

BOLLYWOOD FACILITATION CELL
TOURISM DEPARTMENT, CHANDIGARH ADMINISTRATION
4TH FLOOR, PARYAVARAN BILAWAN
SECTOR-19 B, MADHYA MARG, CHANDIGARH
Phone 0172-2700054, Cell 9872130001 (Hitesh Bhardwaj)

Performa to seek permission regarding film shooting in U.T., Chandigarh

1. Name & designation of the applicant _____
2. Address & contact Numbers _____

3. Name & Address of film unit/production House. _____

4. Identity Proof no.(Copy attach) _____
5. Title of the film to be shoot _____
6. Type of film to be shot(Viz. Telefilm/Documentary/Feature film/TV serial/Ad/Film/Song

7. Subject of the Film
(Religious/Patriotic/Commercial) _____

8. Details:

Location	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Name of Artists appearing in shooting _____
9. Name of the Producer of the Film _____

10. Name of the Director of the Film _____
11. Address & contact Number(s) of film Unit in Chandigarh during shooting

12. In case of Indoor shooting, whether written consent of the authorized person has been taken, if yes enclose copy, if not reason thereof

13. Whether sound permission from competent authority has been taken, if yes enclose copy, if not, D.C. office may be contacted

14. Number of persons (artists, crew members, invitees and others) will be at the time of shooting

15. Details of the vehicles to be used/installed at the site of the shooting

16. Is an in house arrangement for security of the artists is available while shooting

17. Is the in house First Aid arrangement available at venue of shooting

18. Is the production supervisors and entire shooting crew has the telephone number of local fire department, Health Deptt. & Police Deptt. (101,100&102) in case of any emergency

19. Is there any in house lighting arrangement during shooting as well as for parking area.

I/We have read the terms & conditions as mentioned separately attached and undertake to abide by the same in letter & spirit in connection with the shooting of our film etc.

Date:

Authorized signatory
With Seal of Film Unit/Production House
(Terms & conditions attached)

Terms & conditions for permission for Film shooting in Union Territory of Chandigarh:-

1. You will ensure that there is no inconvenience to the public(in case shooting in open places) and to the guests (in case shooting in Hotel/resort etc.)
2. For indoor shooting, you will ensure the same in consultation and with consent of the with manger/Owner/Authorised person of the property, in question.
3. For shooting in the parks/gardens, it should be ensured that there is no damage to the property including the lawns and flowerbeds.
4. The damage at the venue, if any will be borne by you to the discretion of the Department/manger/owner of the venue.
5. No shooting will be undertaken in the restricted/protected/prohibited areas.
6. No civil/defense vulnerable project should be covered during the course of shooting of the film.
7. Prior permission from the archaeological survey of India will be obtained by you in respect of shooting at protected monuments, forts etc.
8. On completion of the shooting , you will inform & ensure that there is nothing due to any quarter.
9. You will adhere to the guidelines issued by this department from time to time during the course of shooting.
10. The required fee, as prescribed, in respect of shooting at locations will be deposited by the Film Unit/Production House before the shooting.
- 11. Inform the concerned Police Station one day advance regarding date, time and venue of shooting.**
12. If there is any change in the schedule of shooting, you will inform the concerned police station as well as to this office immediately.
13. While shooting on the roads it must be ensured that there is no obstacle in traffic movement and inconvenience to the passersby and follow the Traffic Rules of the Administration.
14. You will ensure not to hamper the free flow of traffic during peak hours i.e. **08.00 AM to 11.00 AM and 04.00 PM to 07.00 PM.**
15. You will ensure not to allow to disturb the sentiments of general public before/during/after shooting.
16. You will insure not to shoot any vulgar scene/song etc.
17. You will insure not to shoot any anti social scene.
18. You will insure not shoot any anti national scene.
19. You will insure not to allow any sound, water and air pollution in general public area.
20. In case of playing loud music etc. during shooting, a permission from the concerned authority will taken by you before the shooting.
21. You will ensure quick access to shooting location of an officer of Bollywood Facilitation Cell to have on the spot inspection.
22. In case of any dispute, jurisdiction of local courts shall apply.
23. In case of use of any animal in the film shoot, you must abide by the guidelines of Animal Welfare Board and obtain prior permission.
24. No. violation of any rule be committed.

I/We have read the terms & condition as mentioned above and undertake to abide by the same in letter and spirit in connection with the shooting of our film.

Date:

Authorised signatory
With Seal of Film Unit/Production House.

BOLLYWOOD FACILITATION CELL
DEPARTMENT OF TOURISM, CHANDIGARH ADMINISTRATION
4TH FLOOR, PARYAVARAN BHAWAN
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Phone 0172-2700054, Cell 9872130001(Hitesh Bhardwaj)

Undertaking

I _____ R/o _____ Mob
no. _____ Production House Name &
Address _____

_____ has applied for the shooting in U.T.
Chandigarh from _____ to _____ solemnly declare that I shall follow
the terms & conditions of Bollywood Facilitation Cell, Chandigarh Administration &
Guidelines/SOPs issued by Ministry of Information & Broadcasting, Govt. of India for
shooting as received from the O/o BFC, Tourism Department, U.T. Chandigarh.

I agree that, if any rule/terms & conditions/SOPs violated/not abide by me,
the Nodal Officer, Bollywood Facilitation Cell, U.T. Chandigarh has the complete right to
cancel the permission at any time.

Dated:

Authorized signatory
With Seal of Film Unit/Production House

Date: 21 August 2020

Guiding Principles and SOP on preventive measures for Media Production to contain spread of COVID-19

1. Background

Given the current COVID-19 outbreak in India, it is important that various stakeholders involved in the activities of media production take suitable measures to restrict transmission of the virus while conducting their operations and activities.

2. Scope

- 2.1 This document outlines guiding principles conveyed by the Ministry of Health and Family Welfare (MoHFW) which are applicable for activities permitted by the Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time. These guiding principles are followed by domain-specific Standard Operating Procedures (SOPs) to be ensured during activities of Media Production to prevent spread of COVID-19.
- 2.2 No media production activity shall be allowed in containment zones.
- 2.3 Further, States /UTs may consider proposing additional measures as per their field assessment.

3. Guiding Principles

The Ministry of Health & Family Welfare has following guiding principles:

- a) Non-essential activities shall not be allowed in containment zones for COVID-19.
- b) All employees who are at higher risk, i.e., older employees, pregnant employees, employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- c) Use of face covers/masks at all public and workplaces to be made mandatory. [However, this is subject to domain-specific SOP on Media Production at para 4 (v) (a).]

- d) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- e) Provisions for hand sanitization (using hand sanitizers) should be made available at entry points and in work areas.
- f) Spitting shall be strictly prohibited.
- g) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- h) Installation and use of Arogya Setu App shall be advised to all.
- i) Thermal screening of visitors/staff is to be carried out at entry points and only asymptomatic individuals shall be allowed to enter the premises.
- j) Physical distancing of at least 6 feet to be followed as far as feasible at all locations at all times, while sitting, standing in queues, etc.
- k) Proper crowd management in the parking lots and outside the premises—duly following social distancing norms shall be ensured.
- l) Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- m) Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.
- n) Seating arrangement, if any to be made in such a way that adequate social distancing is maintained.
- o) No-contact transaction (for issue/verification of tickets, etc.) should be preferred by using online bookings, use of e-wallets, QR code scanners, if feasible.
- p) Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- q) Frequent sanitization of the entire workplace, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured. Disinfection of the premises to be taken up if the person is found positive.
- r) Self-monitoring of health by all and reporting any illness at the earliest.
- s) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be

avoided to the extent possible, (iv) intake of fresh air should be as much as possible, and (v) cross ventilation should be adequate.

- t) Suitable provisions may be made for temporary isolation of any suspect case that may get reported.

4. SOPs related to Media Production

In addition to the Guiding Principles issued by MoHFW at para 2 above, following guidelines shall also be adhered to for Media Production:

i. Physical distancing

- a. Physical distancing of at least 6 feet to be followed as far as feasible at all locations at all times, while sitting, standing in queues, etc. These include places such as shoot locations, sound recording studios, editing rooms, etc.
- b. Aspects such as scenes, sequences, set-ups, camera locations, positions of various crew members, seating arrangements, food and catering arrangements, staggered meal timings, etc. shall be planned while giving due consideration to physical distancing norms.
- c. Measures shall be taken by the production team to involve minimum number of cast and crew members during the shoot.
- d. Visitors and audience shall not be allowed on sets.
- e. For outdoor shooting, necessary coordination with the local authorities shall be ensured to minimize and manage the spectators.
- f. Resting or stay-over facilities shall be planned while adhering to physical distancing guidelines.
- g. Staggered call and pack-up timings for different production units shall be ensured by studios having multiple sets.

ii. Designated Entry & Exit

There shall be designated entry and exit points for all shoot locations and other workplaces.

iii. Sanitization

- a. Common locations such as sets, cafeteria, make-up rooms, edit rooms, vanity vans, washrooms, etc. shall be sanitized regularly.

- b. Sensitive equipment, while keeping in consideration the delicate nature and technical feasibility, shall be sanitized, to the extent possible, before and after the shoot.
- c. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.

iv. Human Resource related measures

- a. As far as possible, the practice of work from home should be followed.
- b. Communication and training on precautions related to COVID-19 shall be conducted with the cast, crew, and all other staff.
- c. Do's and Don'ts shall be communicated at prominent points at the workplace using information boards, posters, and infographics.

v. Contact Minimization

- a. Face cover/ mask are mandatory for cast and crew, except for actors in front of the camera.
- b. Sharing of costumes, hair wigs, makeup items, equipment, etc. should be kept at a minimum.
- c. Make-up artists and hair stylists shall use relevant PPE. Artists should be encouraged to do their hair styling and make-up remotely with the help of professionals.
- d. Persons handling or working with common/shared equipment shall wear disposable gloves. Efforts should be made to encourage wearing of gloves among other members of the cast and crew as well.
- e. Lavalier lapel mics may be avoided and shall never be shared. Direct physical contact with the diaphragm of other mics shall be avoided.
- f. Efforts shall be made to minimize the use of props. Sanitization of props shall be done before and after use.

vi. Supervisor/COVID Coordinator

A designated supervisor shall be nominated from among the cast and the crew. (S)he shall:

- a. Keep record of the zone (Red/Orange/Green) where the workplace exists.

- b. Ensure that all concerned have installed and updated Arogya Setu app on their mobiles.
 - c. Monitor the contacts between various personnel, observance of precautions and sanitation protocols.
 - d. Keep a record of the medical history, travel history and a check on health of the cast and crew.
 - e. Identify hospitals/clinics/testing facilities, in the nearby areas, which are authorized to treat and/or test suspect COVID-19 cases. (S)he shall contact the nearest health facility in case of health contingencies such as any person developing symptoms of COVID-19.
 - f. Earmark quarantine areas for isolating employees showing symptoms of COVID-19 till they are safely moved to medical facilities.
 - g. Support the health authorities for contact tracing in case of contingencies.
- vii. Anti-stigma Behaviour**
COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly in coordination with the local authorities.
- viii. Travel**
Travel related guidelines and SOPs issued by the MHA, Ministry of Civil Aviation, Ministry of Railways, state governments, etc. shall be adhered to strictly.
- ix. Quarantine/Isolation**
Suitable provisions may be made for temporary isolation of any suspect case that may get reported.
- x. Air-Conditioning/Cooling**
Latest "Guidelines for Running of Air Circulation, Air cooling and Air Conditioning Equipment during COVID-19" as issued by the Central Public Works Department shall be followed. Currently applicable guidelines are available at https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.

5. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, state governments, etc. shall be strictly complied with during all activities and operations.