



Procedure for Getting Shooting Permission

Step	Form	Documents to Be attached	Timelines (Maximum 30 days)
1. Applicant submits online application seeking shooting permission.	Online Application Form available @ jharkhandfilms.org	1. Identity Proof of the Applicant <ul style="list-style-type: none"> • Aadhar Card / Voter Id • Letter of Authorization 2. Details of Production House <ul style="list-style-type: none"> • Certificate authenticating the legal status of Production House i.e. Certificate of Incorporation for company / LLP./ Partnership Registration Certificate for Partnership Firms / Shop & establishment Certificate for Proprietorship Firm • MSME Certificate • ITR of Last 3 year Financial year • Audit report of last 3 year of the Production House . • GST Registration Certificate 3. Details of Films <ul style="list-style-type: none"> • Script Registration Proof • Brief Synopsis of the Films • Details of Director, Actor & Actress. • List of Shooting Locations Required. • Films' name Registration Proof • CA Certified Budget 4. Proof of Payment of Application Fee.	-----
Application received by Nodal officer Film and the same is forwarded to the Legal Head for scrutiny of the Documents.	----	-----	2 days
After verification of all the documents the Legal Head will forward the application to the Nodal officer along with NOC.		-----	10 days



<p>Nodal officer will forward the request to the line department for the confirmation of location availability as per the request of the applicant.</p>		<p>Request seeking confirmation regarding availability of shooting locations will be forwarded to the line department i.e. Tourism, Culture, Sports & Youth Affairs Department, Ranchi Municipal Corporation, Forest Department etc.</p>	<p>15 days</p>
<p>After getting confirmation from the line department the application will be forwarded to the Managing Director</p>	<p>Generation of Online Shooting Permission</p>		<p>3 days</p>
<ul style="list-style-type: none"> • Online system sends SMS to respective officers and applicant at each progression. • In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. • Online application process requires no physical touch point. 			



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Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at www.advantage.jharkhand.gov.in and applies for CAF.
- Create Account -> Login -> Apply for CAF -> Apply for Shooting Permission- Applicant will be forwarded to the website of Jharkhand Film Development Corporation.
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to start filling form and provide:

Online Form Details

- Basic Information of Applicant
- Details of Production House
- Details of Films
- Details of Director, Lead Actor & Actress.
- Online Uploads: Refer Annex-1

Step 3: Application received by Nodal officer Film and after the verification of Documents & other details and getting confirmation regarding availability of Shooting locations from line department.



Annex:1 Attachments to be uploaded online

1. Identity Proof of the Applicant
 - Aadhar Card / Voter Id
 - Letter of Authorization
2. Details of Production House
 - Certificate authenticating the legal status of Production House i.e. Certificate of Incorporation for company / LLP./ Partnership Registration Certificate for Partnership Firms / Shop & establishment Certificate for Proprietorship Firm
 - MSME Certificate
 - ITR of Last 3 year Financial year
 - Audit report of last 3 year of the Production House.
 - GST Registration Certificate
3. Details of Films
 - Script Registration Proof
 - Brief Synopsis of the Films
 - Details of Director, Actor & Actress.
 - List of Shooting Locations Required.
 - Name Registration Proof
 - CA Certified Budget
4. Payment of Application Fee.

Step 4 : Managing director, Jharkhand film Development Corporation Limited will issue the Shooting Permission Online and the same can be downloaded from the website of Jharkhand Film Development Corporation Limited.

- **Single Window Helpdesk:**
Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)
Telephone No: 0651-6556666
Email: singlewindow-jh@gov.in
Single Window Department of Industries, Mines & Geology 3rd
Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002
- **Jharkhand film Development Corporation Helpdesk :**
Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)
Telephone No: +91 7004700270 / 9454951489.
E-Mail- connect.jfdcl@gmail.com

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
- Online application process requires no physical touch point.