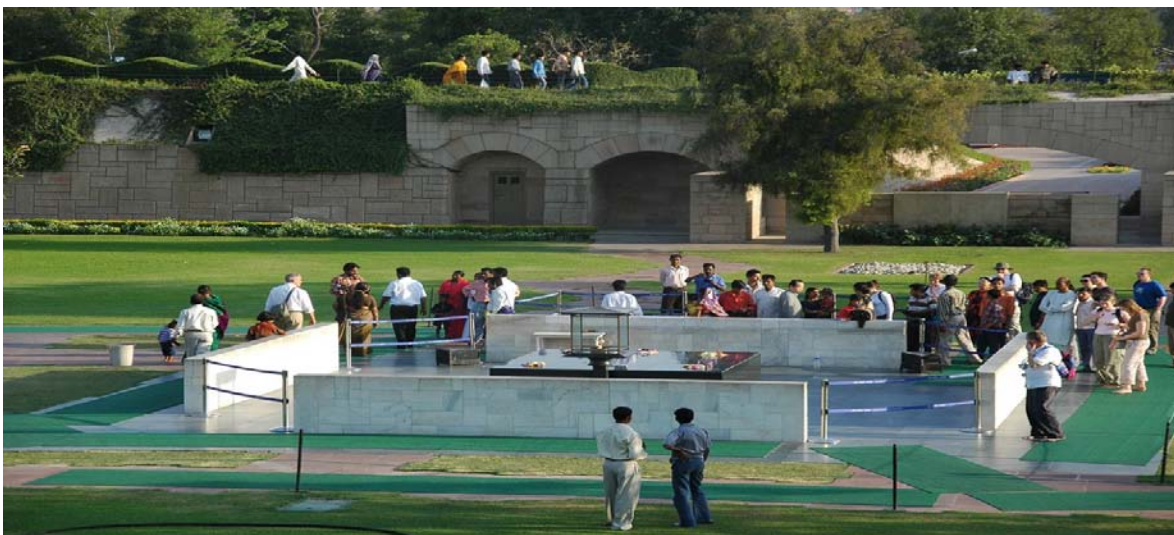


## 17. Nizamuddin Dargah



After the fall of Baghdad in 1358, when the Khilafat (Caliphate) shifted to Cairo, Delhi became the major hub of Sufism along with Ajmer. Nizamuddin Aulia was a mystic monk who lived in Delhi in the 14th century. He was the patron of thousands of souls in search of inner peace, providing comfort in times of excess and in destitution. He provided balance to a city like Delhi by spirituality. His example led to what Delhi is today; a stature of a city with varied religions and saints. This Dargah is where he rests now. This is the place visited by Hindus, Muslims, and Sikhs alike, who come like one family here to pay their respect to Hazrat Nizamuddin Aulia, for whom religious distinctions never mattered.

## 18. Raj Ghat



Raj Ghat is the memorial of the Father of the Nation, Mahatma Gandhi. It is a huge area and the design of this place was proposed by Sh. Vanu Bhuta. Prayer meetings are held every Friday at 5PM. Gandhi Darshan on 36 acres of land has a film auditorium, conference facility, Children's corner and a library. This is a peaceful spot, with the Ring Road running at a distance and the Yamuna on the other side.

### **19. Buddha Jayanti Park**



Buddha Jayanti Park which is on the Ridge Road is a well maintained park for the public. This garden was laid to commemorate 2500<sup>th</sup> year of enlightenment of Lord Buddha. A branch of peepal tree under which Buddha got enlightenment was later brought to Delhi and planted here. It has grown into a big tree now.

### **20. Dilli Haat**





Situated in the heart of Delhi, the unique Dilli Haat is an upgraded version of the traditional weekly market, offering a delightful amalgam of craft, food and cultural activities. It offers a kaleidoscopic view of the richness and diversity of Indian handicrafts and artifacts. Spread over a spacious six acre area, imaginative landscaping, creative planning, and the traditional village architectural style have combined to produce the perfect ambience for a Haat or market place. A plaza paved with stone and brickwork skillfully interspersed with grass, flowering shrubs and towering eucalyptus trees, plus a play corner for children have conjured up an oasis in which visitors can browse at their leisure. There are two Dilli Haats in Delhi; one at INA and another at Pitampura.

## **21. Hauz Khas Village & FORT**



Hauz Khas Complex in Hauz Khas, South Delhi houses a water tank, an Islamic seminary, a mosque, a tomb and pavilions built around an urbanized village with medieval history traced to the 13th century of Delhi Sultanate reign. It was part of Siri, the second medieval city of India of the Delhi Sultanate of Allauddin Khilji Dynasty (1296–1316). It is a relatively expensive tourist cum commercial area with numerous art galleries, upscale boutiques and restaurant. Swans and ducks are among the attractions at Hauz Khas Lake - which is part of the attraction to visitors. Hauz Khas Village is a spot in the capital to shop, eat and generally enjoy the vibe. It has manicured park, more than 40 designer stores and a few restaurants that catered to a foreign clientele. Musicians, designers, travelers, foodies, readers of journals and little

books, art and poster-collectors, map makers, social activists and the Delhi LGBT community have set up homes and shops here.

## 22. Khan Market



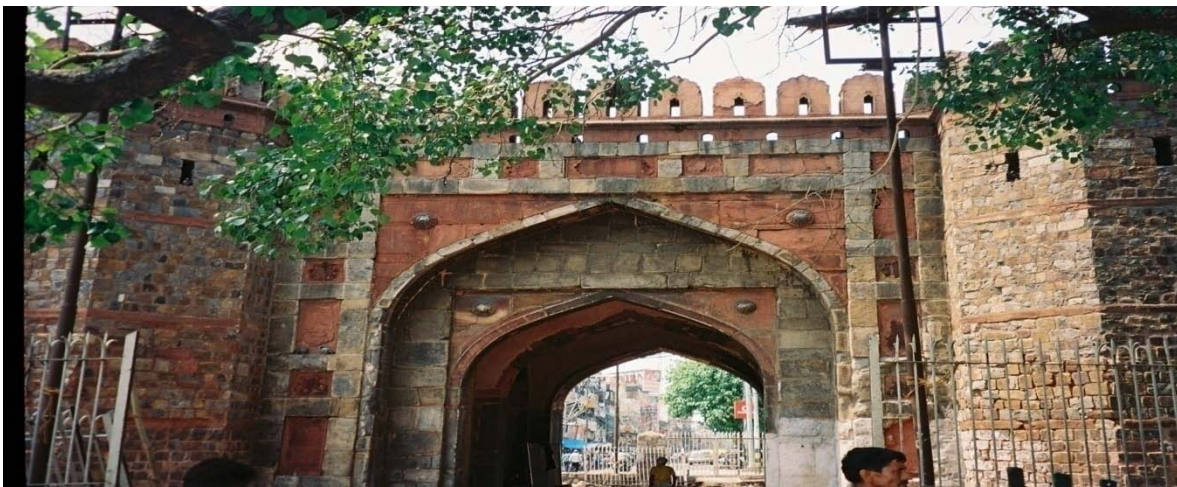
Khan Market has been named in honor of Khan Abdul Ghaffar Khan. It is located almost at the heart of the city, close to India Gate, surrounded by residential complexes. Its environs are home to a significant number of bureaucrats from the central government, and famous, people like the satiric author Khushwant Singh. It is one of the greenest pockets of the city, very close to the famed Lodhi Gardens. It has a wide variety of stores, including modern showrooms of most of well-known brands, Silver Jewellery stores, etc. Some of the stores and eating joints include Fab India, Route 04, The Kitchen, Cafe Turtle, Al-bake, Big Chill and many more.

## 23. Azad Hind Gram



Azad Hind Gram Tourist Complex at Tikri Kalan is a project developed by Delhi Tourism to honor Netaji Subhash Chandra Bose and to create quality leisure space and wayside amenities for the citizens. The architecture of the project is inspired by North Indian architectural style and the traditions of Indian craftsmanship. The elaborate mosaic domes surrounding the museum and the memorial are the focus of the complex which offers the facilities of extensive plazas, an amphitheatre, tourist information centre, souvenir and garden shop, food kiosks, a restaurant, public toilets, drinking water, public telephone and convention facilities.

## **24. Delhi Gate**



Delhi Gate is the southern gate of one of the many gates of the historic walled city of Delhi, or Shahjahanabad. The gate links the New Delhi city with the old walled city of Delhi. At present, it stands in the middle of the road, at the end of Netaji Subhash Chandra Road, in Daryaganj. The Gate built by Emperor Shah Jahan in 1638 as part of the rubble-built high fort walls that encircled the Shahjahanabad, and is similar in design and architecture to the northern gate of the walled city, the Kashmiri Gate (1853).



## 25. ISBT



Inter State Bus Terminals (ISBT) in India provide bus service to points in other states of India outside the state in which they are located. In Delhi, the major interstate bus terminals include: Kashmiri Gate Inter State Bus Terminal, Sarai Kale Khan Inter State Bus Terminal and Anand Vihar Terminal.

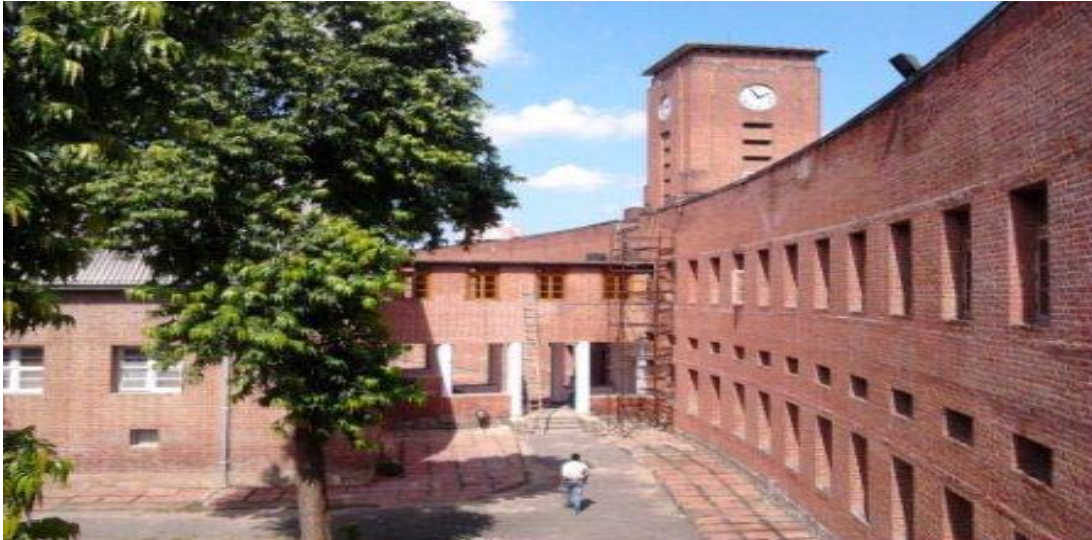
## 26. Delhi Malls



The city of Delhi is a shopaholic's utopia. The shopping malls in Delhi represent the ultimate cure in retail therapy. You can purchase a wide range of goods within the shopping malls in Delhi. Spread over large acres of land, these malls provide a complete fun filled experience in terms of shops, eateries, lounges, and much more.

Some of the famous malls are Select City, Saket; Promenade, Vasant Kunj; Ansal Plaza etc.

## **27. North Campus**



The University of Delhi is the premier university of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. North Campus, Delhi University is a township in itself consisting of different colleges, shopping places, paying guest accommodations etc. Located in the northern part of Delhi, this campus has some of the most acclaimed colleges like SRCC, St. Stephens, Hansraj, Hindu, Miranda, Kirori Mal and many more.

## **28. South Campus**





South Campus was established in 1973 by the University of Delhi for the convenience of students residing in South Delhi. It moved to its present location on the Benito Juarez Road, near Dhaula Kuan in 1984. The Campus is spread across 69 acres of green, hilly terrain of Aravali and its buildings blend beautifully with their natural surroundings.

## **29. Jawahar Lal Nehru University (JNU)**



It is mainly a research oriented postgraduate university with approximately 8,000 students and faculty strength of around 550. Located in the southern part of New Delhi and spread over an area of about 1000 acres (4 km<sup>2</sup>), the campus occupies some of the northernmost reaches of the Aravali Hills. The campus still maintains large patches of scrub and forestland - the JNU ridge, home to over 200 species of birds and other wildlife such as, Nilgai, Indian Crested Porcupines, Common Palm Civet, Jackals, Mongoose, Peacocks as well as a large number of Snakes.

## **30. Delhi Markets**



Delhi Markets are very popular among the shopping freaks. There are many shopping plazas and areas that are spread all over Delhi where you can find various accessories, jewelry, carpets, handicrafts, semi-precious stones, bamboo items, leather items, bangles, potteries, street food and so on. Some of the famous markets in Delhi are Karol Bagh, Lajpat Nagar, Sarojini Nagar, Bengali Market, Janpath, Rajouri Garden market and so on.

### **31. Gyarah Murti**



A set of eleven statues erected near India Gate, New Delhi to pay tribute to a group Indian freedom fighters and social reformers

### **32. Jamali Kamali Mosque and Tomb**





Jamali Kamali Mosque and Tomb located in the Archeological Village complex in Mehrauli, Delhi, comprise two monuments adjacent to each other, one is the mosque and the other is the tomb of two persons with the names Jamali and Kamali.

### **33. Agrasen ki Baoli**



Agrasen ki Baoli, is a 60-meter long and 15-meter wide historical step well on Hailey Road near Connaught Place, a short walk from Jantar Mantar in New Delhi, India.

### **34. Garden of Five Senses**





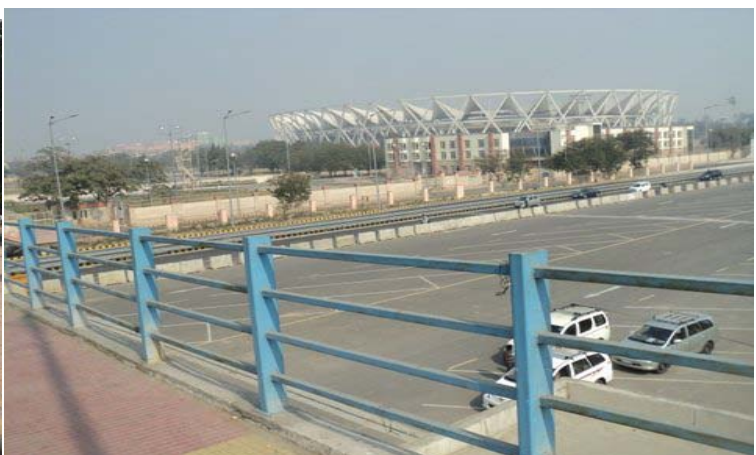
The Garden of Five Senses is a park spread over 20 acres, in Said-ul Ajaib village, opposite Saket, near the Mehrauli heritage area in Delhi, India. The park was developed by Delhi Tourism and Transportation Development Corporation (DTDC), Government of Delhi, over a period of three years and open in February 2003. Partly built over a rocky terrain, the garden has various theme areas, including a section on the lines of Mughal Gardens, plus pools of water lilies, bamboo courts, herb gardens and solar energy park.

### **35. Delhi Metro**



The Delhi Metro is a rapid transit system serving Delhi, Gurgaon, Noida and Ghaziabad in the National Capital Region of India. The network consists of six lines with a total length of 189.63 kilometers (117.83 mi) with 142 stations of which 35 are underground. It has a combination of elevated, at-grade and underground lines and uses both broad gauge and standard gauge rolling stock.

### **36. Delhi Roads**





The roads in Delhi are wide compared to other metro cities. Also, Delhi has the huge network of Flyovers

### **37. Guru Teg Bahadur Memorial**

It is an architectural marvel, a tribute to Martyrdom of Guru Teg Bahadur. It has a 24 Meter tall central Pylon which signifies the eternal strength of Guru Teg Bahadur and is in steel fabrication. Alongwith the central pylon, are three 15 meters tall semi arches which represents the martyrdom of three followers of Guru Teg Bahadur who sacrificed their life along with Guru Teg Bahadur. There are ten monoliths inscribed with fundamental tenets of Sikhism, translated in four languages Hindi, English, Punjabi and

Urdu. It is constructed in an area of 11.87 acres. The major attraction here is the Sound & Light Show.

### **38. Dilli Haat, Janakpuri**

The third offspring, Dilli Haat Janakpuri is a magnificent project under construction in an area of 3.92 hectares. Apart from regular craft shops and food court, this park will have open platform shops, AC shops, exposition halls, cafeteria and auditorium. It will have special dormitory for artisans and craftsmen. It is to be inaugurated soon.

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Delhi is at par with any other city in the world. It can boast of a new international airport and the new metro rail which is a convenient mode of travel for the common man. The Delhi Metro is one of the fastest ways to commute in Delhi and has transformed public transport in the city so much so that the Metro line has become the life-line of New Delhi. Recently a superfast airport express has been put in service to connect the airport with the central part of New Delhi. The many flyovers which have been constructed at whooping costs showcase Delhi as a modern city. Pragati Maidan is another tourist destination. It is a large area of land covered with pavilions which can house exhibitions from other states as well as countries. It is a permanent construction for International Trade Fairs.

Delhi has a mix of the traditional and modern. Where you might see the latest car on the road, there might be a bullock cart alongside. It is a melting pot of all kinds of people and a visit to this wonderful city is a must.

### **Delhi at a Glance**

Area	1483 sq. km.
Altitude	239 Mtrs. Above sea level
Population	16.7 million (2011 census)
Literacy Rate	86.34 %
STD Code	011
ISD Code	+91 11
Languages	Hindi, Punjabi, Urdu and English
Summer Months	May and June are the hottest months.
Winter Months	December and January are the dry months and the coldest of the year.
Monsoon	July to September
Season	Extreme climate with dry hot summer and cold winter.

## **City of Delhi and its unique features for Film and Entertainment Industry**

Delhi is not only the capital of India but also is a perfect combination of so many important aspects which makes it a film makers delight to shoot and produce films in and around the city. In the last five years more than two hundred films have been shot in Delhi. Some of them are Rang De Basanti, Chak de India, 3 Idiots, Dev D, Band Baja Baraat, Agent Vinod, Vicky Donor to name a few. Unlike any city, Delhi today offers a variety of never before locations such as:

- Rashtrapati Bhawan
- Parliament of India
- Other locales related to seat of power
- Delhi Metro
- Enumerable Monuments
- Forest Area
- Gardens and Parks
- Wide roads in Delhi
- New flyovers for chase sequence
- Swanky Malls
- Exhibition Grounds
- New and the biggest Airport
- Remodeled Railway Stations
- Colleges
- Schools

- Jail Complexes
- Hospitals
- Wedding Pandals
- Farm Houses, Residential Houses
- New and large Stadiums
- Fashion events
- Golf Course
- NCR- Gurgaon and Noida
- Agriculture Lands
- Villages
- Corporate Buildings
- Call Centres

Availability of such a wide range of locations coupled with the following facilities has made Delhi the best city for film shootings and production.

- Local talent because of so much education around performing arts.
- Availability of extras and crowd (Artists and Dancers)
- Availability to junior and senior artistes
- Availability of vanity vans
- Availability of Silent Generators
- Availability of all light and other equipments
- Hotels of all categories.
- Food at all rates and all cuisines
- All languages

- Transport solutions of all levels and variety of rates
- Event companies and line producers
- Availability of special and general work force at reasonable price
- Best law and order situation
- Most politically stable
- Well connected Roads
- Large number of Cinema Halls
- International Connectivity
- National Connectivity by all means of transport
- Market due to population
- City of Fashion
- National Media and International Media
- Noida Film Industry
- Buddha Circuit in Noida adjacent to Delhi

## **Indian Film and Television Industry- An Overview**

- Today Television and Films is the most powerful, economical and fastest medium to reach out to not only 100 crore population of India but a large number of Non Resident Indians and Non Indian people all across the Globe.
- Producing more than 1000 films with current size of more than 10000 crore, India is World's largest film producing nation and in business we are only second to Hollywood.
- With so many Television Channels and Software, Television Industry has already crossed 50000 crore mark.
- With Radio, Music, Events and Advertising, added to the whole picture already Indian Entertainment Industry is more than 100000 crore.
- From Gandhi to Slumdog Millionaire, From Mother India to Lagaan making a mark in Oscars, Indian Films and people behind them are now an integral part of every major film event all across the Globe, whether it is Cannes or Berlin Film Festival, very frequently Indian Films are the opening films of major festivals.
- With Indian Companies funding Directors like Steven Spielberg are taking over Hollywood studios. Major international production houses with international stars like Julia Roberts, Angelina Jolie and Brad Pitt shooting in India and Indian stars like Anil Kapoor playing integral roles in International Hollywood production, a new reality is emerging for India.
- With more than 100 crore people where Films is the first love of majority Indians, our stars like Shahrukh Khan and Amitabh Bachchan have already been declared the most popular personalities all across the Globe.
- With so much power and reach Indian Film and Television industry is not only entertaining people but has the largest impact over all aspects of the nation whether it is Sports, Industry and Education.



- Some examples are
  - Indian Premier League
  - Film stars taking over Models in Fashion Shows
  - Banks, Ministries and State Government using Film stars as their Brand Ambassadors.
  - Presidents of other nations showing keen interest in Indian Films and Stars are a new development which can open a whole new chapter of Ambassadors of India.
- A new phenomenon has emerged where now Indian Films and Television is not limited to Mumbai and parts of South India, Bhojpuri Industry with more than 100 crore turnover adding 10 crore tax to Bihar Government is a classic example of emergence and expansion of regional entertainment industry.
- Also, with more than 30 listed companies in National stock exchange and some of them commanding prices over Rs. 500 per share Indian Film Industry has not become corporate but new wealth creators also.
- It is also to be noted that with 20% Compounded Annual Growth rate year on year basis, Indian Entertainment Industry is one of the fastest expanding industry and in future it is predicted that for a common man entertainment will be the second biggest industry after Health and Well being Industry.

Thus, the need of the hour is to tap and dive into such a profitable and wide industry and attain the fruits of its popularity.

### **Benefits and Stakeholders**

Although Mumbai is the major production center for films and television but Delhi is fast catching up. A focus from Delhi Government on this opportunity of making and promoting Delhi as a major film producing center can bring many benefits to the city and all its stakeholders – Government, Industry and very specifically a major boost to tourism.

Some of the benefits to stakeholders are as below:-

#### **a. BENEFITS TO DELHI TOURISM**

Main objective of Delhi Tourism department is to promote city as a tourist friendly destination.

- As mentioned above due to the size and reach of Indian Entertainment Industry when city of Delhi and its beautiful locations are shown in Films or any Television it is the best advertisement and endorsement a department can ask for.
- As so much investment has been made in commonwealth games adding so many new locations in Delhi, film shooting will be the most effective and fastest way to promote the new face of the city.
- The whole effort will not only give a boost to the brand image of the city but will add to the image value of the Department as one of the forward thinking and innovative.
- The whole promotion will lead to influx of more tourist adding revenue to all stakeholders – Hotels, Transport, Shooting Revenue, etc.
- Switzerland and Yash Chopra tie-up is a classic case of a film maker making a tourist destination a permanent ternary of every Indian.
- With so many important events and photographs, a strong archive will happen which will make it very easy to communication effective message about Delhi and its tourism.
- Due to availability of large size stadia's integrated with Indian Film Industry, Delhi can be sold as the best destination for holding events.
- Delhi Film Festivals can be made a property comparable to any International Film Festival.

**b. BENEFITS TO DELHI GOVERNMENT**

- Representation of Delhi in films is the most effective method of promotion of good governance.
- Boost to tourism and increase in revenue will bring in return on Investment in infrastructure by Government.

- Thought provoking and social message issue based films can facilitate the spread of Government messages.
- Indirect endorsement of development by popular people adds to popular governance.
- Increase in taxes due to increase in business.
- Increase in overall revenue.
- Increase in employment.
- Event activities will increase opportunities for promotion of good governance.
- Larger participation of Influential people in Bhagidhari.
- More PPP Projects.
- Fewer burdens on Media spend.
- Good PR

#### **c. BENEFITS TO CITIZEN OF DELHI**

- To see the industry up and close.
- Education around Film industry will be available.
- Increase in professional opportunities.
- No compulsion of leaving the city for future growth.
- Addition in sources of revenue.

#### **d. BENEFITS TO INDIAN FILM INDUSTRY**

- Expansion of base from Mumbai to Delhi.
- Availability of new talent in all departments – Actors and Technical crew.

- Addition in new locations.
- Expansion of manpower.
- Lower cost of production due to availability of additional resources.
- International connectivity due to Airport.
- A unique phenomenon that due to no disturbance of family and friends, actors and crew waste less time in Delhi.
- Increase in overall resource pool.
- Better infrastructure of roads and accommodation is available.
- Easier access to Central Government.
- Gateway to North India.
- New story ideas.
- A focused policy will help in reducing piracy.
- Other elements of Entertainment Industry like events, Radio, Animation can source manpower from city.
- Catalyst for regional industries like Haryana Film Industry to Punjab Film Industry to happen.

### **OBJECTIVES**

- To promote Delhi as a film shooting destination in the National and International Market.
- To boost the brand image of Delhi as well as add to the image value of the Department as one of forward thinking and innovative.
- To introduce a smooth system for granting permission to Film Producers for shooting films in Delhi and provide them consolidated information on

instructions/ guidelines issued by various Departments of Delhi and Ministries of Government of India.

- To clearly set out the Do's and Don'ts with regard to Shooting of films in order to protect the environment damage to historical monuments and infrastructure and ensure that security considerations are not compromised.
- To provide assistance to the film maker, which the Facilitation Cell regards as needed, based on the applicants requests.

**General Guidelines for Shooting of Films**  
**(I & B Ministry) by Foreign based Film Producers**

- Proposals regarding shooting of TV/Movie feature film are processed in the Ministry of Information and Broadcasting, Government of India. Proposals may be sent either directly or through Indian Missions abroad.
- It is only on the recommendation of this Ministry that other Ministries provide facilities to the film units. Proposals regarding shooting of documentary films are to be sent to the Ministry of External Affairs.
- Four copies of the detailed shooting script along with its synopsis should be submitted for approval. In case any living personality is portrayed in the film as a character, the No Objection from the personality or his/her legal heirs should be obtained and a photocopy of the same should accompany the script.
- In case of a co – production, the detailed agreement between the Indian and foreign party indicating clearly the role of each party – its responsibilities and liabilities. Is required to be furnished for specific clearance.
- Detailed particulars of the members of the filming team including the number and validity dates of their passports, country of issuance of passport, nationality, permanent and temporary addresses etc., the team's itinerary into Indian on temporary basis should be furnished to the Ministry of Information and Broadcasting for specific clearance at least one month in advance.
- On the basis of the scrutiny of the script and other details of the proposal, approval of the proposal will be given by the Ministry of Information and Broadcasting subject to

certain procedural regulations detailed below. It takes nearly 10 – 12 weeks to convey to give a formal undertaking (Given below) about adhering to these requirements.

- The film should be shot according to the script as approved by the Government of India. In case any material deviation is considered necessary, prior permission of the Government of India (Ministry of Information and Broadcasting) should be obtained.
- All shooting should be done in the presence of a Liaison Officer who will be provided by the Ministry of Information and Broadcasting. Besides helping the team in obtaining local permission etc., the liaison officer's duties include ensuring that nothing detrimental to the image of India or the Indian people is shot or included in the film. Should any disagreement arise in the respect, the matter is to be referred to the Ministry of Information and Broadcasting, whose decision will be final. The Liaison officer will travel and stay with the filming team.
- Shooting on location in India will be subject to permission being granted by the respective Controlling Authorities. Request for such permission may, however, be routed through the Ministry of Information and Broadcasting.
- In case assistance is required to be provided by the Ministry of Defence, Education etc, separate agreement as stipulated by these Ministries will require to be signed with them. Request for such assistance may be routed through the Ministry of Information and Broadcasting.
- The completed film wherein assistance by armed Forces has been rendered should be shown by the Ministry of Defence for clearance before its release for public exhibition. This is apart from the requirements mentioned below.
- The producer will have to observe all rules and regulations relating to Import/Export and Foreign Exchange in connection with shooting of the film.
- The exposed film/rushes will be dispatched out of the country as cargo and not as part of the baggage.
- The completed film should be shown to a representative of the Government of India or in India Mission abroad, before its release anywhere in the world. In case it is proposed to show the film to any Indian Mission abroad, the Mission should be specified in advance in the undertaking to be given by the producer.
- For release of foreign exchange, the Indian co – producer will have to approach the Ministry of Information and Broadcasting giving full details of the film crew visiting from

abroad, number of days for which shooting will take place and breakup of the estimated expenditure to be incurred in foreign exchange.

- Where expenditure in foreign exchange on the part of Indian co – producer is involved, he is required to give a bank guarantee for repatriation of two times of the foreign exchange to be released and equal to the amount involved in foreign collaborators, technicians/artistes etc., in India.
- The foreign collaborator is not allowed any remittance of commission related either to box office receipts or profit or exhibition of the film in India.

### **Major Stakeholders concerned in Delhi**

- I. Archaeological Survey of India (ASI)
- II. Central Public Works Department (CPWD)
- III. Delhi Police / Delhi Traffic Police
- IV. Directorate General of Civil Aviation (DGCA)
- V. Department of Environment
- VI. New Delhi Municipal Corporation (NDMC)
- VII. Municipal Corporation of Delhi (MCD) – East Delhi Municipal Corporation; North Delhi Municipal Corporation and South Delhi Municipal Corporation
- VIII. Public Works Department (PWD)
- IX. Sports Authority of India (SAI)
- X. Department of Forest & Wildlife
- XI. Department of Archaeology and Archives
- XII. Delhi Metro Rail Corporation
- XIII. Indian Railways



#### XIV. DIAL

#### XV. Reliance Metro Airport Express Line

##### **I. ASI**

The Archaeological Survey of India is more than hundred fifty years old organization under the Ministry of Culture.

Though the ASI started modestly, it has grown into a multi-disciplinary organization. Presently, the ASI is responsible for research on monuments, archaeological sites and remains and their protection, preservation and management including other major tasks as details below:-

1. Exploration and Excavation of ancient archaeological sites and remains
2. Archaeological Research
3. Survey and documentation of religious and secular buildings/structures
4. Protection & maintenance of monuments of national importance
5. Scientific research & preservation
6. Environmental development around ancient monuments
7. Epigraphical research
8. Capacity building, training and publication on the archaeological researches
9. Execution of conservation related projects outside the country
10. Rendering technical expertise to State Departments of Archaeology and other institutions in protection and preservation of monuments, archaeological sites and remains
11. Implementation of:
  - A. The Ancient Monuments, Archaeological Sites and Remains Act, 1958
  - B. The Antiquities and Art Treasures Act, 1972

ASI carries out its activities through 24 Circles and one Mini-Circle, 6 Excavation Branches, Temple Survey Project, Building Survey projects, Pre-history branch, Science branch and Epigraphy branch. In addition, Horticulture Division of the ASI looks after development and maintenance of environment in and around the protected monuments and archaeological sites.

All centrally protected monuments in NCT of Delhi are being looked after by Delhi Circle of ASI.

## **II. CPWD**

The **Central Public Works Department** of India is a central government owned authority that is in charge of public sector works in the country. Central Public Works Department (CPWD) under Ministry of Urban Development is entrusted with construction and maintenance of buildings for most of the Central Government Departments, Public undertakings and autonomous bodies.

### **MISSION STATEMENT**

#### **Sound Planning and Design**

All buildings norms and specification to be standardized. Architectural and structural design to be undertaken and coordinated to evolve an efficient building system compliant with latest Indian Standard.

#### **Engineered Construction**

Mechanization in construction including use of innovative materials and techniques. Conservation of energy and natural resources and clean environment in construction stage.

#### **Effective Maintenance**

To preserve and maintain buildings and services in good operating condition and to adopt latest state of development taking place in built environment.

#### **Benchmarking**

Updation of Standards and Specifications for public works and their publication at regular interval. Updation of Delhi Schedule of Rates and Analysis of Rates Updation of works and Maintenance Manual on regular basis & their publication.

#### **Capacity Building**

Updation of technical knowledge of engineers, architects through training and high level refresher courses and participation in seminars, workshops etc. Target oriented

training to maintenance workers on contemporary skills and behavioral science to improve service delivery mechanism.

### **Manpower planning**

To achieve excellent working opportunities and professional environment. To provide performance and ability based approach to career development as per policy of the Government.

### **Transparency in work management**

e-tendering being introduced. Effective use of websites in discharge of regulatory, enforcement and other functions being introduced through integrated computerization. Web based work progress monitoring system is being introduced.

### **Mandate for CPWD**

**Construction works:** Provide Turnkey Project Management services from concept to completion of buildings with inbuilt quality assurance, financial and technical accountability.

**Maintenance Services:** Provide a comprehensive network of service Centers for recording, redressal and monitoring of complaint through single window system.

**Grievance Redressal Mechanism:** Designated Grievance Officer shall ensure effective redressal of Public Grievances.

**Designated Nodal Officer at Directorate shall:** Ensure that processes needed for rendering effective services to users are established, implemented and maintained including getting feedback on user satisfaction.

### **Solicits from Users**

**Construction works:** Assistance and cooperation by providing ownership documents etc. for land and building to obtain approval of building plans and clearances for service connections of their behalf from local bodies and to take over the completed work expeditiously.

**Maintenance services:** Not to make any unauthorized construction of any additions / alteration, tempering of installations of the premises allotted to them. Maintain the

accommodation allotted and the surroundings in a hygienic manner and conform to the rules and regulations of the local bodies in this regard. To produce No Dues Certificate from service provider at the time of vacation.

### **III. DELHI POLICE ( /Traffic)**

Delhi Police is the main law and order agency for the National Capital Territory of Delhi (NCT). It does not have jurisdiction over the adjoining areas of the National Capital Region.

Prior to 1948 Delhi was a segment of Punjab Police. In 1948, Delhi police was restructured with the appointment of Inspector General, Deputy Inspector General and Superintendents. Mr. D.W. Mehra became first chief of Delhi Police. In 1966, the Delhi Police Commission was formed which instituted Police Commissioner System on 1st July 1978. Mr. J. N. Chaturvedi became first Commissioner of Delhi Police. As of now, Delhi Police is the biggest metropolitan police in the world with 176 Police stations with it's headquarter at Indraprastha Estate. With one Commissioner of Police 12 Special Commissioners 21 Joint Commissioners 14 Additional Commissioners 86 Deputy Commissioners of Police and 237 ACPs as GOs alongwith approx 86000 field formation Delhi police is working with dedications for the security of the citizens of Delhi. It is the capital of India and is the centre of wide range of political, cultural, social and economic activities. Delhi police have to play number of roles, so far as maintenance of law and order is concerned, Delhi Police is undertaking the following activities: Investigating crimes, controlling crime criminal activities, protection of women, Controlling/manage traffic problems etc. Delhi Police is considered to be having the most advanced Police administrative system in India. It believes in the principle of 'Citizen First'. Traffic control is very important in order to avoid accidents and in this field Delhi police is taking strong measures to assure safety to the people.

Delhi Police is divided into twelve branches under the Commissioner of Police. These 12 branches are working under the Special C.P Administration, Spl.CP/Security, Spl. CP/Int., Special C.P/Vigilance, Spl.CP/Law & Order, Spl.CP/Crime, Spl. CP/Spl. Cell, Spl.CP/Traffic, Spl.CP/Ops., Spl.CP/Planning & Implementation, Spl.CP/Training and Spl.CP/GA.

Delhi police have got a list of Helpline numbers through which one can contact and take help without going to the police station in person. The various Helpline numbers



of Delhi Police are as follows: Police Control Room- 100, Student or Senior Citizens Security Cell- 1291(toll-free) Matters related to vigilance- 23213355, 23210011 Anti-corruption division- 23890018, 23890019 Traffic problems- 25844444 Women helpline- 1091 and 181.

Functions of the police include

- To Maintain peace and order in the city
- To Protect the citizen's life and property
- To Prevent and detect crime
- To Bring offenders to justice
- To Manage the traffic
- To Uphold the law and provide policing service

Their services include:

- Maintaining public order and peace
- Keeping people safe
- Keeping property secure
- Enforcing traffic laws and reducing road trauma
- Keeping crime under control

Delhi Police has an enviable record of service, which is worth emulating. It has played an active part in scripting the history.

The force has to take on grave challenges. As compared to other police forces of the country, Delhi Police is subjected to constant scrutiny. Despite all constraints, it has always overcome challenges, and lived up to highest of the expectations of the Delhites.

Delhi Police is known for its industriousness. It is also known for fitting in the cosmopolitan culture. Delhi Police has been a vital force behind the tremendous growth

of the city, and the great attraction that it holds for the millions who flock to it, some as visitors, and others as settlers.

Today, Delhi Police is a modern and a people friendly force. Its commitment is expressed best in its mission statement and slogans –‘With you, For you, Always’. The priority of Delhi Police is conveyed well in another of its slogan-‘Citizens First’.

- Policing services are provided to the citizens of Delhi through 11 districts and other specialized units. They deal with operational and community policing issues in their respective districts areas and respective sphere of actions.

- The Districts and specialized units focus on

Criminal activities and networks

Providing specialist operational resources

Ensuring professional practice and ethical behavior and

Corporate service functions of administration, finance, human resource development and information and communications technology.

#### Their Services benefit

- The citizens of National Capital City of Delhi and visitors.
- Victims of Crime and violence
- Anyone seeking police assistance

#### Other stakeholders include

- Community groups and public spirited citizens
- Nongovernmental organizations
- Other government agencies

### **DELHI TRAFFIC POLICE**

Mission –

- Prevent and reduce accidents.

- Effective enforcement of traffic regulations.
- Inculcate a sense of discipline amongst road users and educate the public including school children on road safety.
- Ensure smooth and secure traffic movement for special occasions and VIP duties with minimum inconvenience to public.
- Develop a sense of responsiveness and sensitivity to the needs of the public.
- Render assistance to public in various stressful conditions such as prompt first aid to accident victims.
- Develop the human resources of traffic police.
- Assist and advice various agencies in coordinated development of infrastructure for smooth and safe flow of traffic.
- Ensure protection of the environment and take appropriate steps for prevention of noise and air pollution.
- Encourage participation and involvement of public in traffic management.

#### **IV. DGCA**

The Director General of Civil Aviation is the principal regulatory body in the field of civil aviation. It is not only responsible for regulation of air transport services to/from/within India, formulation and enforcement of civil air regulations, air safety and airworthiness standards, but also co-ordinates all regulatory functions with International Civil Aviation Organisation (ICAO).

The Director General of Civil Aviation has its headquarters at Sri Aurobindo Marg, opposite Safdarjung Airport, in New Delhi. This organization is headed by the Director General of Civil Aviation, who is assisted by Joint Directors General and Deputy Directors General. The Director General has the following Directorates under him:-

- i) Directorate of Regulations and Information.
- ii) Directorate of Air Transport.
- iii) Directorate of Airworthiness.

- iv) Directorate of Air Safety
- v) Directorate of Training & Licensing.
- vi) Directorate of Aerodrome Standards
- vii) Directorate of Flying Training.
- viii) Directorate of Flight Standard.
- ix) Directorate of Administration.
- x) Aircraft Engineering Division
- xi) Air Space and Air Navigation Services
- xii) Training Academy
- xiii) Information technology Division

The main function of the Director General of Civil is to regulate all civil aviation matters.

DGCA has 4 Regional Airworthiness Offices (RAO) at Delhi, Mumbai, Chennai, Kolkata and one Regional Office of DDG at Bangalore and 9 sub-regional office at Hyderabad, Cochin, Bhopal, Lucknow, Patna, Bhubaneswar, Kanpur, Guwahati, Patiala and a Gliding Centre at Pune.

## **V. DEPARTMENT OF ENVIRONMENT**

The Department of Environment has been assigned responsibility of improving the overall Environmental Quality in Delhi. The Department is actively engaged in overall environmental assessment, monitoring, protection and awareness rising among the people of Delhi. Multi-dimensional approach is being adopted by the Department for promotion, conservation and preservation of Environment. The activities of Department of Environment are:

- Motivating citizens of Delhi to keep surroundings clean and green.
- Promoting an ethos of conservation of water by minimizing the use of water and wastage of water.

- Motivating the citizens to imbibe habits and life styles supportive of minimum waste generation, source separation of waste, disposing off the waste at the nearest storage point.
- Composting horticulture waste, to use it as manure for kitchen gardens, nurseries, parks etc.
- Creating awareness among public and sanitary workers to stop the indiscriminate burning of waste/leaves that causes air pollution.
- Sensitizing the citizens to minimize the use of plastic bags. Not to throw them in public places as they choke drains and sewers. Being non-biodegradable they cause water logging and provide breeding ground for mosquitoes. Also, to encourage the use of eco-friendly alternatives like jute, cloth and recycled paper bags, etc.
- Organizing Tree plantation programs in schools, residential areas, parks, industrial areas etc.
- Creating awareness for celebrating festivals like Dusshera, Diwali, Holi in an eco friendly manner.
- Educating the citizens about reuse of waste material by promoting the concept of the three R's i.e. Reduce, Reuse and Recycle.
- Coordinating with the various Departments/Agencies to combat climate change issues such as energy conservation, water conservation by recycling of water, rain water harvesting, green building concept, use of renewable energy, installation of CFL, and promotion of battery operated vehicle.

Pr. Secretary (Environment) is the Head of the Environment Department and is also the Chairman of Delhi Pollution Control Committee which is basically a regulatory body under Department of Environment, Govt. of NCT, Delhi for the implementation for various pollution control acts and rules. He is assisted by the Addl. Secretary, Environment who is also the Member Secretary of the Delhi Pollution Control Committee. Dy. Secretary, Environment is supervising all departmental activities including administrative and accounts matters of the Department and is also the Competent Authority for providing information under the Right to Information Act. Director, Sr. Scientific Officers and Scientists are implementing the plan schemes



pertaining to Environment Department and handling other technical matters related to environment and pollution control. Research Associates & Environmental trainees are from various Institutes like Delhi University, Indraprastha University, TERI, and JNU.

## VI. NDMC

**New Delhi Municipal Council** (NDMC) is the municipal council of the city of Delhi, India, and the area under its administration is referred to as the NDMC area. NDMC, covering an area of 43.7 km<sup>2</sup>, is governed by a council with a chairperson appointed by the central government and includes the chief minister of Delhi. The state of Delhi is divided into three statutory urban regions - the Delhi Municipal Corporation (DMC), the New Delhi Municipal Council (NDMC) and the Delhi Cantonment Board.

NDMC has its origins in the Imperial Delhi Committee which was constituted on 25th March, 1913 to overlook the construction of the new capital of India. Thereafter in February 1916 the Chief Commissioner, Delhi, created the Raisina Municipal Committee, which was upgraded to a 2nd class Municipality under the Punjab Municipal Act on 7th April 1925. Then on 22nd February 1927, the Committee passed a resolution adopting the name "New Delhi" giving it the name, "New Delhi Municipal Committee", approved by Chief Commissioner on 16th March, 1927. In May 1994, the *NDMC Act 1994*, replaced the Punjab Municipal Act 1911 and the Committee was renamed as the New Delhi Municipal Council.

NDMC new Head Office, *Palika Kendra*, was built in 1971, and was the tallest building in the city at that time.

The NDMC area as defined in *first schedule of NDMC Act - 1994*, bounded by the junction of Pusa Road and Upper Ridge Road towards east along the New Link Road, the Panchkuian Road up to its junction with the Old Gurgaon Road; thence towards northeast along the Old Gurgaon Road and Chelmsford Road up to the New Delhi Railway Station; thence towards south and south east along the railway line up to its junction with the Hardings Bridge; thence towards south along the Mathura Road; up to its junction with Lodhi Road; thence towards south along the Lodhi Road; up to its junction with the first road leading to Lodhi Colony; thence towards south along the first road leading to Lodhi Colony up to its junction with the Ring Railway; hence towards south along the railway line up to its junction with Qutab Road; thence towards south along the Qutab Road up to its junction with Kushak Nallaha; thence

towards east along the Kaushak Nulla up to its junction with the Boundary of the Corporation and along the south boundary of the Medical Enclave up to its junction with the Ring Road near Gawalior Potteries; thence towards north-west along the Ring Road up to its junction with Kitchner Road, thence towards north along the Upper Ridge up to the starting point.

NDMC has 28 departments:-

- Architecture Dept.
- Audit Dept.
- Accounts Dept.
- Civil Engineering Dept.
- Commercial Dept.
- Council Secretariat Dept.
- Fire Dept.
- Finance Dept.
- Information Technology Dept.
- Horticulture Dept.
- Electricity Dept.
- Enforcement Dept.
- Public Health Dept.
- Project Dept.
- General Admn. Dept.
- Security Dept.
- Law Dept.
- Enforcement (B.R) Dept.

- Estate I Dept.
- Estate II Dept.
- Public Relations Dept.
- Municipal Housing.
- Personnel Dept.
- Vigilance Dept.
- Welfare Dept.
- Education Dept.
- Medical Services Dept.
- Property Tax Dept.

## **VII.MCD**

The old erstwhile "MCD came into existence on the 7th of April, 1958 under and Act of Parliament. Prior to that DMC (Delhi Municipal Committee) was the principal civic body of Delhi. Eminent Freedom Fighter Guru Radha Kishan has the honor to represent MCD (initially Delhi Municipal Committee) for most consecutive years as a Councilor. The first elected Mayor of Delhi was Aruna Asaf Ali and Lala Hansraj Gupta served as First Mayor of Delhi. Since then, the Municipal Body has always been alive in its constitution and functioning to the growing needs of citizens. The 1993 amendment of the Act brought about fundamental changes in composition, functions, governance and administration of the corporation."

The 73rd and 74th Constitutional Amendments were introduced in 1992 and were meant to facilitate greater decentralization at the rural and urban level respectively. They did so through providing legal status to local assemblies and entrusting them with greater functions and powers. The inclusion of certain social categories that had historically been marginalized from policy making and implementing structures was fundamental to the project of decentralization. These social categories were the

Scheduled Castes, Scheduled Tribes and women. While the 73rd Amendment applies to the Panchayati Raj system, the 74th Amendment applies to Municipal Corporations, Municipal Councils and Nagar Panchayats depending on the size of the city.

The newly constituted North Delhi Municipal Corporation, South Delhi Municipal Corporation and East Delhi Municipal Corporation came into being after amendment in the constitution and after passing the bill in the State Assembly of Delhi in the year 2012. The corporation of North Delhi, South Delhi & East Delhi was constituted on 30<sup>th</sup> April, 2012.

The famous buildings of archaeological importance falling under NDMC are Lal Qila (Red Fort), Jama Masjid fall under its jurisdiction. The Old Delhi famous Chandni Chowk, Khari Baoli, Karol Bagh, Azad Market, Daryaganj, Sadar Bazaar.

#### **VIII. PWD**

Public Works Department Delhi is the premier agency of Govt. of NCT of Delhi engaged in planning, designing, construction and maintenance of Government assets in the field of built environment and infrastructure development.

Assets in built environment include Hospitals, Schools, Colleges, Technical Institutes, Police Buildings, Prisons, Courts etc; assets in infrastructure development include Roads, Bridges, Flyovers, Footpaths, and Subways etc.

PWD Delhi also sustains and preserves these assets through a well developed system of maintenance which includes amongst others specialized services like rehabilitation works, roads signage and aesthetic treatments like interiors, monument lighting, landscaping etc.

#### **IX. SAI**

The Sports Authority of India (SAI), a successor organization of the IXth Asian Games held in New Delhi in 1982, was set up as a Society registered of Societies Act, 1860 in pursuance of the Resolution No. 1-1/83/SAI dated 25<sup>th</sup> January 1984 of the Department of Sports, Govt. of India with the objective of promotion of Sports and Games as detailed in the Resolution. It is also entrusted with the responsibility of maintaining and utilizing, on the behalf of Ministry of Youth Affairs & Sports, the

following Stadia in Delhi which were constructed/renovated for the IX Asian Games held in New Delhi in 1982 and subsequently these stadium were also venue for commonwealth games 2010 :-

1. Jawaharlal Nehru Stadium
2. Indira Gandhi Stadium (Indoor) and Yamuna Velodrome
3. Major Dhyan Chand National Stadium
4. Dr. Shyam Prasad Mookherjee Swimming Pool Complex
5. Dr. Karni Singh Shooting Ranges

Subsequently, in order to adopt an integrated approach towards promotion and development of sports consciousness, the erstwhile Society for National Institutes of Physical Education & Sports (SNIPES) consisting of NSNIS Patiala at its centers and the two LNCPEs located at Gwalior and Thiruvananthapuram were merged with SAI w.e.f. 1<sup>st</sup> May 1987. The LNCPE Gwalior was however, delinked from SAI in September 1995 on attaining the status of a "Deemed University".

It has the following aims and objectives:

- Talent Scouting at micro level & Nurturing talent towards excellence
- Training & International Exposure
- Support Training with Scientific & Sports Equipment and scientific personnel
- Monitor and enhance Performance with a scientific evaluation system
- Training and preparation of National teams
- Sports Infrastructure Development & Maintenance
- Maintenance and up gradation of 4 stadia complexes and a shooting range in Delhi
- To produce coaches and physical educationists of high caliber in different disciplines of sports to broad base sports



## **X. DEPARTMENT OF ARCHAEOLOGY AND ARCHIVES**

With a view to protect and maintain monuments in Delhi other than those of national importance protected and maintained by the Archaeological Survey of India, Department of Archaeology has been established in Delhi Administration in the year 1978. The main activities of the Department are conservation, preservation, and beautification of monuments other than those maintained by the Archaeological Survey of India; survey, listing, documentation, acquisition and protection of monuments; archaeological explorations and excavations; setting up of thematic museums; educational activities and bringing out departmental publications. In order to arouse awareness about the rich cultural heritage of the city, mass awareness campaigns are launched in collaboration with the NGOs. Special efforts are made to involve NGOs, RWAs, PSUs and Corporate bodies in the maintenance and upkeep of the monuments under the overall supervision of the Department of Archaeology and develop them as tourist spots.

*The main functions of the Department are as follows:*

1. Conservation and preservation of monuments.
2. Landscaping and development of garden around the monuments and develop them as tourist Spots.
3. Chemical preservation of monuments and antiquarian remains.
4. Protection of monument under the provisions of Delhi Ancient and Historical monuments and Archeological Site and Remains Act, 2004.
5. Maintenance of monuments through NGOs, Residential Welfare Associations, Public Sector Undertakings and Corporate Bodies under the over all supervision of the Department of Archaeology.
6. Survey, listing and documentation of monuments.
7. Archaeological explorations and excavations.
8. Undertaking educational activities including mass awareness Programs to arouse consciousness among the citizens of the Delhi about their cultural heritage.
9. Setting up of Archaeological Museum.
10. Bringing out departmental publications.

## **XI. DELHI METRO RAIL CORPORATION**

For implementation and subsequent operation of Delhi MRTS, a company under the name DELHI METRO RAIL CORPORATION was registered on 03-05-95 under the Companies Act, 1956. DMRC has equal equity participation from GOI and GNCTD. The corporate office of the company is located at Metro Bhawan, Fire Brigade Lane, Barakhamba Road New Delhi - 110001, India

### **Mission**

- To cover the whole of Delhi with a Metro Network by the year 2021.
- Delhi Metro to be of world class standards in regard to safety, reliability, punctuality, comfort and customer satisfaction.
- Metro to operate on sound commercial lines obviating the need for Government support.

### **Delhi Metro is a world class Metro**

Delhi Metro is a world-class metro. To ensure reliability and safety in train operations, it is equipped with the most modern communication and train control system. It has state-of-art air-conditioned coaches. Ticketing and passenger control are through Automatic Fare Collection System, which is introduced in the country for the first time. Travelling in Delhi Metro is a pleasure with trains ultimately available at three minutes frequency. Entries and exits to metro stations are controlled by flap-doors operated by 'smart-cards' and contact less tokens. For convenience of commuters, adequate numbers of escalators are installed at metro stations.

Unique feature of Delhi Metro is its integration with other modes of public transport, enabling the commuters to conveniently interchange from one mode to another. To increase ridership of Delhi Metro, feeder buses for metro stations are Operating. In short, Delhi Metro is a trendsetter for such systems in other cities of the country and in the South Asian region.

## **XII. INDIAN RAILWAYS**

Indian Railways (reporting mark IR) is an iconic Indian organisation, owned and operated by the Government of India through the Ministry of Railways. Indian Railways

has 114,500 kilometres (71,147 mi) of total track over a route of 65,000 kilometres (40,389 mi) and 7,500 stations. It has the world's fourth largest railway network after those of the United States, Russia and China. The railways carry over 30 million passengers and 2.8 million tons of freight daily. In 2011-2012 Railway earnt ₹ 104,278.79 crore (US\$20.8 billion) which consists of ₹69,675.97 crore (US\$13.9 billion) from freight and ₹28,645.52 crore (US\$5.71 billion) from passengers tickets.

Indian Railways is the world's fourth largest commercial or utility employer, by number of employees, with over 1.4 million employees. after Wal-Mart with 2.1 million employees, China National Petroleum Corporation with 1.61 million employees and State Grid Corporation of China with 1.53 million employees. As for rolling stock, IR owns over 229,381 Freight Wagons, 59,713 Passenger Coaches and 9,213 Locomotives.

Railways were first introduced to India in 1853. By 1947, the year of India's independence, there were forty-two rail systems. In 1951 the systems (many of which were already government-owned) were nationalized as one unit, the Indian Railways, becoming one of the largest networks in the world. IR operates both long distance and suburban rail systems on a multi-gauge network of broad, meter and narrow gauges. It also owns locomotive and coach production facilities. The Indian railway is proposing to build the highest railway track in the world overtaking the current record of the Beijing-Lhasa Railway line.

From 20 December 2010, the railways had deployed a 5 digit numbering system instead of the 4 digit system. The need is due to the fact that the Indian Railways runs 10,000 trains daily. Only a prefix of the digit 1 will be added to the four-digit numbers of the existing trains to make the transition smoother. The special trains run to clear festivals and holiday rush shall have the prefix of 0 (zero) In 31 March 2011, 21,014 km of the total 64,215 km route length is electrified (33%). Since 1960, almost all electrified sections on IR use 25,000 V AC traction through overhead catenary delivery.

Indian Railways is divided into several zones, which are further sub-divided into divisions. The number of zones in Indian Railways increased from six to eight in 1951, nine in 1952 to sixteen in 2003 then to seventeen in 2010. Each zonal railway is made

up of a certain number of divisions, each having a divisional headquarters. There are a total of sixty-eight divisions.

Each of the seventeen zones is headed by a General Manager (GM) who reports directly to the Railway Board. The zones are further divided into divisions under the control of Divisional Railway Managers (DRM). The divisional officers of engineering, mechanical, electrical, signal and telecommunication, accounts, personnel, operating, commercial and safety branches report to the respective Divisional Manager and are in charge of operation and maintenance of assets. Further down the hierarchy tree are the Station Masters who control individual stations and the train movement through the track territory under their stations' administration.

### **XIII. DIAL**

Delhi International Airport Limited is a joint venture consortium of GMR Group, Airports Authority of India, Fraport and Malaysia Airports Holdings Berhad (MAHB).

In January 2006, the consortium was awarded the concession to operate, manage and develop the IGI Airport following an international competitive bidding process. DIAL entered in to Operations, Management and Development Agreement (OMDA) on April 4, 2006 with the AAI. The initial term of the concession is 30 years extendable by a further 30 years.

Besides upgrading the existing terminals, DIAL has already commissioned a new runway 11-29 at IGI Airport on September 25, 2008. It has also inaugurated the new domestic departure terminal 1D (T1D) on 26th February, 2009. T1D will increase the capacity of domestic departures to 10 million passengers per annum.

The new terminal has a modern 4 level in-line baggage handling system to eliminate baggage X-ray prior to check in, spacious security hold area with extensive F&B and retail facilities, special contact zone for passengers with special needs and baggage handling area on a separate level allowing greater space for passenger amenities.

In March 2010, DIAL has completed the construction of integrated passenger terminal (Terminal 3). The first phase of the airport is designed and capable to handle 60 million passengers per annum (mppa).

This development was the first phase of the airport expansion. In subsequent stages, the airport will be further developed with the increase in passenger demand and more terminals and runways would be added in a modular manner to form a U shaped complex with an ultimate design capacity of 100 million passengers per annum.

#### **XIV. RELIANCE METRO AIRPORT EXPRESS LINE**

The existing public transportation system in Delhi is getting overloaded by the day. Road traffic in the capital is exploding and infrastructure, such as roads, has become heavily congested. The time taken to reach IGI Airport or to the Asia's largest housing colony Dwarka from the centre of the city can range anywhere from 1 to 2 hours, resulting in great loss of productivity, effort and time. Amidst the incessant traffic congestion in Delhi, exacting a high toll on Delhi passengers, Reliance Metro brings a lot of comfort to passengers.

Delhi being the capital as well as a tourist city attracts huge number of domestic and international travellers. Reliance Metro Airport Express line reduces the travel time of passengers and provides them world class experience akin to Bangkok Airport rail link, Hong Kong airport express, London tube and the like. This project also provides connectivity from important junctions such as New Delhi railway station and Dhaula Kuan, which provides convenience to North Indian passengers bound for IGI Airport for International and domestic flights.

Reliance Metro Airport Express Line is running on a dedicated elevated and underground corridor and provides the highest level of comfort. For comfort of passengers, apart from air conditioned coaches, lifts and escalators, baggage trolleys, porter services, wheel chairs, public conveniences and modern automatic fare collection system are provided at the stations. Reliance Metro Airport Express offers transverse sitting arrangement, along with luggage racks in each coach. A dedicated luggage compartment for carrying checked-in luggage and check in facilities at New Delhi station is provided for air passengers.

The Airport Express Line route consists of six stations namely New Delhi – Shivaji Stadium – Dhaula Kuan – Delhi Aerocity (Mahipalpur) – IGI Airport (T3 Terminal) – Dwarka Sec 21. New Delhi station is having City Airport Terminal (CAT) facilities and is equipped with check-in facilities (including baggage check-in).



## XVIII. DEPARTMENT OF FOREST

### GENERAL INFORMATION:

Para 4.1 of the National Forest Policy, 1988 provides that a minimum of 1-3rd of the total land area of the country should be under forest or tree cover. In the hills and in mountainous regions, the aim should be to maintain 2-3rd of the area under such cover in order to prevent erosion and land degradation and to ensure stability of the fragile eco-system. Taking the above strategy in view, the Govt. of NCT of Delhi is making all endeavors to meet the national goal as set by the Central Govt. and is constantly adding to the Green Cover of the State which is reflected the change in Forest and Tree Cover given below:

S.No	State of Forest Report	Forest/ Tree Cover (in sq. km.)	Percentage of Geographic Area
1	1993	22	1.48
2	1995	26	1.75
3	1997	26	1.75
4	1999	88	5.93
5	2001	151	10.2
6	2003	268	18.07
7	2005	283	19.09
8	2009	299.58	20.20
9.	2011	296.20	19.97

*Source: Forest Survey of India, Ministry of Environment and Forests, 2011 Report.*

Category	SFR -2003 (area in sq. km./% of geographic area)	SFR-2005 (area in sq. km./% of geographic area)	India SFR – 2009 (area in sq. km./% of geographic area)
Tree Cover	98 (6.61%)	107 (7.22%)	123 (8.29%)

Forest Cover	170 (11.46%)	176 (11.87%)	176.58 (11.91%)
	268 (18.07%)	283 (19.09%)	299.58 (20.20%)

The extent of division-wise and district-wise forest cover of Delhi as per the India State of Forest Report, 2009 is as under:

Forest Division	Revenue District	Geo. Area(in Sq. Km.)	Forest Cover (in Sq. Km.)	% of Geo. Area
South Forest Division	Central Delhi	25	5.05	20.20
	New Delhi	35	16.31	46.60
	South Delhi	250	78.64	31.46
	East Delhi	64	5.05	4.67
North Forest Division	North-East Delhi	60	3.59	5.89
	North Delhi	59	4.81	8.15
	North-West Delhi	440	16.41	3.73
West Forest Division	South-West Delhi	421	42.45	10.08
	West Delhi	129	6.33	4.91
<b>Total</b>		<b>1,489</b>	<b>176.58</b>	<b>11.91</b>

Despite several infrastructural projects and large scale construction taking place in Delhi, the Forest and Tree Cover of Delhi has been increasing on a sustained basis from 22 Sq. Km. (1.48%) in 1993 to 299.58 Sq. Km. (20.20%) in 2009. The Hon'ble Prime Minister has also complemented Delhi on its rising green cover over the years. The Ministry of Environment & Forests recognizing the efforts made by NCT of Delhi and maintaining the pace of greening, on 19.11.2009, has awarded **Indira Priyadarshani Vriksh Mitra Award for the year 2008** to the Government of NCT of Delhi for the first time which carries a Cash Award of Rs.2.5 lakh and a Citation.

The NCT of Delhi has one sanctuary in the name of Asola Bhatti Wildlife Sanctuary. This was notified in 1986 and 1991. Asola Bhatti Wildlife Sanctuary and nearby villages are being supported by 132 Eco Task Force for greening of

the abandoned mining areas. The Department of Forests & Wildlife comes under the administrative jurisdiction of Secretary (Environment & Forests). The Department of Forests & Wildlife is headed by Addl.Pr.Chief Conservator of Forests and he is assisted by one Chief Conservator of Forests, one Conservator of Forests, and one DCF (HQ). The Department has 3 territorial divisions each headed by one DCF for North, West and South.

## **XV. DELHI DEVELOPMENT AUTHORITY**

### Historical Background

- 1911, Delhi became the focus of Government when National Capital was shifted from Kolkata to Delhi.
- 1937, 1<sup>st</sup> phase of building of city was completed and Delhi Improvement Trust was created under the United Provinces Improvement Trust.
- 1955, an ordinance Control of Building Operations was promulgated and under it Delhi Development (Provisional) Authority was constituted.
- 1957, Delhi Development Act replaced the ordinance and under its provision Delhi Development Authority was created.

### Objectives

- To formulate a plan and effect the development of Delhi in a manner as to provide shelter, amenities and facilities to its existing population and make provisions for future growth.
- To acquire, develop and dispose of land for various purposes as per the Master Plan.
- To carry out building engineering or any other allied activities such as to provide services required for smooth social living.

### The Organization

- Started with strength of 500 employees, present strength is 16,658.
- Delhi Development Authority constituted under Section 3 of Delhi Development Act, 1957 is a policy making body headed by ex-officio Chairman (Lt. Governor, Delhi) and comprising Vice-chairman, DDA; Engineer member, DDA; Finance Member, DDA; Joint Secretary, MoUD; Member Secretary, NCR Planning Board;

Commissioner, MCD; Chief Planner, TCPO and Secretary, DDA and Non-Official Members as nominated by the Government.

## **MAIN ACTIVITIES**

### Planning of the City

- In pursuance of objectives of planned development of Delhi, the first Master Plan of Delhi was formulated in the year 1962 for a period of 20 years.
- It also created new residential expansion areas, self contained in all aspects thereby creating condition for a healthy and secured living.
- The extensive modification in the said Master Plan was carried out with a perspective upto 2001, which came in force in August 1990 (Master Plan Delhi – 2001).
- The Master Plan of Delhi with perspective for the year 2001 (MPD-2021) was approved and notified by the Ministry of Urban Development, Govt. of India on 07.02.2007. For the first time participation of all the sections of the society was ensured before its notification.
- All Zonal Development Plans (17 Nos.) approved by Ministry of Urban Development and notified.
- Policies for (i) provision of commercial areas in existing petrol pump sites; (ii) re-development of clusters of industrial concentration in non-conforming/ un-planned industrial areas has been notified.

### Land Development

- DDA has so far taken over physical possession of 75,992.17 acres of land and out of this 75,004.06 acres have been developed (till 31.03.2012) as detailed below.
- 38,590.58 acres developed for residential purposes.
- 4,558.83 acres for Horticulture purposes.
- 8,996.12 acres for industrial/commercial purposes.
- 9,633.08 acres for Government and Semi-Government and for other departments for providing other facilities.
- 6,583.90 acres for Slum & JJ (MCD)
- 5,806.15 acres for Co-operative Societies (CHBS)

- 835.40 acres for roads
- 988.11 acres balance for development

### Development of Commercial Spaces

- To provide commercial facilities and places of work at convenient distances commercial spaces. So far DDA has developed 642 commercial complexes developed in the form of:-
- 11 District Centers (like Nehru Place, Bhikaji Cama Place etc) having facility of office space, whole sale shops, services, multistoried parking etc. (for a population of 10 lac and above).
- 44 Community Centres having facility for shopping as well as office space, cinema space etc. (for a population of upto 5 lac)
- 138 local Shopping Centres (LSC) having space for offices as well as for shops, banks etc. (for a population upto 1 lac)
- 449 Convenient Shopping Centres (CSC) (adjoining residential colonies) having space for kiosks, small shops etc. (for a population of 50,000)

### Green Development

5050 hectare of myriad greens, which harmonize with crystallizing and attitudinal change in citizenry towards health and environment, are developed in the form of parks, forests, buffers, belts and sports complexes.

Break – up of Green:

<i><b>S.No.</b></i>	<i><b>Category of Green</b></i>	<i><b>Numbers</b></i>
1.	Regional Parks	04
2.	City forests	25
3.	District Parks	111
4.	Neighborhood Parks	155
5.	Play area	26
6.	Sports Complexes	14+3 mini sports complexes

Sports Infrastructure Developed so far:

<i><b>S.No.</b></i>	<i><b>Facility</b></i>	
1	Sports Complexes	14*+3 Mini sports complex



		(Munirka, Pratap Nagar, Kanti Nagar)
2	Sports fields (organized)	26
3	Sports fields (unorganized)	Adjoining each residential cluster of 5000 people
4	Multigyms in Playfield	23 (including 1 ladies gym)
5	Fitness Centres/Multigyms in Sports Complexes	17 (including 2 ladies gym)
6	Swimming Pool	16
7	Mimi-Football Ground	11 (7 in green areas & 4 in sports complex)
8	Golf Course	02 (at Lado Sarai & Bhalswa)
9	Mini Golf Courses	02 (at Lado Sarai & Bhalswa)
10	Gold Driving Range	03 (at Lado Sarai & Bhalswa & Siri Fort)

\*DDA Squash and Badminton Stadium, Siri Fort opens to public on 'Pay n Play' basis on 01.02.2012.

## Annexure I



**Delhi Tourism & Transportation Development Corporation Ltd.  
18-A, DDA, SCO Complex, Defence Colony,  
New Delhi-110 024.**

**Application Form for grant of permission for Shooting of Film**

**(By Indian Film Makers/Producer)**

01	Name & address of the production House/Company/Producer/Film Maker	
02	Film Title	

03	Permanent Address with Contact telephone number and mobile number and E-mail and Fax No.	
04	Name & Address of the Local Line Producer	
05	Name of the Director	
06	Name of the Cinematographer	
07	Name of the Art Director	
08	Particulars of the Casts	

09	Film Script (two sets) (separate sheets may be attached)	
10	Film Shooting dates & timings (location wise spot wise per day)	
11	Film Shooting Location(s)  Name of the road/Place/City  Location etc.  Spot  Day/Date	
12	Particulars of the crew members with their name, permanent address and telephone numbers	

13	Films made earlier by the producer/film maker (attach separate sheet, if required)	
14	Place & period of stay in Delhi	
15	Details of the all equipments to be used	
16	Filming in any Forest area is involved, if yes	
17	Filming in any defence installations are involved, if so details	
18	Signature of Authorized Representative	
19	Seal of Company	
20	Other particulars, if any	

- An undertaking format in the format provided shall be enclosed.

### **Undertaking**

With reference to the application for grant of permission for shooting of films in Delhi, I/We hereby give the following undertaking:

1. Shooting of the film will be done in locations in Delhi, after obtaining all requisite permissions, in accordance with the script, enclosed with the application form.  
If I/We consider any material changes are necessary in the script, we shall obtain, the prior approval of the Delhi Tourism & Transportation Development Corporation Ltd. for such changes

2. I/We note that in the case of assistance to be obtained from other Departments such as Forest etc. separate agreements as stipulated are required to be signed with them.
3. I/We shall shoot the film only in the presence of a Liaison Officer/Liaison agency wherever attached to the team by DTTDC.
4. I/We accept that part of the Liaison Officer's/Liaison agency's duty will be to ensure that nothing detrimental in the depiction of Delhi shall be shot or included in the film. In the event of any disagreement arising between the team and the Liaison Officer in this respect, the matter will be immediately referred to the MD & CEO, DTTDC whose decision will be final. I/We shall ensure that India's security interests are not compromised in any manner.
5. I/We will acknowledge the cooperation by Delhi Tourism in the movie/documentary's beginning credits.
6. I/We declare that I/We have not concealed any information which will make me ineligible for getting permission for film shooting.

**NOTE: Delhi Tourism will process the duly filled application form by the Film Producer along with the applicable fee to be payable to the respective stakeholder agencies for seeking necessary permissions. DTTDC shall charge 10% of total admissible fee or Rs. 5,000/= whichever is more as administrative expenses.**

**Signature of the Producer/Film Maker**

**Place :**

**Date :**

**Seal**

## Annexure II



**Delhi Tourism & Transportation Development Corporation Ltd.  
18-A, DDA, SCO Complex, Defence Colony,  
New Delhi-110 024**

**Application Form for grant of permission for Shooting of Film  
(By Foreign Film Makers)**

01	Name & address of the production House/Company/Producer/Film Maker	
02	Nationality of the Producer/Film Maker with Passport No.	
	<ul style="list-style-type: none"><li>• Particulars of Passport (Number &amp; Validity)</li><li>• Details of Visa (Type, Number &amp; Validity)</li><li>• Profession (Specific role in film Shooting team)<ul style="list-style-type: none"><li>• Period of visit</li></ul></li></ul>	
03	Permanent Address (In Country & Residence)	
04	Name & Address of the Local Agent in India, if any with Telephone no.	
05	Contact telephone no./Mobile No./Facsimile (in Country of residence ) of Producer Local Line Producer/Local Production Coordinator	

06	E-mail ID	
07	Name of the Director	
08	Film Title	
09	Films made earlier by applicant	
10	Any film made by applicant in Delhi (separate sheets may be attached)	
11	Film Script (two sets; scene-to-scene script details)	
12	Number of shooting days in Delhi	
13	Film Shooting dates & timings (location wise spot wise)	
14	Film Shooting Location  Name of the road/place/City  Location etc.  Spot	
15	Filming in any Forest area is involved, if yes Details of the area/location	
16	Filming in any defence area/installation is involved, if yes Details of area/location	
17	Total number of crew members	
18	Particulars at serial no. 2, above, shall be furnished in respect of <b>all</b> the crew members	



19	Details of the equipments to be used	
20	Signature with name of Authorized Representative	
21	Seal of Company	
22	Other particulars, if any (Separate sheet may be attached, if necessary)	
23	Status of the permission for shooting of film to be granted by Ministry of External Affairs, Government of India/Ministry of Information Broadcasting, Government of India	

- An undertaking in the format provided shall be enclosed.

### **Undertaking**

With reference to the application for grant of permission for shooting of films in Delhi, I/We hereby give the following undertaking:

1. Shooting of the film will be done in locations in Delhi, after obtaining all requisite permissions, in accordance with the script, enclosed with the application form. If I/We consider any material changes are necessary in the script, we shall obtain, the prior approval of the Delhi Tourism & Transportation Development Corporation Ltd. for such changes
2. I/We note that in the case of assistance to be obtained from other Departments such as Forest etc. separate agreements as stipulated are required to be signed with them.

3. I/We shall shoot the film only in the presence of a Liaison Officer/Liaison agency wherever attached to the team by DTTDC.
4. I/We accept that part of the Liaison Officer's/Liaison agency's duty will be to ensure that nothing detrimental in the depiction of Delhi shall be shot or included in the film. In the event of any disagreement arising between the team and the Liaison Officer in this respect, the matter will be immediately referred to the Delhi Administration whose decision will be final. I/We shall ensure that India's security interests are not compromised in any manner.
5. I/We declare that I/We have not concealed any information which will make me ineligible for getting permission for film shooting.
6. I/We will acknowledge the cooperation by Delhi Tourism in the movie/documentary's beginning credits.

**NOTE: Delhi Tourism will process the duly filled application form by the Film Producer along with the applicable fee to be payable to the respective stakeholder agencies for seeking necessary permissions. DTTDC shall charge 10% of total admissible fee or Rs. 5,000/= whichever is more as administrative expenses.**

**Signature of the Producer/Film Maker**

**Place:**

**Date:**

**Seal**

## Annexure III

### **Details of the concerned Departments and officers processing request for Grant of No-Objection Certificate**

<b>Name &amp; designation of the Nodal Officer/ Official for facilitating Film Shooting</b>	<b>Agency</b>	<b>Office Address</b>	<b>Phone No./ Mobile No</b>	<b>Email &amp; Website</b>
<b>Dr. B.C Katiyar</b> Director Horticulture	CPWD	Room No. C120, 1 <sup>st</sup> Floor, IP Bhawan, CPWD, ITO, New Delhi	23379317,  9899397269	<a href="http://cpwd.gov.in">http://cpwd.gov.in</a>  <a href="mailto:dohndr@gmail.com">dohndr@gmail.com</a>
<b>Supt. Archaeologist (Delhi Circle)</b>	ASI	Archaeological Survey of India Ministry of Culture, Government of India, Safdarjung Tomb, New Delhi 110003	23012836, 23012837	<a href="http://asi.nic.in">http://asi.nic.in</a>  <a href="http://www.asidelhicircle.in">www.asidelhicircle.in</a>  <a href="mailto:circledel.asi@gmail.com">circledel.asi@gmail.com</a>
<b>Sh. Vivek Kishore</b>  Deputy Commissioner of Police	Delhi Police / Traffic	Delhi Police H. Qtrs. 8th Floor, MSO Building, I.P. Estate, New Delhi- 110002	9818099035  23490235	<a href="http://www.delhipolice.nic.in">www.delhipolice.nic.in</a>  <a href="mailto:cntphq2012@gmail.com">cntphq2012@gmail.com</a>
<b>Sh.Rajesh Sachdeva</b>  Head of Office Archaeology	Deptt. of Archaeology	Deptt. of Archaeology, Dara Shikoh Library Building, G.G.S.I.P University Campus, Kashmere Gate, New Delhi – 110006	23392152, 233923	<a href="mailto:rajesh771968@yahoo.in">rajesh771968@yahoo.in</a>
<b>SH. Sunil Kumar</b> Dy. Director of Regulations & Information	DGCA	Office of Director General of Civil Aviation, Opp. Safdarjang Airport, New Delhi- 110003	2465- 8847	<a href="http://www.dgca.nic.in">www.dgca.nic.in</a>  <a href="mailto:skumar.dgca@nic.in">skumar.dgca@nic.in</a>
<b>DR. Anil Kumar</b> Director Environment	Deptt. of Environment	Deptt. of Environment, 6 <sup>th</sup> Level, C-Wing, Delhi Secretariat, New Delhi- 110002	2339-2029,  9717593505	<a href="mailto:direnv.delhi@nic.in">direnv.delhi@nic.in</a>
<b>SH. A K Mishra</b> Director (PR) (For permission of Parks under NDMC)	NDMC	Director (PR), NDMC, Room No. 2310, 3 <sup>rd</sup> Floor, Palika Kendra, Sansad Marg, New Delhi – 110001	2374-2532,  9810602858	<a href="mailto:directorpr@ndmcmail.gov.in">directorpr@ndmcmail.gov.in</a>

<b>Director (Enforcement)</b> (For permission of roads under NDMC)		Director (Enforcement), 4th Floor Pragati Bhawan, Jai Singh Road, New Delhi-1	23347080	
<b>SH. D.P Arora</b> Asstt. Housing Commissioner	PWD	PWD Secretariat, 5th Level, B Wing, Delhi Secretariat, I.P. Estate, New Delhi 2	23392297, 23392505	<a href="http://www.pwddelhi.com">www.pwddelhi.com</a> <a href="mailto:ahcadmin@pwddelhi.com">ahcadmin@pwddelhi.com</a>
<b>SH. RAJINDER SINGH DIRECTOR/</b>  <b>SH. P.K. RAGHAV</b> (Admn.) IG Stadium  <b>UMA DUTTA</b> (Admn.) Major Dhyan Chand National Stadium  <b>Sh Manmeet Singh Goindi</b> (Admn.) Dr. Karn Singh Shooting Range  <b>SH. SATYAJIT SANKRIT</b> (Admn.) Dr. SPM Swimming Pool Complex	SAI	Sports Authority of India J N Stadium, Lodhi Road	2436-9781/ 9958822676  2339-2729/ 9868897367  23389740/ 98688-95049  2604-7802/ 9868378888  23094832/ 9868378888	<a href="mailto:rajinder_sai@hotmail.com">rajinder_sai@hotmail.com</a>  <a href="mailto:pkraghav145@yahoo.com">pkraghav145@yahoo.com</a>  <a href="mailto:mdcns_2012@rediffmail.com">mdcns_2012@rediffmail.com</a>  Additional charge.  <a href="mailto:spmspc@yahoo.in">spmspc@yahoo.in</a>
<b>Sh.Yogendra Singh Mann</b> Director (P&I)	EDMC & North MCD	Directorate of Press & Information MCD, 'A' Wing, 5 <sup>th</sup> Floor, Dr. SPM Civic Centre, J.L.N Marg, New Delhi 2	23228551, 9811778465	<a href="mailto:dirpimcd@gmail.com">dirpimcd@gmail.com</a>
<b>SH. Mukesh Yadav</b> Director (P&I)	SDMC	Directorate of Press & Information, A wing, 5 <sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi 2	9911108847 23227109 23227108	<a href="mailto:directorpi.sdmc@gmail.com">directorpi.sdmc@gmail.com</a>
<b>Sh.Mohinder Yadav</b> Senior Public Relations Officer (Operations)	DMRC	Delhi Metro Rail Corporation Ltd. Metro Bhawan Fire Brigade Lane, Barakhamba Road, New Delhi 110001	9810497397, 23388529	<a href="http://www.delhimetrorail.com">www.delhimetrorail.com</a> <a href="mailto:mohinderyadav17@gmail.com">mohinderyadav17@gmail.com</a> <a href="mailto:mohinder.yadav@gmail.com">mohinder.yadav@gmail.com</a>

<b>MS. Medhavi Nain</b> Commercial – Promotion & Activation	DIAL	New Udaan Bhawan, Opp. Terminal-3, Indira Gandhi International Airport, New Delhi-110 037	8800398582, 47198092	<a href="mailto:medhavi.nain@gmrgroup.in">medhavi.nain@gmrgroup.in</a>
<b>SH. Suneesh Buxy</b> Conservator of Forests, Govt. of NCT Delhi	Deptt. Of Forest	A' Block, 2nd Floor, Vikas Bhawan, I.P Estate, New Delhi-02.	23370506 9868948253	<a href="mailto:suneeshb@rediffmail.com">suneeshb@rediffmail.com</a>
<b>Sh. Navin Thakur</b>  <b>Sh. Vaibhav Dogra</b>	Reliance Metro	Delhi Airport Metro Express Pvt. Ltd. D21 Corporate Park, Near Dwarka Sector 8 Metro Station Sector- 21, Dwarka, New Delhi - 110075	7428313438 7428740421	<a href="mailto:Navin.thakur@relianceada.com">Navin.thakur@relianceada.com</a>  Vaibhav.dogra@relianceada.com
<b>Smt. Seema Sharma</b> Director (P & I)  <b>Sh. Neeraj Sharma</b> Chief Public Relations Officer, Northern Railway	Ministry of Railways  Indian Railways	303, Ministry of Railways, Railway Board, Rail Bhawan, Raisina Road, New Delhi - 110001  Public Relations Office Northern Railway State Entry Road New Delhi - 1	23381224 9810039038  23362053 23361739	publicrelation.pr2010@gmail.com   <a href="mailto:cpro.nr@gmail.com">cpro.nr@gmail.com</a>
<b>Sh. Brij Lal</b> Director (Horticulture)	DDA	15 <sup>th</sup> Floor, Vikas Minar, New Delhi 110002	23370975, 9811786874 Fax: 23370975	

## Annexure IV

### Ministry of Information and Broadcasting, Government of India

#### Shooting of foreign feature films in India

#### A step by step Guide

The Government of India invites foreign film teams to shoot their films in India – a country with locations of untold beauty. We have also simplified the procedure for shooting of films by foreigners in India and the ensuing paragraphs, we hope, will answer all your questions regarding the procedure to apply for shooting permission.

### *What should accompany your application?*

You need to send us a simple letter, telling us of your intention to shoot in India, mentioning the dates of shooting, particulars of the cast and crew, and your chosen locations. Please address your letter to the relevant address a month before your planned shooting schedule, enclose four copies of the final, detailed shooting script, a draft/cheque for US\$ 225 drawn in favor of Pay & Accounts Officer, Ministry of I&B (MS), New Delhi (that is a fee for scrutiny of the script), the detailed shooting locations and particulars regarding the cast and crew coming to India. No fee is required for shooting documentaries in India.

Your permission to shoot will normally not take more than three weeks to process. The permission letter issued by the Government of India will facilitate your permission from other local authorities, which may, in some cases, need to be obtained directly from these authorities.

In case any living personality is portrayed in the film as a Character, we suggest that you share the script with that personality or his/her legal heirs, before beginning the shooting, and obtain a "No Objection Letter". This letter will expedite the clearance of your application, and also guard against the possibility of any defamation or libel suits.

If you propose to shoot your film as a co-production, a copy of the agreement between your company and the Indian Party indicating the role of each party, its responsibilities and liabilities, must accompany the application.

If your film requires shooting in the scenic but sensitive areas of Jammu & Kashmir, the North Eastern India or border belts, and your application will be considered for specific approval in consultation with the Ministry of Home Affairs. In such cases, you would need to allow more time to process your application.

### *What the Indian Mission in your Country will do for you?*

Do submit the detailed particulars of all the members of the shooting team, to the Indian Mission in the Country, from which they would be departing for India at the time, indicating your intention to shoot in India. Our mission will issue those visas in the normal course.

### *Other things that you may want to know?*



An expert from a panel constituted by us for this purpose will scrutinize your script. If considered necessary, to facilitate the shooting a Liaison Officer may be attached to a film shooting team. This officer will help you to get local clearance, and provide an interface with any local institutions. Where a Liaison Officer is so attached to the shooting team, the Government of India will bear his expenses. In exceptional cases you may need to show the completed film to a representative of the Government of India, in India or in an Indian Mission abroad, before its release anywhere in the world. This requirement will apply only to films made on subjects of political, religious or socio cultural sensitivity, and is focused on ensuring that the film has been shot in accordance with the scrutinized script and that the film has nothing objectionable from the point of view of presentation of a correct and balanced perspective on the topic covered.

During the shooting of the film if it is felt that any material changes or deviation from the approved script is necessary, permission may be taken from this Ministry before shooting these scenes.

Send your application for shooting feature films/telefilms in India to:

The Ministry of Information and Broadcasting

Government of India, "A" Wing, Shastri Bhavan

New Delhi-110 001

Send you applications for shooting documentaries in India to:

The Ministry of External Affairs,

(External Publicity Division)

Government of India, "A" Wing Shastri Bhavan,

New Delhi-110 001

To

The Secretary

Ministry of Information and Broadcasting,

Government of India,

New Delhi

Sub: .....

Sir,

With reference to the Ministry of Information and Broadcasting's letter no. .... Dated ....., we hereby give the following undertakings.

Shooting of the film will be done in locations in India in accordance with the script as approved by the Government of India. If we consider any material changes are necessary in the script, we shall obtain the prior approval of the Government of India for such changes.

We shall furnish the detailed particulars of the members of the shooting team and the exact locations where the shooting would take place in India at least one month in advance of the arrival of the team in India. We note that prior approval of the Government of India is necessary for fixing of locations for shooting in certain areas.

We note that in the case of assistance to be obtained from other Ministries such as Defence, Education etc. separate agreements as stipulated by these Ministries, are required to be signed with them.

We shall shoot the film only in the presence of a Liaison Officer where attached to the team by the Ministry of Information and Broadcasting.

We accept that part of the Liaison Officer's duty will be ensure that nothing detrimental in the depiction of India or the Indian people shall be shot or included in the film. In the event of any disagreement arising between the team and the Liaison Officer in this respect, the matter will be immediately referred to the Ministry of Information and Broadcasting whose decision will be final. We shall ensure that India's security interests are not compromised in any manner.

We undertake to show our completed film to the representative of the Government of India/the Indian Mission in \*..... for scrutiny if recommended by the Ministry of I&B and we further undertake to delete and destroy the portions of the film that

may be found objectionable on such scrutiny by the Government of India, before the film is utilized for public exhibition anywhere in the world

After the shooting of the film is completed in India we shall provide, in duplicate, to the Ministry of Information and Broadcasting a narrative report about the details of shooting done in India.

Yours truly,

{ }

**Annexure V**

### **Archaeological Survey of India**

#### **(For filming at protected Monuments)**

Archaeological Survey of India looks after conservation, preservation and maintenance of more than 3500 monuments/sites declared as of national importance located in different geographical zones of the country. While implementing the Ancient Monuments and Archaeological Sites and Remains Act, 1958 and Rules, 1959 made there under, ASI issues license for filming within the premises of protected monuments/sites declared as of national importance. Interested persons are required to apply in prescribed form well before for permission to take up filming operation. Foreign Nationals who intend to make documentary/feature films, with or without cast, as the case may be, also require to obtain permission from Superintending Archaeologist of the Circle Office after obtaining NOC from the Ministry of External Affairs, Government of India.

#### **Procedure/Formalities**

Every person intending to undertake filming at a centrally protected monument/site needs to apply to the Superintending Archaeologist of respective Circle under whose jurisdiction the monument / site is to be filmed falls. The application should be submitted in Form IX of the Ancient Monuments and Archaeological Sites and Remains Rule, 1959, at least three month before the proposed date of commencement of filming.

#### **Documentaries:**

For filming documentary (Video Film / cinematographic Film) in centrally protected monuments / sites by professionals and the other agencies, License fee of Rs. 5,000/- is charged per monument/site per day. The requisite fee requires to be deposited in form of Demand Draft drawn in favour of respective Superintending Archeologist. If the cast is involved in the filming operation, a deposit of Rs. 10,000/- is to be deposited in form of separate Demand Draft. The said security deposit is refundable after the filming has been completed and during the filming operation no damage has been caused to the monument and no term and condition has been violated. The refund of security deposit is done on receiving a certificate from the site incharge.

Video filming from exterior of a centrally protected monuments/site listed under second schedule, for non-commercial purpose and which does not involve any cast and use of a stand, is permitted on payment of a fee of Rs. 25/-.

### **Feature Films:**

To undertake filming of commercial feature film with or without cast at centrally protected monuments/sites, permission from Superintending Archaeologist of the concerned Circle is required. For grant of permission an application is to be made in Form IX of the Ancient Monuments and Archaeological Sites and Remains Rule, 1959, at least three months before the proposed date of commencement of filming. The application form should be supported with a copy of the script of the film. Further, a fee of Rs. 5,000/- per monument per day is required to be deposited, with security deposit of Rs. 10,000/-, if any cast is involved.

The requisite fee and security deposit is required to be deposited through separate Demand Drafts drawn in favour of respective Superintending Archaeologist. The security deposit is returned back after completion of filming and on production of no dues certificate from the site incharge.

The permission for filming is subject to conditions as specified under the Ancient Monuments and Archaeological Sites and Remains Rule, 1959. In addition, the applicant has to abide by following conditions namely-

1. The licensee shall not film interior part of any monument or such part of the monument covered by roof of any description.

2. The licensee shall not violate any customary or religious practice in vogue or do anything which is not in keeping with the religious sentiments, in case of religious character of the monument.
3. The licensee shall not use any flash or any other artificial lights in respect of paintings.
4. The licensee shall not take any person or cast and heavy equipments bear the monument.
5. The licensee shall make the good, the damage, if any, caused to the monument during the course of filming.
6. The license shall not put any light equipments or any fixture on the monument or ancient structure.
7. No stage set or creation of artificial ambience or tent/shamiyana shall be erected within the premises of the monument.
8. The licensee is not allowed to create artificial rain within the premises of the monument.
9. In case the monument is ticketed, entrance fee shall be applicable to all artists, technicians, film crew and other members.
10. The licensee shall ensure that the movement of visitors within the precinct of the monument is not, in any way, hampered.
11. The licensee shall always be for the specific period mentioned there under the license granted.
12. The timings of filming at monument would be between the opening and closing hours of the monument only.
13. The applicant has to submit security deposit of rupees ten thousand per monument in case any cast is involved in the filming.
14. The licensee should submit a copy of the script of the film to be shot at the monument/site to the ASI.
15. The film proposed to be shot at should have some relevance with the history of the monument/site. In no way the film should portray the monument/site in a bad light.
16. If any objectionable scene is shot at the monument, ASI reserves the right to remove or delete the same from telecasting/screening and action will be taken as per the rules.

17. The licensee should follow the instructions of the ASI officer or his representative.
18. The licensee should restrict his team as less as possible.
19. No vehicle, generator etc. are allowed within the precinct of the monument.
20. The licensee shall arrange for preview of the film and also supply a copy of the portion of the film to the Archaeological Survey of India free of cost.
21. The courtesy of the Archaeological Survey of India shall be duly acknowledged at the time of release of the film/documentary as the case may be.
22. ASI reserves the right to cancel the license for filming.

**APPLICATION FOR LICENCE OF FILMING OPERATION AT PROTECTED MONUMENT(S)**

**UNDER Rule – 43**

1. Name of the applicant and address : -----

2. Name of the monuments at which the  
Proposal filming operation is to be carried out: -----

3. Locality : -----

4. District : -----

5. State : -----

6. Part of the monument proposed to be  
Filmed : -----

7. Nature and Purpose of the Filming  
Operation and the context in which the monument is proposed to be filmed  
(Relevant extract of the script should be attached in triplicate and details of the  
scenes to be filmed should be furnished in triplicate)

: -----  
-----  
-----  
-----



8. Number of persons in the cast: -----

9. Approximate duration and date of  
Commencement of proposed

Filming operation : -----

I declare that the above information is correct. I also undertake to observe the provisions of the Ancient Monument and Archeological Sites and Remains Act, 1958, and the rules made there under.

**Seal of the Organization**

Station:

Date:

**Signature of the applicant**

(If the application is on behalf of an organization, the sign should be that of the head of the organization)

**Annexure VI**

**New Delhi Municipal Council  
Pragati Bhawan: Jai Singh Road  
New Delhi-110 001**

1. Name of the Work: Booking of various parks, gardens, lawns, in NDMC area and approval of their charges/rates.

2. Name of the Department: Public Relations Department

3. Brief History

**Sub: - Rates in respect of Films etc. in NDMC area**

S. No.	Description	Rates {per day}(In Rs.)	
1	Talkatora Garden, Nehru Park, Lodhi Gardens, Sanjay Jheel Park	1,00,000.00	Booking
		50,000.00	Security

2	Central Park, other area Roads, Market	50,000.00 Booking 25,000.00 Security
3.	Permission for shooting on roads/road side in NDMC area  Booked by Enforcement Department	Rs. 1,00,000/- per day & site  Rs. 50,000/- security

### Terms & conditions to be followed by agencies are:

1. All requests for booking of the parks will be addressed to Director (PR), Room No. 2001, Ground floor, Palika Kendra, Sansad Marg, New Delhi-110 001. Tel. No. 23742532. And for roads to be addressed to Director (Enforcement), NDMC.
2. If the agency requires any extra electricity apart from that already available in the Park they will have to apply for separate electrical point which will be charged on actual consumption basis. A maximum of 60 KW additional temporary electricity connections can be provided for which a flat rate of Rs. 50/- KW for maximum 06 hours used per day will be charged. NOC from caretakers of the park, electricity department (wherever applicable) will be required before refund of security. The request for temporary connection may be addressed to Director (Commercial), SBS Palace, Gol Market, New Delhi.
3. The payments will be made in the form of demand drafts in the name of Secretary, NDMC separately for security and maintenance charges. This would be deposited maintenance charge in head of **A/c H (vii) {60/61/140/50/21} and security deposit in head of A/c H (vii) {340/80/03}** - reservation of parts/play ground.
4. Only silent generators will be permitted and they will have to be placed at pre-specified designated locations.
5. Preparations, sale and distribution of edible items will not be permitted inside the park. However, individual picnics are allowed.

6. Security/Fire safety measures have to be taken by the organizers and approved by Chief Security Officer and Chief Fire Officer, NDMC.
7. The program conducting agency shall ensure that all materials used are fire resistant and not inflammable. Bursting of fire crackers will be prohibited.
8. No inflammable items including gas, stoves/cylinders etc. will be permitted in the park.
9. Programs which involve expected audience to be more than 500 will have to take permission from the DCP (Traffic), New Delhi.
10. In case of cancellation of booking more than one month in advance from the date of function 30% of the booking charges will be forfeited. If the program is cancelled less than one month in advance of the date of function 50% of the booking charges will be forfeited. In case the booking is cancelled within 48 hours from the date of function, the entire booking amount shall be forfeited. However the security deposit will be refunded in full in all cases.
11. Booking party may claim security deposit within 180 days of the completion of function failing which the security will be forfeited and deposited in the municipal treasury.
12. For refunds of security deposit NOC have to be taken from the following Officers:-

<b>S. No.</b>	<b>Name of the park</b>	<b>Name &amp; designation of official</b>
01	Talkatora Garden	Section Officer (Horticulture)
02	Talkatora Cricket Ground	Coach (Cricket)
03	Lodhi Garden	Asstt. Director (Horticulture)
04	Nehru Park	Asstt. Director (Horticulture)
05	Central Park, Connaught Place	AE - ICP
06	Sanjay Jheel	Asstt. Director (Horticulture)

13. Entry to the park will be free and no charges be levied by the agencies for access to the park during any such program.
14. Organizers may ensure that no/minimum inconvenience is caused to public.
15. Parking of vehicles will be allowed only at permissible parking lots.
16. No commercial/Marriage/Private function of any kind will be permitted in any of the park.
17. Garbage is to be collected at designated space (s) and kept in proper bags for (recyclable and no recyclable) and to be disposed at specified sites by the agencies organizing the program.
18. The agency conducting the program will have to follow the prevailing noise pollution and sound decibel levels rooms.
19. No digging of any kind will be permitted inside the park. This includes tentage/structure of any kind.
20. A spot fine of Rs. 500 will be levied if any individual is found guilty of littering, damage to grass bed and flower plants, structural damage etc. in each case.
21. NDMC will be liable for any compensation due to mis-happening/accident due to any act otherwise of the organizers.
22. Chairperson, NDMC reserves the right to relax/after/except any of the above terms and conditions including booking/maintenance charges and security.

## **Annexure VII**

### **Municipal Corporation of Delhi {Permission for Shooting of Feature/Documentary Films}**

Format

01	Name/Title of the firm seeking permission for shooting	
----	--	--

02	Address	
03	Nodal Officer (Name, Address & Phone Nos.)	
04	Nature of the film	
05	Area/s where shooting is to be done	
06	Dates alongwith timings of shooting	
07	Whether permission from Police and Traffic Police obtained {please enclosed photocopy}	
08	Whether permission obtained from other concerned authorities {Please enclose photocopies}	

### **Guidelines**

MCD will consider granting permission only if other concerned authorities such as Ministry of External Affairs, Archaeological Survey of India, and Station House Officer of Delhi Police and Senior Official/Sub M Inspector/Assistant Sub-Inspector of Delhi, Traffic Police have granted permission for shooting as per schedule applied in the above format.

The firm shall have to give an undertaking that the premises/place where film has to be shot shall not be disturbed or tampered in any form.

### **Annexure VIII**

#### **Application for grant of permission for Aerial photography / Remote Sensing Survey**

#### **(DGCA)**

1. Name and details of the company/agency seeking permission for aerial photography/ Remote Sensing Survey with the registered office address.

2. Details of the person {s} / Company who is to take photographs / Aerial Survey on behalf of the agency at paragraph 1 above.

01	Name {Expanding initials}	
02	Father's Name	
03	Date & Place of Birth	
04	Present Address	
05	Permanent Address	
06	Nationality {if foreigners, information in Sr. No. (g) & (h) may also be provided}	
07	Passport no., date of Issue & Issuing Authority	
08	Visa particulars including type, No., date, validity and issuing office.	

09	Purpose of aerial photography	
10	Objects to be photographed with the exact location (six copies of map scale 1:250,000 or a tracing of the same scale are to be attached) with the latitude/longitude	
11	Scale of photography	



12	Focal length of Camera	
13	Height of the flight	
14	Formal size	
15	Type of cameras/sensor being used	
16	Type of Date	

3. Proposed date when aerial photography/aerial survey is to be undertaken.
4. Description of Aircraft, along with the name and address of the pilot and of the owner of the aircraft.
5. Name of the aerodrome to take off.
6. In case of the task is to be carried out for State/Central Government; the copy of authority from the concerned State Government may be attached.
7. If permission is granted I/We undertake to comply with the following conditions and any other conditions as prescribed:
  - ❖ The photography/remote sensing survey will be confined to the exact area as applied and cleared by the Ministry of Defence.
  - ❖ No Photography/Survey will be undertaken in the area so specified by the Ministry of Defence
  - ❖ The exact date and time of actual photography/remote sensing survey will be intimated to Air Headquarters {Directorate of Intelligence} at least two weeks in advance to enable them to detail a Security Officer.
  - ❖ The aircraft/helicopter used for aerial photography/remote sensing will have seating capacity for Security Officer apart from pilot and photographer.

- ❖ The Security Officer of the Ministry of Defence will accompany the flight undertaken for aerial photograph, if considered necessary. The security Officer when deputed will initial each film/digital media taken for aerial photography. His decision with regard to all photographic matters shall be final and binding.
- ❖ We shall take out an insurance policy for Rs. 20,00,000/- {Rupees twenty lakhs only) in favor of the security officer and assign it to the President of India to indemnify the Government of India from any changes on account of non-effective benefits admissible to the Security Officer and/or his family in the event of any mishap to the aircraft.
- ❖ No Defence installations will be photographed/over flown unless specifically cleared by the Ministry of Defence.
- ❖ Air headquarters (Directorate of Intelligence) will be intimated on completion of photo/survey tasks and for detailing another. Security Officer to check the cover plots / photo products /digital data as required.
- ❖ In cases where it is not considered necessary to depute security officer by the Ministry of Defence, the exposed film will be processed and plotted but not issued for use till Security vetted by a representative of the Air Headquarters. (Directorate of Intelligence)
- ❖ In case so specified by the Ministry of Defence in their clearance letter, the film/digital image after exposure will be processed in the presence of Air Force representative designated, who will vet them from security angle before releasing them.
- ❖ Government will not be liable for any loss or damages of films/digital data while in their custody.
- ❖ Traveling allowance/daily allowance in respect of the Security Officer/Joint Inspection Team (specified by MOD on case to case basis) as admissible under the existing rules will be paid by us.

- ❖ Where exposed films/digital data have to be conveyed outside India because facilities to develop/process them do not exist in the country, Ministry of Defence will be informed of this fact at the initial stage of application by us and we undertake to abide by the conditions/arrangements laid down/suggested by the Ministry of Defence.

**Signature of the applicant**

Dated: .....

To

The Director General of Civil Aviation,  
DGCA Complex, Opposite Safdarjang Airport,  
New Delhi-110 003

**Annexure IX**

### **Permission for Film Shooting by Delhi Police**

1. In case film shooting is scheduled in one District, then concerned District DCP is fully empowered to grant permission to the producer.
2. In case film shooting is scheduled more than one District then permission is granted by Police Headquarters after the approval of Senior Officers
3. In case film shooting is scheduled in the area of High Security Zone i.e. near R.P. Bhawan, North-South Block, Raj Path, Parliament House and India Gate etc. the NOC is sent to MHA after obtaining reports from concerned local police i.e. Addl.CsP/DCsP /New Delhi Distt., Traffic, Security, Special Branch etc. Thus MHA is empowered in the area of High Security Zone.

**Guidelines by Ministry of External Affairs,**  
**Govt. of India**

**Documentary Film making in India, by Foreign Audio Visual Agencies**

The completed application form and signed undertaking (placed below) has to sent, preferably by e-mail, to the officer responsible for press and information work in the relevant Embassy or High Commissions of India. The application is processed in India by the External Publicity (XP) Division of the Ministry of External Affairs, which issues a clearance for filming in India (a specimen copy is enclosed). Indian missions abroad issue Journalist ('J') visa for travel to India for filming on the basis of this clearance. Documentary filming is not permissible on other types of visas (e.g. tourist/business visas) upon issue of the clearance import of only filming equipment is facilitated. The local representative of the producers can collect a letter for customs facilitation in advance from the XP Division.

**APPLICATION FOR FILMING DOCUMENTARIES IN INDIA**

- 1. Title of the Film:**
- 2. Producer of the Film:**
  - (a) Organization:**
  - (b) Contact Details:**
- 3. Details of Representative in India, if any:**
  - (a) Organization/Representative**
  - (b) Contact Details:**
- 4. Documentaries made earlier by applicant:**

**(Attach separate sheet, if required)**
- 5. Any documentary filmed in India:**

**If yes, details thereof (Attach separate sheet, if required):**
- 6. Has applicant ever refused permission for filming in India?**

**7. Is any pre-filming visit intended:**

**(a) If so, itinerary thereof:**

**8. Is the documentary for public broadcast?**

**If so, on which network/channel:**

• **PLEASE ATTACH THE FOLLOWING:**

- . Undertaking (as per form provided)
- . Synopsis of the documentary
- . Exact locations with dates for filming
- . List of cinematic equipment to be used
- . List/full details of crew members

Place:

Date:

(Signature of Applicant)

### **UNDERTAKING**

With reference to my/our application to make a documentary film in India, I/we hereby undertake to abide by the regulations of the Government of India governing the making of such films.

I/we agree to attachment of a Liaison Officer during the entire duration of filming in India if the Government of India or a State Government finds it essential to appoint such a Liaison Officer. In the event of a Liaison Officer being appointed, I /we agree to meet the expenses for the travel and stay of the Liaison Officer concerned.

I/we agree that where archaeological monuments are concerned, we would furnish the application in required proforma with scripts/synopsis of the subject and content of the film and further that the decision of the Archaeological Survey of India on the filming of such monument will be final. I/we further agree that the team will follow the advice of the appropriate officer of the Archaeological Survey of India office nearby or on the spot, where so empowered by the appropriate officer.

I/we also agree to show the film to a representative of the Government of India, if so requested, at least two weeks before final telecasting/screening, furnishing in advance a full translation in English of the commentary, where required. I/we further agree to work constructively with the Government of India representatives to remove deviations, if any, from the approved treatment/script of the film and thereby achieve a balanced and accurate exposition of the theme.

Signature of the Producer

Place:

Date:

Signature of Leader of the Team

**Specimen of clearance issued by XP Division**

No.XPR/1213/

27th July 2007

**To Whom It May Concern:**

Certified that External Publicity Division, Ministry of External Affairs has no objection to shooting of a documentary film titled "....." by ABC Films, UK. Filming is approved at Bhagalpur, Sultangunj, Patna, Vikramshila and Varshali in Bihar, Gazipur Sarnath, Varanasi, Mirzapur, Chunar, Allahabad, Kanpur, Bijnor, Hastinapur in Uttar Pradesh, Haridwar, Rishikesh, Rajaji (outside the national park), Deoprayah, Utarkashi, Gangotri and Gaumukh in Uttarakhand, Sagar, Bali Gaur, Gosaba, Kolkata and Murshidabad in West Bengal only, subject to following conditions:

The Producers will obtain prior permission of the local authorities / Railways / Port / Airport Authorities concerned, wherever necessary.

No civil Vulnerable Areas / Vulnerable Points and restricted / protected/ prohibited areas will be covered during the course of shooting.

There will be no deviation from the original synopsis / program submitted to this Ministry.

A Liaison Officer may be attached to the filming team, during the filming.

The Mission / Post may preview the final film before screening / telecast. Producers will favorably consider suggestions from the pre-viewer concerning deviations, if any, from the approved synopsis/theme of the documentary.

Producers will take prior permission from the Archaeological Survey of India, on payment of the prescribed fee, if shooting involves any protected Monument Forts etc under the ASI. The application to ASI for such permit is to be made directly by the Producers or their representatives in India, if any.

Any non-financial assistance rendered to the filming team will be appreciated.

Publicity Officer (PR/TV)

XP Division

MEA

## **Annexure XI**

### **Delhi Metro Rail Corporation Ltd.**

Policy for hiring DMRC's premises including stations or trains for a particular period/ time for film shootings, TV commercials, events etc.

#### **1. Objectives:**

Delhi Metro Rail network today consists of 190 kilometers with 143 stations, including 6 stations of Airport Express Line, spread across the length and breadth of the National Capital Territory of Delhi and has reached NCR regions of NOIDA, Ghaziabad and Gurgaon. Delhi Metro is a world class metro and the vast infrastructure created by it, at present, is not available in any other part of the country, with infrastructure of Airport Express Line being unique. DMRC premises including spaces at stations and trains may be given on short term hiring basis for the purpose of shooting of films, documentaries, TV commercials, etc. Advertisement of any kind including product display shall not be permitted during such hiring of DMRC premises. Further, these activities of shooting shall not cause inconvenience to the metro users or interfere in the operation of metro services.

## 2. Eligibility:

Reputed Production House, Event Management Company, Show Organizer, Film Producer & Exhibitor and Branding Company may make a request on the letter head of the company. However, application in Annexure – F (Event Guidelines and Application Form) is mandatory.

## 3. Booking Fees:

The schedule of Booking Fees for hiring DMRC's premises per scheduled hour of occupancy including stations or trains (including cars) for above purposes shall be as under:-

S.No	Area of Booking	Booking Fees/hour (excludes Service Tax & free period of max one hour)
<b>1.</b>	<b>Train*</b>	
<b>1.1</b>	<b>Special Category Lines* (Line – 2, 3/ 4 and Airport Line)</b>	
	Inside Metro Train (Special Train)	Rs. 2,00,000/-
<b>1.2</b>	<b>Moderate Ridership Lines (Line – 1,6)</b>	
	Inside Metro Train (Special Train)	Rs. 1,00,000/-
<b>1.3</b>	<b>Low Ridership Lines (Line 5)</b>	
	Inside Metro Train (Special Train)	Rs. 75,000/-
<b>2.</b>	<b>Inside Metro Station*</b>	
(i)	Special Category Stations (as in Annexure – A)	Rs. 2,00,000/-
(ii)	High Ridership Stations and Airport Express Line Stations (as in Annexure – B)	Rs. 1,50,000/-
(iii)	Moderate Ridership Stations (as in Annexure – C)	Rs. 1,00,000/-
(iv)	Low Ridership Stations (as in Annexure – D)	Rs. 75,000/-

\*Here, following definition of station and trains may be considered:-

- Inside Train – Where train(s) has/ have been booked and the activity inside the train including shooting of boarding/ deboarding at platforms.
- Inside Station: Station area such as circulating area, entrance, unpaid & paid areas, platforms and no train has been booked. The shooting of



regular revenue train from the platform without any actor/ actress/ crew member will be permitted as part of shooting of the station.

c) Both Train & Station – Wherein shooting is being done inside the train, outside the train, station area and trains has/ have been booked for shooting purpose excluding category a) above.

d) Lines (as in October 2013) –

Line 1: Dilshad Garden to Rithala

Line 2: Jahangirpuri to HUDA City Centre

Line 3/ 4: Dwarka Sec 21 to NOIDA City Centre/Vaishali

Line 5: Inderlok/ Kirti Nagar to Mundka

Line 6: Central Secretariat to Badarpur

Airport Express Line: New Delhi to Dwarka Sec 21

3.2. The agency will be given maximum 60 minutes free time to set up the instruments/ camera etc. In case of any dispute regarding time of start of activity or free time allowed, the decision of DMRC would be final and binding.

3.3. The above mentioned charges shall be paid, in advance, in the form of Demand Draft/ Banker's Cheque drawn in favour of DMRC Ltd./ DMRC Airport Line, as the case may be, payable at Delhi.

3.4. In case the shooting/ event goes beyond permitted time, then additional charges on pro rata basis has to be paid by the party. The additional time to be rounded off to next 15 minutes as illustrated below.

*Illustration:* If the film shooting is scheduled from 10 AM to 12 Noon and the shooting continues till 12:10 PM, the booking fee will be charged upto 12:15 PM i.e for 2.25 hrs only. The booking fee for remaining 15 minutes (0.25 hr) would be paid by the agency on pro rata basis.

3.5. Once the permission is granted, change in category from station to train and vice versa shall only be allowed if it is generating more revenue then already agreed and if feasible. If it is leading to lowering of revenue then it will not be agreed.

3.6. It is the responsibility of the payer to see at what rate the tax is deducted at source while booking or making the payment to DMRC and they shall

issue the certificate to DMRC. Tax may be deducted @ 2% if booking is made for train only and @ 10% if booking is made for station only.

#### **4.0. Security Deposit**

Besides applicable charges, as mentioned at 3.0 above, the applicant shall be required to submit interest free Security Deposit in the form of Demand Draft/ Banker's Cheque. The amount of the Security is required to be deposited on confirmation of booking (at least 10 days in advance of scheduled date of booking). The amount of the security deposit shall be as under:-

<b>S.No.</b>	<b>Property Involved</b>	<b>Amt. of Security Deposit</b>
1.	Stations	Rs. 3,00,000/-
2.	Both Train and Station	Rs. 6,00,000/-
3.	Only Train	Rs. 5,00,000/-

Security Deposit in the form of Demand Draft/ Banker's Cheque will be kept by the CC deptt. till the shoot is over and refunded at the earliest. However, if there is any dispute/ damage etc., the same will be deposited into DMRC A/c, if dues are not cleared.

#### **5.0. Indemnity Bond**

The applicant shall submit an indemnity bond on a stamp paper of hundred rupees value, duly notarized, indemnifying DMRC completely against any loss, injury, damage caused by Metro commuters, DMRC's men, material & property and to their men & material during the campaign period and undertake to bear all cost incurred as a result of such incidence. The format is at Annexure – E which is required to be submitted before the start of the campaign.

#### **6.0. Payment of applicable Fees/ Security Deposit**

- 6.1. The applicant organizations as mentioned at 2.0 above may apply in Event Guidelines and Application Form (Annexure – F) which should be submitted to DMRC at least 15 days in advance for proper scrutiny and approval of the case.

- 6.2. The applications will be registered on First come First serve and confirmation will be done in order of registration. The priority register will be maintained in the Corporate Communication (CC) cell to record the time and date of registration of request.
- 6.3. All fees including all applicable taxes must be submitted in the form of Demand Draft/ Banker's Cheque at least 10 working days (excluding the day of the event) before the day of the scheduled event failing which the applicant may lose his priority.
- 6.4. The applicant organization should pay an interest free refundable security deposit as mentioned at 4.0 above on confirmation of booking by DMRC.

## **7.0. Other Terms and Conditions**

The applicant shall abide by following terms and conditions in addition to the financial matters as discussed above:-

- 7.1. Production Company shall be responsible to obtain any/ all permissions from all other concerned agencies, wherever required.
- 7.2. Timing of the event has to be agreed in advance and must be strictly adhered to.
- 7.3. In case of any loss and/ or damage caused to DMRC's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
- 7.4. It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and/ or brought in by the applicant. Any cost incurred by DMRC due to the negligence or failure of the applicant in this regard shall be deducted from the security deposit of the applicant or charged additionally in case it exceeds the security amount.
- 7.5. All people of the applicant's team shall carry entry badges at the time of event.
- 7.6. DMRC at all times retain the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel or property.

- 7.7. DMRC reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.
- 7.8. The company/ production house may use film, video and photographs shot at DMRC only for the purpose stated in the application form. The images/ footage should not be used for any other purpose without written permission from DMRC.
- 7.9. DMRC shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defence and expenses including legal fees thereof) which are caused by the actions of the applicant organization and/ or by any participant of the event.
- 7.10. Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of DMRC.
- 7.11. There should not be any inconvenience to the daily commuters at the time of the event.
- 7.12. Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
- 7.13. The proposed activities shall not hamper the operational activities or cause any inconvenience to the passengers.

## **8.0. Cancellation and Refund rules**

8.1. The booking may be cancelled on the request of the applicant. The refund of the booking amount shall be as under:-

<b>Time of making request for cancellation</b>	<b>Refundable booking amount</b>
Before or in 7 days in advance of scheduled day of event (Excluding the day of event)	75%
Before or on 5 days in advance but later than 7 days in advance (Excluding the day of event)	50%
Before or in 3 days in advance but later than 5 days in advance (Excluding the day of event)	25%
Later than 3 days in advance (excluding the day of event)	Nil

### **Illustration: If booking has been made for Sept 15, 2013**

<b>Time of making request for cancellation</b>	<b>Refundable booking amount</b>
Before or on Sept 8, 2013	75%
After Sept 8 but before or on Sept 10, 2013	50%
After Sept 10 but before or on Sept 12, 2013	25%
After Sept 12, 2013(event)	Nil

- 8.2 The security deposit will be refunded in full on cancellation of the booking.
- 8.3. DMRC reserves the right of full refund in case of abnormal force majeure condition.
- 8.4. DMRC at all times reserves the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property. In such cases the booking fees will be refunded on pro-rata basis i.e. the period of booking will be counted upto next 15 minutes and the booking fee will be charged upto the period of shooting/ filming/ activity.
- Illustration* – If the film shooting is scheduled from 10 AM to 12 AM and the shooting has to be cancelled at 11.10 AM by DMRC on any of the above account, the booking fee will be charged upto 11.15 AM i.e. for 1.25 hrs only. The booking fee for remaining 45 mins (0.75 hr) would be refunded.
- 8.5. In case of acceptance of cancellation request, DMRC reserves the right to allocate it to the next in turn.

### **9.0. Exceptions**

- 9.1. Activities prohibited under any law will not be allowed.
- 9.2. Animals will generally not be permitted on DMRC property. If it is required DMRC's prior permission will be a pre-requisite. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
- 9.3. Use of fire, gunfire, explosives or any hazardous material is not permitted at DMRC stations.
- 9.4. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.

- 9.5. The company/ production house should not be allowed to make any changes in respect of the names of the locations, stations, train etc. without prior specific permission of DMRC.
- 9.6. DMRC staff/ contractors will not be involved in the event without the prior written permission of DMRC Ltd.
- 9.7. In case of power requirement during the event at the station, the supply will be available on chargeable basis. Applicant can also use generators for supply of power as required. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.
- 9.8. The synopsis of film/ documentary/ serial/ TV commercial etc. has to be shown to DMRC before approval. No negative projection of the metro is permitted. There should not be any direct/ indirect reference to terrorism in the script which contains shots of the metro and an undertaking to this effect should be given to DMRC.

#### **10.0. Submission Applications**

The applicant organization shall be required to submit their application (Annexure – F) with associated documents at the following address:-

Executive Director,  
Corporate Communications,  
Delhi Metro Rail Corporation Limited,  
1<sup>st</sup> Floor, Metro Bhawan,  
Fire Brigade Lane, Barakhamba Road,  
New Delhi – 110001

Any clarification on the policy may also be made at the above address.

#### **11.0. Applicability of the Policy**

This policy shall remain valid for a period of one year from the date of notification on DMRC's website.

#### **12.0 Exemption**

Any exemption in the policy may be permitted with the approval of MD.

<b>Annexure - A</b>	
<b>S.No.</b>	<b>Station</b>
1.	Chandni Chowk
2.	Rajiv Chowk
3.	New Delhi
4.	Kashmere Gate (Rail & Metro)

<b>Annexure - B</b>	
<b>S.No.</b>	<b>Station</b>
1.	Karol Bagh
2.	Laxmi Nagar
3.	Saket
4.	Uttam Nagar East
5.	GTB Nagar
6.	Huda City Centre
7.	Shahdara
8.	Vaishali
9.	M.G. Road
10.	Hauz Khas
11.	Noida City Centre
12.	Dwarka Mor
13.	Dilshad Garden
14.	Badarpur
15.	Shadipur
16.	R K Ashram Marg
17.	Nirman Vihar
18.	AIIMS
19.	Malviya Nagar
20.	Chawri Bazar
21.	Barakhamba Road
22.	Chattarpur
23.	Rithala
24.	Rajendra Place
25.	Botanical Garden
26.	Anand Vihar ISBT
27.	Noida Sector – 15

28.	Sikandarpur
29.	Jahangir Puri
30.	Rajouri Garden
31.	Vishwavidyalaya
32.	Janakpuri West
33.	Tilak Nagar
34.	INA
35.	Green Park
36.	Noida Sector – 18
37.	Govindpuri
38.	Seelampur
39.	New Delhi (Airport Express Line)
40.	Shivaji Stadium (Airport Express Line)
41.	Dhaura Kuan (Airport Express Line)
42.	Delhi Aerocity (Airport Express Line)
43.	Airport (Airport Express Line)
44.	Dwarka Sector – 21 (Airport Express Line)

Annexure - C	
S.No.	Station
1.	Rohini West
2.	IFFCO Chowk
3.	Jhandewalan
4.	Subhash Nagar
5.	Nehru Place
6.	Mayur Vihar Phase 1
7.	Tis Hazari
8.	Kaushambi
9.	Pragati Maidan
10.	Moti Nagar
11.	Noida Sector – 16
12.	Patel Chowk
13.	Nawada
14.	Akshardham
15.	Central secretariat – L-2 & L-6
16.	Shastri Nagar
17.	Pitampura



18.	Uttam Nagar West
19.	Azadpur
20.	Nangloi
21.	Janak Puri East
22.	Pratap Nagar
23.	Netaji Subhash Place
24.	Patel Nagar
25.	Lajpat Nagar
26.	Tagore Garden
27.	Preet Vihar
28.	Rohini East
29.	Pul Bangash
30.	Adarsh Nagar
31.	Ramesh Nagar
32.	Kirti Nagar L-3 & L-5
33.	New Ashok Nagar
34.	Karkardooma
35.	Shastri Park
36.	Welcome
37.	Peera Garhi
38.	Mandi House
39.	Inderlok L-1 & L-5

Annexure – D	
S.No.	Station
1.	Guru Dronacharya
2.	Kailash Colony
3.	Mundka
4.	Jhilmil
5.	Arjan Garh
6.	Kanhaiya Nagar
7.	Moolchand
8.	Kohat Enclave
9.	JLN Stadium
10.	Dwarka Sector - 10
11.	Dwarka
12.	Jasola Apollo

13.	Dwarka Sector 9
14.	Tughlakabad
15.	Udyog Bhavan
16.	Indraprastha
17.	Sarita Vihar
18.	Model Town
19.	Keshav Puram
20.	Kalkaji Mnadir
21.	Jor Bagh
22.	Civil Lines
23.	Dwarka Sector – 21
24.	Dwarka Sector – 14
25.	Race Course
26.	Qutub Minar
27.	Nangloi Railway Station
28.	Dwarka Sector – 12
29.	Okhla
30.	Khan Market
31.	Paschim Vihar East
32.	Mohan Estate
33.	Golf Course
34.	Sultan Pur
35.	Madi Pur
36.	Mayur Vihar Extn.
37.	Jangpura
38.	Mansarovar Park
39.	Vidhan Sabha
40.	Ghittorni
41.	Dwarka Sector – 11
42.	Shivaji Park
43.	Paschim Vihar West
44.	Ashok Park Main
45.	Udyog Nagar
46.	Dwarka Sector 8
47.	Dwarka Sector 13
48.	Sat Guru Ram Singh
49.	Surajmal Stadium
50.	Rajdhani Park

51.	Punjabi Bagh
52.	Yamuna Bank

## Annexure – E

### INDEMNITY BOND (on Rupees Hundred Stamp Paper)

I, [Name of the official], [Designation], [Organization] having Registered Office at \_\_\_\_\_ have been authorized by Delhi Metro Rail Corporation Ltd. to carry out \_\_\_\_\_ [event] for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ for my visit to \_\_\_\_\_. I hereby indemnify Delhi Metro Rail Corporation, its Representatives and Officials completely against any loss, injury, damage caused to metro commuters, DMRC's men, material & property and to our men & material as well during the said campaign period and undertake to bear all cost incurred as a result of such incidence.

I hereby further state that no claims/ damages whatsoever shall be made by myself or my representatives against DMRC on the aforesaid context before any court/ statutory authorities.

Signed \_\_\_\_\_

Witnessed by \_\_\_\_\_

Name of the Visitor \_\_\_\_\_

(1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time & Date of entry \_\_\_\_\_

Time & Date of exit (to be filled by DMRC official) \_\_\_\_\_

**Annexure – F**

**EVENT GUIDELINES AND APPLICATION FORM**

Date of Application:

Contact Person -

Company/ Production House -

Address -

Phone & Mobile No -

E-mail -

Type of Event:

- a) Filming ☐      b) Promotion ☐      c) TVC/Commercial ☐  
d) Documentary ☐      e) Photography ☐      f) Others ☐

Proposed Location(s) of Event:

Proposed Date(s) and Time(s) of the event (including site prep, shooting and wrap up):

Detailed description/outline pertaining to the event at or on the Reliance Metro premises (attach additional sheet(s) if necessary):

Total Number of People  
(Including crew, cast, media etc.)

Types and Number of vehicles

Type of Equipments

Power Requirements

Additional Requirements

Details of Food and Refreshment service during the event

**GUIDELINES:**

1. Applications are required to be submitted to DMRC Ltd. at least 15 days in advance for proper scrutiny and approval of the case.
2. All fees including all applicable taxes must be submitted in the form of Demand Draft/ Banker's Cheque at least 10 working days before the event begins. In case of cancellations, refund shall be governed by Clause 8.0 "Cancellation and Refund Rules" of the Policy for Hiring DMRC's Premises including Stations or Trains for a Particular Period/ Time.
3. The applicant should pay an interest free refundable security deposit. In case of any loss and / or damage caused to DMRC's property, the applicable amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.

4. DMRC Ltd., reserves the right to interrupt or halt the any event, before or during the course of event, without any advance notice and no claim or compensation in this regard will be entertained.
5. All people shall carry entry badges at the time of event.
6. Production Company shall be responsible to obtain any/ all permissions from all concerned agencies, wherever required.
7. Any customers/ staff of DMRC Ltd. will not be involved in the event without the prior written permission of DMRC Ltd.
8. Timing of the event has to be agreed in advance and must be strictly adhered to.
9. It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and/ or brought in by the applicant. Any costs incurred by DMRC Ltd. due to the negligence or failure of the applicant in this regard shall be deducted from the security deposit of the applicant or charged additionally in case it exceeds the security amount.
10. In case of power requirement during the event at the station, the supply will be available on chargeable basis. Applicant can also use generators for supply of power as required. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.
11. No animals are permitted on DMRC Ltd. property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. DMRC Ltd. at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property.
13. Activities prohibited under any law will not be allowed.
14. Use of fire, gunfire, explosives or any hazardous material is not permitted at DMRC Ltd. stations.
15. The company/ production house may use film, video and photographs shot at DMRC Ltd. only for the purpose stated in the application form. The images/ footage should not be used for any other purpose without written permission from DMRC Ltd.
16. DMRC Ltd. reserves the right to restrict the number of persons and the type of equipment entering the metro station/ train for this activity.

17. DMRC Ltd. shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all cost of investigation and defence and expenses including legal fees thereof) which are caused by the actions of the Film/ Event Companies / Media and Photographers and/ or by any participant in the event.
18. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.
19. Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of DMRC Ltd.
20. The company/ production house should not be allowed to make any changes in respect of the names of the locations, stations, train etc. without prior specific permission of DMRC Ltd.
21. There should not be any inconvenience to the daily commuters at the time of the event.
22. Display of any sort of advertisement in the metro premises, including trains, will not be permitted during the course of any permitted event.
23. The proposed activities shall not temper the operational activities or cause any inconvenience to the passengers.
24. The synopsis of the film/ documentary/ serial/ TV commercial etc. has to be shown to DMRC before approval. No negative projection of the metro is permitted. There should not be any direct/ indirect reference to terrorism in the script which contains shots of the metro and an undertaking to this effect should be given to DMRC.

### **UNDERTAKING**

I certify that the details on this application accurately reflects the event as proposed, and that I have fully read and understood the terms and condition. If the event is approved, my company and I agree to abide by the guidelines established for this event.

Name:

Signature:

Company Seal:

Designation:

Date:

**FILM CREDIT NOTING "Delhi Metro Rail Corporation Ltd" WOULD BE APPRECIATED**

**Annexure XII**

**SPORTS AUTHORITY OF INDIA**

SAI is managing 5 stadiums in Delhi, i.e., J.N Stadium, I.G Stadium, Major Dhyan Chand National Stadium, Dr. Shyama Prasad Mukherjee Swimming Pool Complex and Dr. Karni Singh Shooting ranges.

Film shooting is allowed in the stadiums and for the charges the concerned stadia may be contacted.

The details of the tariff for booking of SAI Stadia in Delhi are available on the website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in).

These may be downloaded, if deemed necessary.

**Annexure XIII**

**DIAL**

Commercial Department of Delhi International Airport will approve the activity against the commercial charges (Minimum Rs. 500000 per 4 hours) excluding service tax. With every additional hour the rates are recharged.

Post payment DIAL will provide the NOC for the shoot and at the same time we expect the team to carry a DGCA permit for shooting at the airport and all members to possess valid Airport Entry Passes issued by BCAS.



Accordingly we will escalate our permission to concern departments like terminal management/Landside Management etc. at airport to get your shooting work done without further interference.

We provide the permission for undertaking the aforesaid activity against the consideration of clients request subject to their complying with necessary approvals, permissions and authorizations from DGCA /relevant authority and with the following terms of this letter:

**1)** Client here by agrees that the permission will be given to them by DIAL will only be for the permitted activity & any other activity at the airport by the client shall be deemed to be unauthorized.

**2)** Client shall not use the video footage and/or photograph taken during the permitted activity for any purpose other than mentioned in their request letter that would be derogatory or against public interest or national security or against GMR group in any manner whatsoever.

Key Points to follow,

☐ After submission of DGCA approval (Copy) in DIAL, a letter issued from DIAL-Commercial Dept. will be given to the client for the Airport Entry Passes of manpower/staff. On the behalf of this letter they will need to go to \*B.C.A.S. office Mahipalpur, New Delhi and arrange the passes by their own.

☐ Client will need an approval from CISF to take your stuff/material/tools inside the terminal to set up shooting tools at T3.

**Note:** Kindly request to BCAS officials to provide you at least one pass for “**all areas of T3 or SHA area**” (As CISF office is placed at SHA area) so that you can take the above given approvals with the help of your staff before one day of execution of your shoot.

\*Saturday/Sunday is non-working days for BCAS.

## **FORMAT**



### **APPLICATION FOR ISSUE OF ONE TIME AIRPORT ENTRY PERMIT**

To  
The Airport Entry Pass Section, Security & Vigilance Department, DIAL.

1. Name of applicant
2. Father Name
3. Designation
4. Department/Organization
5. Address/Telephone No.
6. Purpose of Visit
7. Date & Time
8. Area of Visit
9. Date and Time of submission of application
10. Signature of Applicant/ Authorized Signatory
11. In case the airport permit is to be issued for restricted area, mention the name and AEP No of the person who will escort the Holder of One time entry permit.

ESCORTED BY:

12. Recommendation with Signature of the Authorized Signatory only.
13. S.No. of one time AEP with date and Time of Issue
14. Signature of the Approving / Issuing Authority.

**C.P.W.D**

Following locations under the jurisdiction of CPWD are available for Film Shooting:-

1. Buddha Jayanti Park, Ridge Road
2. Mahavir Vanasthali, Dhola Kuan, Ridge Road
3. Vijay Chowk
4. Dilli Chalo Park, Ring Road, Mahatma Gandhi Marg
5. National Police Memorial Park, Chanakyaपुरी
6. Deen Dyal Upadhyay Park, DDU Marg
7. Jai Prakash National Memorial Park, Bahadur Shah Zafar Marg
8. Dr. Shyama Prasad Mukherjee Park, Model Town
9. India Gate – Park 3 and 4

For granting permission for utilization of lawn/area around India Gate and Boat club belonging to Government and maintained by CPWD, following guidelines may be followed:

1. CE (NDZ-1), CPWD shall receive the application and grant permission for utilization of Central Vista lawns/ area around India Gate.

Permission shall be granted only for the following purposes:

- a) Organizing functions/events for General Public welfare in partnership/association/sponsored by Government.
- b) Shooting of feature films, TV Commercials, advertisements and documentaries.

2. Permission shall be granted only for two lawns in C-hexagon area opposite National stadium. Permission for these areas shall be granted only with the condition that the entry shall be without any restriction or entry tickets/passes.

3. The booking charges for lawns will be Rs. 50,000/- per day for shooting feature films and other commercials and Rs. 5000/- per day for non commercial functions/events like documentary films and social cultural functions. The refundable security deposit of Rs.25,000/- shall be payable in all such cases. The charges and security deposit shall be paid in advance by Demand draft drawn in favor of Deputy Director (Hort.), Division IV, CPWD, New Delhi. Security Deposit shall be refunded within three weeks of completion of event.

4. Erection of any tents, shamianas, pandal, kanat partition or Stage of any sort that involves digging of lawns will not be allowed. No electricity or water supply shall be provided by CPWD. The organizers will have to make their own arrangement in this regard.

5. The applicant shall obtain "No Objection Certificate" from Police Authorities and NDMC Chairperson/Secretary prior to the function.

6. The allottee will ensure that the ground/park is restored to its original state after use. In case the ground/park is damaged and/or not cleaned after use, the security deposited shall be forfeited.

7. Parking in lawns will not be allowed except in designated as decided by CE (NDZ-1) in consultation with Police authorities, if necessary.

8. The allotment of lawn shall not be made for a period exceeding 10 days of a month.

9. The request of allotment of space behind Vigyan Bhawan for parking, etc (up to water channel), if required should be made along with request for booking of Vigyan Bhawan to Dte. of Estates. No subsequent application shall be entertained. The permission will be given by Dte. Of Estates after consultation with the Chief Engineer (NDZ-1). Additional booking charges @ Rs.10,000/- per day and refundable security deposit of Rs.20,000/- shall be payable.

10. In case where the functions are organized without prior permission, CPWD officials at site should take immediate steps to prevent such happenings.

11. Permission shall not be granted for holding of mela/exhibition, etc which is of a commercial nature.

12. Where there is a doubt about the bonafides of an organization, which has applied for the allotment of a ground/lawn, the matter may be decided in consultation with the concerned DCP, Delhi Police by the Chief Engineer (NDZ-1), CPWD.

13. Any violation of the allotment conditions will render the erring organization ineligible for further consideration in addition to the cancellation of the permission granted and non refund of deposit.

14. While granting permission for any purpose, the responsibility for ensuring strict compliance of the terms of allotment of the ground/lawn/park will be assigned to an officer (by name) in the Directorate of Horticulture, CPWD, who will be held responsible for checking deviation/violation, if the same have not been reported by him to the police authorities.

15. An annual record will be maintained by the CPWD of all events for which lawn/park has been permitted to be utilized, details of ground rent collected, name of the authority sanctioning utilization, violation noticed, if any, action taken in such cases, etc, and a copy of the same will be furnished to the Ministry by 31<sup>st</sup> January every year.

**Annexure XV**

**Reliance metro**

**EVENT GUIDELINES AND APPLICATION FORM**

Date of Application:

Contact Person  
Company/ Production House  
Address

Phone & Mobile No

E-mail

Type of Event:

a) Filming ☐ b) Promotion ☐ c) TVC/Commercial ☐  
d) Documentary ☐ e) Photography ☐ f) Others ☐

Proposed Location(s) of Event:

Proposed Date(s) and Time(s) of the event (including site prep, shooting and wrap up):

Detailed description/outline pertaining to the event at or on the Reliance Metro premises (attach additional sheet(s) if necessary):

Total Number of People  
(Including crew, cast, media etc.)

Types and Number of vehicles

Type of Equipments

Power Requirements

Additional Requirements

Details of Food and Refreshment service during the event

1. Applications are required to be submitted to Delhi Airport Metro Express Pvt. Ltd. (hereinafter also referred to as "Reliance Metro") at least 72 hrs prior to the event.
2. All fees including all applicable taxes must be submitted in the form of DD made payable to "**DELHI AIRPORT METRO EXPRESS PVT. LTD.**" at least two working days before event begins. In case of cancellation, only 50% of the amount will be refunded.
3. The applicant should pay an interest free refundable security deposit. In case of any loss and/or damage caused to Reliance Metro's property, the amount will be deducted from the security deposit.
4. A Comprehensive Insurance of Rs. \_\_\_\_\_ on Reliance Metro property, which includes rolling stock, metro structure, staff and equipments etc.
5. Reliance Metro, reserves the right to interrupt or halt any event in progress without notice.
6. All people shall carry valid photo ID proof at the time of event.
7. Any customers/staff of Reliance Metro will not be involved in the event without the prior written permission of Reliance Metro.

8. Timing of the event has to be agreed in advance and must be strictly adhered to.
9. It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and /or brought in by the applicant. Any costs incurred by Reliance Metro due to the negligence or failure of the applicant in this regard shall be deducted from the security deposit of the applicant.
10. In case of power requirement during the event at the station, the supply will be available on chargeable basis. Applicant can also use generators for supply of power as required. All cords and wiring running along the floor must be taped or guarded so that metro station patrons and staff do not trip or fall.
11. No animals are permitted on Reliance Metro property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.
12. The Reliance Metro Coordinator at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property.
13. Activities prohibited under any law will not be allowed.
14. Use of fire, gunfire, explosives or any hazardous material is not permitted at Reliance Metro stations.
15. The company / production house may use film, video and photographs shot at Reliance Metro only for the purpose stated in the application form. The images/footage should not be used for any other purpose without written permission from Reliance Metro.
16. Reliance Metro reserves the right to restrict the number of persons and the type of equipment entering the metro station for this activity.
17. Reliance Metro shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defence and expenses including legal fees thereof) which are caused by the actions of the Film/Event Companies/ Media and Photographers and/or by any participant in the event.



18. Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.

19. Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of Reliance Metro.

20. The company/production house should not be allowed to make any changes in respect of the names of the locations, stations, train etc. without prior specific permission of Reliance Metro.

### **UNDERTAKING**

I certify that the details on this application accurately reflects the event as proposed, and that I have fully read and understood the terms and condition. If the event is approved, my company and I agree to abide by the guidelines established for this event.

Name:

Signature:

Company Seal:

Designation:

Date:

**FILM CREDIT NOTING "Reliance Metro Airport Express Line" WOULD BE APPRECIATED**

**Annexure XVI**

### **PUBLIC WORKS DEPARTMENT**

PWD constructs and owns Government Office Buildings/ Residential Quarters and Urban Infrastructures like Flyovers, underpasses, etc., only which cannot be projected as destination for film shooting.

Even if permission for shooting at these Infrastructure Projects is required, then NOC / permission are required to be obtained from Delhi Traffic Police.

Hence, no manual/Guidelines for permission of assets own by PWD are needed.

## Annexure XVII

### Indian Railways

#### CHAPTER - II GRANT OF PERMISSION FOR STILL/ VIDEO PHOTOGRAPHY IN RAILWAY PREMISES /TRAINS

##### 1. PRIOR CLEARANCE FROM THE M/o EXTERNAL AFFAIRS

1.1 Professional **foreign journalists** (*not based in India and not having accreditation from the Government of India*), are required to **approach the External Publicity Division of the** Ministry of External Affairs (MEA) **for obtaining** clearance before seeking permission for **still/video photography** (for news/features *to be published/telecast outside India*).

1.2 However, **foreign journalists** who are based in India and **have accreditation** from the Government of India **do not require such clearance**.

1.3 Foreign nationals, visiting India as **tourists, etc, also do not require such clearance** for undertaking still/video photography for **personal and non commercial use**.

##### 2. SECURITY CLEARANCE OF LOCATIONS

2.1 The locations for still/video photography indicated by the applicants (*and cleared by the MEA wherever necessary*) are generally considered for grant of permission subject to the security clearance in accordance with the guidelines issued by the Ministry of Home Affairs (MHA) from time to time and circulated to the Railways/Units by the Security Directorate of the Ministry of Railways.

2.2 In respect of the requests of foreign nationals, security clearance shall be granted by the Security Directorate of the Ministry of Railways and in respect of the requests from Indian nationals such clearance shall be granted by the Security Departments of the respective Railways/Units.

### 3. WHOM TO SUBMIT APPLICATIONS

3.1 The requests of the **foreign nationals** (*along with the clearance wherever necessary*), seeking permission for still/video photography in Railway premises/trains, are required to be submitted (*either directly by the applicants themselves or through their authorized representatives in India*) to the Director Information & Publicity, Public Relations Directorate, Ministry of Railways.

3.2 The requests of the **Indian nationals** seeking permission for still/video photography in Railway premises/ trains are required to be submitted to the Chief Public Relations Officers of the respective Railways/Units depending upon the locations for which permission is sought.

3.3 In the above cases, the persons/ parties seeking such permission should clearly specify the **locations** to be covered, the **likely date(s)** of coverage and the **purpose** for undertaking still/video photography.

### 4. GRANT OF PERMISSION

4.1 Permission for still/ video photography to **Indian nationals** shall be granted by the Chief Public Relations Officers of the respective Railways/Units.

4.2 Permission for still/ video photography to the **foreign nationals** shall be granted by the Public Relations Directorate, Railway Board. However, if still/ video photography is to be undertaken for **commercial purposes**, approval (*in principle*) will be conveyed to the concerned Railways/Units advising them to grant permission after completing necessary formalities and charging the prescribed license fee.

4.3 The **permission letter**, indicating the conditions mentioned in **para-4.5 to 4.7 and 5.7** (*wherever applicable*), shall be issued by the Public Relations Directorate Railway Board or the CPROs of the Railways/Units (*as the case may be*) directly to the individual applicants (*or their representatives*) endorsing a copy thereof to the Security Department also.

4.4 In respect of foreign nationals, **the Intelligence Bureau (IB)** shall also be kept informed by endorsing a copy of the permission letter to the Deputy Director/IB, Ministry of Home Affairs, North Block, New Delhi.

4.5 The permission letter issued under **para-4.3** is to be treated as authority enabling the applicants to take still/ video photographs in railway premises/trains till the validity period indicated therein. The rules/ procedure (if any) regulating entry into a particular railway premises, train, etc will have to be followed meticulously. It is clarified that the permission letter, allowing still/video photography, is neither a travel authority nor does it ipso-facto authorize the holder to enter any railway premises/train.

4.6 The holder of the permission letter is required to **give prior information** to the Station Manager/In-charge of the concerned stations/premises before undertaking still/video photography. He has to **observe safety and security regulations** in vogue on the Railways and ensure that still/video photography is confined to railway premises/trains only; it does not affect normal working of the Railways; it does not cause inconvenience to other rail users; and it does not cover places prohibited for still/video photography by the Railways

4.7 The holder of the permission letter should disclose his/her identity and show the permission letter to the railway officials on demand. In addition, the foreign nationals should have **valid Passport/Visa** while visiting various locations and they shall be under an obligation to show the same on demand by the local railway authorities.

## **5. LICENCE FEE**

5.1 Railways/Units may fix the license fee for **still photography** for commercial purpose in consultation with their Associate Finance.

5.2 License fee for **video photography** shall be the same as that applicable for film shooting (*indicated in para-8 of Chapter-III*).

5.3 While granting permission for **still photography** for **commercial purposes**, Railways/Units may levy the license fee fixed by them for the purpose.

5.4 However, if the **video photography** is to be undertaken for **professional or commercial purposes**, permission is to be granted following the guidelines pertaining to **film shooting** (*mentioned in para-11.2 (iv) of Chapter-III*).

5.5 However, **no license fee** need be levied for **still photography** to be undertaken by the **tourists, rail enthusiasts**, etc for personal and non-commercial use and **professional journalists** (Indian or foreign) for news features on Railways.

5.6 Similarly, **no license fee** need be levied for **video photography** (*without requiring any railway rolling stocks or special facilities*) to be undertaken by the tourists, rail enthusiasts, etc (*without using a professional video camera, tripods, lights, etc*) exclusively for **personal and non-commercial** use and **professional journalists** (Indian or foreign) for news features on Railways.

5.7 In the above two cases (*para-5.5 and 5.6*), **a written undertaking** should be taken from the parties to the effect that any commercial use of the shots taken shall be unlawful and that they will fully indemnify the Railways in the event of any such use and also for any other loss/ damage caused to the Railways. **A mention to this effect may be made in the permission letter also.**

\*\*\*\*\*

(**AUTHORITY:** BOARD'S LETTER **NO.** 2006/PR/10/31 DATED 01.06.2007)

### **CHAPTER - III**

#### **GRANT OF PERMISSION FOR FILM SHOOTING IN RAILWAY PREMISES /TRAINS**

##### **1. PRIOR CLEARANCE FROM OTHER MINISTRIES**

1.1 Foreign film producers, seeking permission for shooting a **feature film** to be shown/telecast outside India, are required to approach the **Ministry of Information & Broadcasting** for obtaining their **clearance** for shooting in India (at the specified locations). This is also applicable to the Indian producers undertaking the job for a foreign agency or for being shown outside India.

1.2 Foreign film producers, seeking permission for shooting a **documentary film** to be shown/telecast outside India, are required to approach the External Publicity Division of the **Ministry of External Affairs (MEA)** for obtaining **clearance** for shooting in India (at the specified locations). This is also applicable to the Indian producers undertaking the job for a foreign agency or for being shown outside India.

1.3 Foreign journalists, who are **based in India** and have **accreditation** from the Government of India, **do not require** such clearances for taking shots for news/features (*refer para-1.1 & 1.2 of Chapter-I*).

##### **2. SECURITY CLEARANCE OF LOCATIONS**

2.1 The locations for film shooting indicated by the applicants (*and cleared by the MEA or Ministry of Information & Broadcasting as the case may be and wherever necessary*) are generally considered for grant of permission subject to the security clearance in accordance with the guidelines issued by the Ministry of Home Affairs (MHA) from time to time and circulated to the Railways/Units by the Security Directorate of the Ministry of Railways.

2.2 In respect of the requests of foreign nationals, security clearance shall be granted by the Security Directorate of the Ministry of Railways and in respect of the requests from Indian nationals such clearance shall be granted by the Security Departments of the respective Railways/Units.

### 3. WHOM TO SUBMIT APPLICATIONS

3.1 The requests of the **foreign nationals** (*along with the clearance wherever necessary*), seeking permission for film shooting in Railway premises/trains, are required to be submitted (either directly by the applicants themselves or through their authorized representatives in India) to the Director Information & Publicity, Public Relations Directorate, Ministry of Railways.

3.2 The requests of the **Indian nationals** seeking permission for film shooting in Railway premises/ trains are required to be submitted to the Chief Public Relations Officers of the respective Railways/Units depending upon the locations for which permission is sought.

3.3 In both the above cases, the persons/parties seeking such permission should clearly specify the **locations** to be covered, the likely **date(s)** of coverage and the **purpose** for undertaking film shooting.

### 4. GRANT OF PERMISSION

4.1 Permission for film shooting in respect of the **Indian nationals** shall be processed and granted by the Chief Public Relations Officers of the respective Railways/Units.

4.2 Permission for film shooting in respect of the **foreign nationals** shall initially be processed by the Public Relations Directorate, Railway Board. After examining such requests and obtaining approval (*in principle*) of the Competent Authority, Railways/Units concerned shall be advised to process further for granting permission.

4.3 The foreign party concerned shall also be advised to submit an application along with a copy of the clearance of the MEA or the Ministry of Information & Broadcasting (as the case may be) and other relevant information/documents, including the script of the film and shooting schedule of sequences to the respective Zonal Railways/Units (*within whose jurisdiction shooting is to be undertaken*) for scrutiny and further processing.

4.4 After completion of the necessary formalities, **Zonal Railways/Units concerned shall grant actual permission** in respect of the foreign parties also.

4.5 In view of **para-4.1 & 4.4** above and also the fact that the Railways/Units are in a better position to assess the details of the sequences to be shot and also the actual arrangements required to be made for the purpose, the requests of the parties (*both, the Indian as well as the foreign*) **for waiver of conditions** applicable for film shooting, shall be considered by the respective Railways/Units while processing the case for granting permission for shooting.

## **5. CONDITIONS APPLICABLE TO FILM SHOOTING**

The conditions, mentioned hereunder, are to be followed while granting permission for film shooting.

**5.1 Scrutiny of script of the feature films/documentary films/features:** Zonal Railways/Units should obtain the detailed script pertaining to the sequences involving railway premises/property and the detailed program of shooting. The script should be examined and checked from the point of view of safe/normal working of railways and safety of railway property. It should be ensured that there is no adverse publicity and the Railways are not put in a poor light. **The party should not be allowed to make any changes in respect of the names of the locations, railway stations, trains, etc. without prior specific permission of the competent authority, i.e. Railway Board. Mere fact that script has been approved, which requires change of name, should not be taken as approval.**

If on the basis of the detailed script it is seen that there are sequences wherein the railway rolling stocks are likely to get damaged, permission for shooting such sequences should be withheld.

**5.2 Security deposit** in the form of *Cash, Bank Draft or Bank Guarantee* for any possible damage to Railway property during the film shooting (*refer para-6*).

5.3 Execution of **Comprehensive Insurance** against all possible risks/damage to movable/immovable Railway assets proposed to be used during the film shooting (*refer para-7*).

5.4 **Payment of license-fee** for film shooting as fixed by the Ministry of Railways from time to time (*refer para-8*).

5.5 Payment of hire **charges for the railway rolling stocks** (if required) as per the Indian Railway Coaching Tariff fixed from time to time.

5.6 Execution of **Indemnity Bond & Agreement** indemnifying the Railways in case of any loss/damage to men and material in the course of shooting (*refer para-9*).

5.7 Observance of **safety and security regulations** during the shooting. While allowing shooting in the normal run of a train, it may be ensured that shooting by **traveling on footboards/roof tops is not allowed**. It has to be ensured further that **no inconvenience is caused to other passengers**. Similarly, shooting should not be allowed on tracks while there is any movement of a train. During the daytime, shooting at crowded railway stations should be avoided to ensure that normal functioning of the railways is not affected adversely and there is no inconvenience to the rail users.

5.8 A **liaison officer** from Publicity Department should invariably be attached with the shooting team to ensure that there is no large scale departure from the original and accepted script in respect of railway sequences utilizing railway properties (buildings, rolling stocks, tracks, signals, etc.) and Railway personnel. The liaison officer is also responsible to ensure that the shooting team adheres to safety and security instructions and there is nothing detrimental to the image of India or Indian Railways. In case of feature films a liaison officer each from the Commercial and Security Departments should also be attached (*in addition to that from the Publicity Department*).

## **6. SECURITY DEPOSIT**

6.1 A Security Deposit in the form of *cash/bank draft/bank guarantee* is to be taken **in advance** from the parties desirous of shooting films.

6.2 In cases of shooting directly undertaken by the crew of the Films Division, Doordarshan, Film Institutes at Pune & Kolkata and other such government owned



Film/TV Training Institutes (*without requiring any rolling stock for their exclusive use*) **no security deposit** is to be taken.

6.3 The amount of Security Deposit shall **not be uniform** but shall be decided by the General Managers in consultation with the FA & CAOs in each case depending upon the script and sequences to be shot as well as involvement of the rolling stocks.

6.4 This amount would be in addition to any other amount of security deposited by the party as per rules laid down in the Coaching tariff.

6.5 The **refund of the Security Deposit** shall be made only after completion of the shooting after ensuring that the assets and rolling stocks have been restored in tact without any damage and no damage has occurred to any other Railway property.

6.6 It would be the responsibility of the Liaison Officer to report immediately to the authorities, the details of any damage caused to Railway property.

## **7. COMPREHENSIVE INSURANCE:**

7.1 The shooting parties are required to take **Comprehensive Insurance** against all possible risks/damage of **railway assets** (movable and immovable including rolling stocks) proposed to be used, as **also for death or injury to any person(s)** on the Railway property including Railway staff at the time of the shooting of the film **with provision for full compensation** as decided.

7.2 In cases of shooting directly undertaken by the crew of the Films Division, Doordarshan, Film Institutes at Pune & Kolkata and other such government owned Film/TV training Institutes (*without requiring any rolling stock for their exclusive use*) this formality is not required.

7.3 The insurance amount should be calculated on the basis of **current replacement value** of assets/rolling stocks involved in the shooting.

7.4 The parties should deposit the premium of insurance to the Railway Administration who will get the railway assets/rolling stocks/persons insured in its name.

7.5 The risk covered should provide for the Insurance Company to pay the insured sums without demur.

7.6 In the context of insurance taken out to cover all people on Railway property during the shooting of the film which may result in death or injury to any of them including Railway staff, the compensation amounts/insured amount must be arranged to be paid to the concerned persons or their legal heirs without demur.

7.7 A representative of the shooting party is to be associated in case damage caused is required to be assessed. Such assessment should be completed in the shortest possible time.

## 8. LICENCE FEE

8.1 For undertaking film shooting, a license fee (as fixed by the Ministry of Railways from time to time) is to be paid in **advance** by the parties.

8.2 In cases of shooting directly undertaken by the crew of the Films Division, Doordarshan, Film Institutes at Pune & Kolkata and other such government owned Film/TV training Institutes (*without requiring any rolling stock for their exclusive use*) **no license fee** is to be realized.

8.3 There could be cases of cancellation of shooting after payment of the license fee. If intimation for cancellation is received before making arrangements for shooting, **full refund** of the license fee should be made. However, **no refund** is to be made if the intimation is received after the arrangements are made.

8.4 The license fee for film shooting in railway premise/trains (*as effective from 01/06/2007*) is indicated below:

S.No. **Classes of cities** within whose geographical or civic limits, the railway stations or other railway installations/ premises are located. (*Based on the Classification for the purpose of Compensatory City Allowance Notified by the Government from time to time*)

**License fee** per shooting day (*or part thereof*) per station/train (*or any other railway rolling stock*)

1 'A-1' and 'A'

Rs. 1,00,000/- (Rs one lakh)

2 'B-1' and 'B-2'

Rs. 50,000/- (Rs fifty thousand)

3 Other cities/places

Rs. 25,000/- (Rs twenty five thousand)

4 Moving/stabled trains (*or any other railway rolling stock*)

Rs.30,000/- (Rs thirty thousand)

## **9. INDEMNITY BOND & AGREEMENT:**

9.1 An Indemnity Bond must be executed and submitted by the Producers of the film in favor of the Railways to indemnify the Railways completely against any loss or injury that might occur during the course of shooting to any part of the railway property and personnel.

9.2 This Bond should also make it obligatory for the party to reimburse all claims, demands, suits, losses, damage, costs, etc. to the Railways in case any loss/damage is caused to railway property and death or injury is caused to all or any people thereon including staff on duty during the course of shooting.

9.3 Detailed terms and conditions for use of railway premises, rolling stocks, staff and other people must be settled in all cases in advance by the Zonal Railways/Units in consultation with the FA & CAOs. There should be no scope for any ambiguity left while drafting such terms and conditions. If necessary, the advice of the legal department may also be taken so that the interest of the Railways is fully protected.

9.4 Besides the security deposit and comprehensive insurance, the detailed agreements should invariably provide for an arbitration clause (*refer para-10*).

9.5 In cases of shooting directly undertaken by the crew of the Films Division, Doordarshan, Film Institutes at Pune & Kolkata and other such government owned Film/TV training Institutes (*without requiring any rolling stock for their exclusive use*), there is no need to execute Indemnity Bond/Agreement. However, a written undertaking should be obtained from the concerned authority at the appropriate level to the effect that any loss/damage to the Railway property/assets will be fully reimbursed by them.

## **10. ARBITRATION**

10.1 There should be an arbitration clause in the agreement providing for appointment of an arbitrator only from among the **serving Railway Officers**.

10.2 It should also be provided that when cases are referred to an arbitrator, it must be obligatory for the arbitrator to make **a speaking award**.

10.3 The arbitrator should record in detail the **specific reasons** for admission or non admission of the Railways' claims item-wise so that the Railway could examine the reasons and if the grounds set forth by the arbitrator are untenable, the award could be challenged in a court of law.

10.4 The arbitrator should **list out all the damaged items** (item by item) that need replacement or rectification and **assess the charges arrived at** as well as the **reasons for the quantum of amount fixed**. Such settlement would naturally cover complete haulage and other commercial charges, which need to be debited for the use of the Railway property/rolling stocks at the location.

## **11. POWERS TO RELAX CERTAIN CONDITIONS IN SPECIFIED CASES**

11.1 In respect of shooting of a **feature film**, the conditions applicable for film shooting are **not to be relaxed** (irrespective of the fact whether railway rolling stocks are required or not) as these conditions were laid down following the recommendations of the Public Accounts Committee.

11.2 However, if shooting is proposed to be undertaken by the parties **without requiring any rolling stocks or special facilities** from the railways for their exclusive use, the **General Managers (*with the concurrence of the FA&CAOs*)** may relax certain conditions on specific requests to this effect from the parties in cases specified below:

(i) For shooting of a **documentary film** (not involving participation of film stars/personalities), the request for waiver of **Security Deposit** and execution of **Comprehensive Insurance** may be considered provided that the sequences to be shot are not likely to cause any loss/damage to the railway property.

(ii) For shooting of **documentary films or features by the crew** of the television channels (*including professional foreign journalists not based in India and not having accreditation from the Government of India*) **exclusively on any aspect relating to Indian Railways** and for shooting assigned to a party by Railway Board, Zonal Railways/Units and Railway PSUs for their own productions, waiver of **Security Deposit**, execution of **Comprehensive Insurance** and payment of **license fee** may be considered provided that the sequences to be shot are not likely to cause any loss/damage to the railway property.

(iii) Shooting by the cameramen/ photographers, correspondents (*Indian or foreign but accredited by the Government of India or the State Governments*) for **news coverage or features on Railways** to be telecast on the respective television channels, waiver of **Security Deposit, Comprehensive Insurance, license fee**, submission/execution of **indemnity bond/agreement** may be considered provided that the sequences to be shot are not likely to cause any loss/damage to the railway property. A suitable **written undertaking at the appropriate level** should, however, invariably be taken to the effect that any loss/damage to railway property/assets will be fully reimbursed by them. General Managers (*with the concurrence of the FA&CAOs*) may authorize the **CPROs** to grant permission in such cases.

(iv) In respect of **video photography for professional or commercial purposes** (*mentioned in para-5.4 of Chapter-II*), the procedure mentioned at (i) above may be followed.

(v) For **video photography by tourists/rail enthusiasts** (*without using a professional video camera*) exclusively for **personal and noncommercial use** (*mentioned in para-5.6 of Chapter-II*), the procedure mentioned at (iii) above may be followed. The individuals may further undertake in writing that any commercial use of the shots taken shall be unlawful and they will fully indemnify the Railways for this (*as mentioned in para-5.7 of Chapter-II*).

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URL for PR Manual:

<http://www.indianrailways.gov.in/railwayboard/uploads/directorate/prd/PR/PR-MANUAL.pdf>

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