

**Contact Details of Nodal Officers/
Terms & Conditions**

S. No .	Name of Agency	Nodal Officer	TIMELINE	FEES/ SECURITY DEPOSIT	PROCEDURE	Documents Required
1.	ASI	<p>Sh. Gunjan K Srivastava Superintending Archaeologist Delhi Circle 011-24654832-33-29 Circledel.asi@gmail.com Circledelhi.asi@gov.in</p> <p>Sh. Praveen Singh Dy. Superintending Archaeologist Delhi Circle 011-24654832-33-29</p> <p>Delhi- Mini Circle Mr. Rajendra Dahuri Dy. Superintending Archaeologist Phone Number:- 011 24655162 asidelhiminicircle@gmail.com</p>	Normally 10 - 15 days from receipt of Application	<p>For World Heritage Monuments: Rs. 1,00,000 per day (Dawn to Dusk) Rs. 50,000 security deposit (refundable)</p> <p>For other monuments: Rs. 50,000/day (Dawn to Dusk) Rs. 10,000 security deposit (refundable)</p>	<p>It Depends on the script of the Film/ Documentary to be shoot at the monument. Besides this, permission is granted as per the Archaeological Sites and Remains Rules, 1959.</p> <p>Delhi has been divided into Delhi Circle and Delhi Mini Circle where Delhi Mini Circle covers major areas like Safdarjung, Old Delhi, Lodhi Gardens, Kashmiri Gate excluding Red Fort.</p>	<p>Application Form</p> <ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Details of crew members (names along with ID proof) 3. Two passport size photographs of the camera person 4. List of equipment 5. Demand Draft amounting to ` 50,000/- (non-refundable per day for single museum) and ` 10,000/- (Refundable amount as security money) in favour of the concerned in-charge of the circle/ mini-circle i.e. <p>http://asiegov.gov.in/</p>

2.	DGCA	<p>Sh. Amit Teotia, Assistant Director (Regulation & Information) 011-24611950 Ext 211 Amitteotia.dgca@gov.in</p>	<p><u>For Ground Photography</u> Usually 3 Working Days</p> <p><u>For Aerial Survey/Photography</u> 3 Working Days after receipt of MoD Clearances</p>	-	<p><u>1. For Ground Photography at Govt. Aerodromes</u> The applicant is required to submit an application giving name of the airport, area within the airport to be photographed and the intended date of the photography. Timeframe for disposal: Usually 3 working days.</p> <p><u>2. For Aerial survey/ photography</u> The applicant is required to download form from website "www.dgca.nic.in" under the category of Forms and file the request in seven copies.</p> <p>On receipt of application the same is sent to Ministry Of Defence and other concerned Government agencies for NOC. The permission is issued under Rule 13 of the Aircraft Rule 1937 by</p>	<p>DGCA after receiving NOC from Ministry of Defence which is the nodal agency for the same. The permission to carry out Aerial Photography/ Geophysical Survey is granted subject to the conditions given in the N.O.C. received from Ministry of Defence.</p>
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3.	Delhi Police	<p>Sh. MI Haider DCP (HQR) 011-23490252</p> <p>dcp.hq@delhipolice.gov.in</p> <p>Mr Prataap, ASP, 011-23490292</p>	Within 10 days	No Charge	<ol style="list-style-type: none"> 1. In case film shooting is scheduled more than one district then 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 Head Quarters 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. CP/DCP/ New Delhi Distt., Traffic, Security, Special Branch, etc. Thus, MHA is empowered whether the permission is to be granted or otherwise for film shooting in the area of High Security Zone. 	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/dates
4.	Delhi Traffic Police	<p>Sh. Ravinder Soni ACP (Traffic HQR) 011-25845626</p>		No charge	<p>Traffic Police Ranges across different locations in Delhi. A letter to the respective locations DCP is to be submitted along with necessary details on the shoot location</p> <p>However, in high security areas like Vijay Chowk, North & South Block, around India Gate, Parliament House, etc. MHA will be the final authority</p>	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/dates
5.	PWD	<p>Dy. Secretary (Admin) 011-23392589/ 23392379</p>	No Shooting Policy as such	-	-	

6.	Northern Railways	<p>Sh. Deepak Kumar CPRO (+91) 9717630006</p> <p>Sh. R.K. Rana Senior CPRO (+91) 9717630042 011-23747084 Mail.cpro.nr@gmail.com</p>	Nearly 7 days	<p>A1 - A Stations: Rs. 1 Lakh/Day</p> <p>B1 – B2 Stations: Rs. 50,000/Day</p> <p>Other Cities/Places: Rs. 25,000 per day per station</p> <p>Moving/Stabled Trains (or any other Rolling Stock): Rs. 30,000/ Day</p> <p>Haulage Charges: Rs. 4,73,345/ Day for 200 km (for 4 coaches and 1 SLR) Rs. 50,000/- for any additional coach.</p> <p>Indemnity Bond & Agreement Bond: Rs. 100/NJSP</p>	Film should be shot according to the script as approved by Northern Railways. Permissions to be granted by governing authorities.	Please click here
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7.	Sports Authority of India	<p>Mr Rohit Bhardwaj Secretary, SAI, 011-24368244 edstadia.sai@gmail.com</p> <p>Praveen Suri Dy Director (Stadia) 011-24362761 saistadiadivision@gmail.com</p>	5 Working Days	<p>Rs. 50,000/- for 2 Hours or less</p> <p>Rs. 1,00,000/- for 4 Hours or less</p> <p>Full Day rent as applicable for 8 Hours</p>	<p><u>The are of Jurisdiction</u> <u>Five Stadiums in Delhi</u></p> <ol style="list-style-type: none"> 1. Jawaharlal Nehru Stadium, Lodhi Road 2. Indira Gandhi Stadium, ITO, Delhi 3. Dr. Shyam Prasad Mukherjee Swimming Pool Complex, New Delhi 4. Major Dhyan Chand National Stadium, New Delhi <p><u>Cancellation Charges of booking Fees:</u></p> <ul style="list-style-type: none"> - Before 90 days: Nil - 89th to 45th Day prior to event: 50% - 44th to 15th Day prior to event: 100% (Full or Partial Waiver can be granted on cancellation charges after approval of Governing Body of SAI) <p>No temporary structure to be created inside SAI Stadia</p> <p>No removable markings/ tapes on the grounds/ field of play (court) are permissible with the approval of the concerned administrator.</p>	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents
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8.	CPWD	<p>S.C Bhardwaj Additional Director General Phone: 011-23062284 delndr.cpwd@nic.in</p> <p>Sh. Balkrishnan Arora Chief Engineer CPWD 011-23412662 9868226909 cendzv@gmail.com</p>	Nearly 2 weeks	Rs. 1 Lakh/ Day (Feature Films) + Rs. 50,000/- (Security Deposit)	Permission is granted subject to clearances/ NOC obtained from Delhi Police/ Traffic Authorities and the Film Agency will be fully responsible for maintenance/ discipline & cleanliness of the premises during the shooting and after the shooting.	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents
9.	NDMC	<p>Sh. R. N Singh Director (Events.) 011-23360621 011-23364210 director.commercial@ndmc.gov.in</p> <p>Sh. Rohtaz Dy. Director (Events) (+91) 9999037861 011-23363753 ddevent@ndmc.gov.in</p>	Atleast 02 - 03 days from the receipt of application	Rs. 2,00,000 /day + 18% GST + Rs. 1,00,000 as Security refundable	<ol style="list-style-type: none"> 1. The applicant will submit a request letter to Event Management Department 2. The request of the applicant is forwarded to the Competent Authority for approval 3. After approval of the competent authority, a demand letter of shooting charges is issued to the booking party along with terms and conditions 4. The booking party will deposit the charges in the Municipal Treasury 5. Accordingly an approval/confirmation issued to the booking party 	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents

10.	SDMC	Sh. Radhakrishnan Director, Press & Information (+91) 011-23227109, 08 directorpi.sdmc@gmail.com	Within a week from receipt of application	No shooting charges except for Park and Community Hall as they are commercial in nature and hired for social gatherings.	After NOC from Fire department and Police/Traffic police Department	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents
11.	East/North MCD	<p>Sh. Yogendra Singh Mann Director (Press & Information) (+91) 9811778465 011-23228551 dirpiedmc@gmail.com</p> <p>Sh. Mahesh Kumar 9250757892 dirpindmc@gmail.com</p> <p>Rakesh Gupta Assistant Director (P & I) 011-23228552 8527398050 adpi.rakeshgupta@gmail.com</p>	Within a week from receipt of application	No shooting charges except for Park and Community Hall as they are commercial in nature and hired for social gatherings.	<p>North/East Delhi Municipal Corporation 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.</p> <p>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.</p>	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents

12.	Department of Environment & Forest	Sh Ishwar Singh Principal Conservator of Forest Govt of Delhi 011-23370679 pccfdnctd@gmail.com	Atleast one month as the process involves permissions from Ministry of Environment and Forest	Entry Ticket: Adults: Rs. 10/day Children: Rs. 5/day Still & Cine Camera application: Rs. 100 – Rs. 500 per day depending on location.	Permissions for shooting in Asola Bhatti Wildlife Sanctuary and part of Okhala Bird Sanctuary falling in Delhi requires details regarding: <ol style="list-style-type: none"> 1. Purpose of Shoot 2. Number of Days 3. Area to be shot <p>Prior approval of Ministry of Environment & Forest, GOI.</p> <p>In case of foreigners, approval of MEA and other ministries is also required.</p> <p>Not possible to consider shooting in Protected Areas under single window. However, such cases will be dealt in priority as soon as letter is received from DTTDC.</p>	<ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date 4. Letter to Nodal Officer along other requested documents
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13.	DIAL	<p>Mr. Tarun Arora (Chief Commercial Officer) tarun.arora@gmrgroup.in 011-47197621</p> <p>Sh. Chandramani Gautam (+91) 9717393608 Chandramani.Gautam@gmrgro up .in</p>	3 – 7 days depending on the location of shooting.	<p>Videography: Rs. 5,00,000/- + Service Tax upto 4 Hours.</p> <p>Photography: Rs. 1,00,000/- + Service Taxes Upto 2 Hours.</p>	<ol style="list-style-type: none"> 1. Activity other than videography/ photography shall be deemed to be an unauthorized activity. 2. Client shall not use the video/photograph taken during the permitted activity for any purpose that may be derogatory or against public interest, or National Security or against the GMR Group in any manner whatsoever. 3. Prior permission of DGCA to be obtained by the client who wants to do the shooting. 4. Copy of the recording/ shooting to be provided to DIAL for previewing before its airing/telecast and any changes/ omissions suggested by DIAL is binding on the producer. 	<p>Letter of request to be sent to Nodal Officer</p> <ol style="list-style-type: none"> 1. Script/ synopsis of the film/ documentary 2. Undertaking 3. Necessary documents on crew member and shooting location/date <p>Further nodal office may guide.</p>
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14.	DMRC	Sh. Mohinder Yadav, Dy. CPRO (Operations) (+91) 9810497397 mohinderyadav17@gmail.com	Atleast 15 days from receipt of application	Rs. 75,000 – Rs. 3,00,000 (Fee/Charges) per Hour. Rs. 3,00,000 – Rs. 6,00,000 (Security Deposit)	Refund after Cancellation of <u>booking:</u> Before or on 7 days: 75% Before or on 5 days: 50% Before or on 3 days: 25% Later than 3 days in advance: None ** Hiring of DMRC's premises as detailed Granted at a discount of 25% if permission for undertaking shoot etc is taken from 23:00 to 06:00 hours. Payment in full to be given as mentioned above. Taxes will be extra as applicable from time to time.	http://www.delhimetrora.com/Policy-For-Hiring-DMRC%27s-Premises.aspx
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15.	DDA	<p>Sh. Mahipal Singh Dy. Director (PR) (+91) 9968260244 Ch.mahipalsingh@gmail.com</p> <p>Sh Satinder Pal Dir (Hort.), NW 011-23370975 (+91) dirhortnwdda@gmail.com</p> <p>Sh Harswaroop Dy. Director (Horticulture)- VIII O:- 25597934 M:- 9718610250 horticulturedivisioneightdda@gmail.com</p> <ul style="list-style-type: none"> - District Park (100 Hact.), Swarn Jayanti Park, Sec.- 10, Rohini - Kamla Nehru, Northern Ridge <p>Sh. Ashok Kumar Director (Hort.), SE 011-23378078 (+91) 98 9811095095 dirhortsouth@dda.org.in</p> <ul style="list-style-type: none"> - Green Area Mehrauli Phase 1,2,3 - Aff. Green Area, Sanjay Van - M.P. Green Area, 	-	<p>Rs. 1,00,000 per day shooting charges</p> <p>+</p> <p>Rs. 50,000 Security deposit</p>	<p>In terms of the directions of EM/DDA, the Director (Hort.) NW has intimated the following schemes/ areas where film shooting may be conducted in the green areas under the jurisdiction of Director (Hort.) South-East and North-West :-</p> <ul style="list-style-type: none"> a) Green Area, Mehrauli Complex Phase – I, II & III b) Aff. Green Area, Sanjay Van c) MP Green Area, Jahapanah City Forest d) Kamla Nehru, Northern Range e) Distt. Park at Kalkaji Phase – I (Astha Kunj) f) Dist. Park (100 Hact. Swarn Jayanti Park, Sector – 10 Rohini) g) District Park, Hauz Khas <p>Shooting Charges Rs. 1 Lakh per day with security deposit of Rs. 50,000/0 with T&C in line with that of NDMC/CPWD.</p> <ol style="list-style-type: none"> 1. All requests for booking of the parks will be addressed to Director (Hort.)/ North West DDA who in turn shall initiate the proposal and obtain the approval of Competent Authority. 2. The applicant shall obtain a 'No Objection Certificate' from Police 	
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		Jahanpanah City Forest			Authorities, prior to the function. However, in cases of programs which involve expected audience to be more than 500 the permission from the DCP (Traffic), shall also be required to be taken by the applicant.	
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		- Distt. Park at Kalkaji Phase – 1 (Astha Kunj)			<p>3. <u>Refund after Cancellation of booking:</u> -Prior to 1 month: 30% -Less than one month: 50% -Within 48 Hours: Full Booking amount</p> <p>4. Booking party may claim security deposit within 180 days of the completion of functions failing which the security will be forfeited.</p> <p>https://drive.google.com/open?id=0B65x9cdSx9BqREJwWDc5TFI3aVE</p>	
16.	Ministry of Home Affairs (UT DIVISION), Govt. of India	<p>Mr Shail Malge Director 011-23094387, 23092625 (Fax) dirdelhi@mha.gov.in</p> <p>Mrs. Chitra Narayan Under Secretary 011-23094517 chitra.narayan@nic.in</p>	Atleast 7 Days from receipt of application			
17.	Ministry of I & B, Govt. of India	<p>Sh. Ashok Kumar R. Parmar, IAS Jt. Secy. (Films) 011-23387823 011-23384995 jsfilms.inb@nic.in</p>				

18.	Delhi Transportation Corporation	Sh Anuj Sinha Dy. General Manager Special Cell 8744073030 dcmpr@dtc.nic.in	2 days from receipt of application	http://dtc.nic.in/content/hire-dtc-bus	All permissions to be sent to CMD for approvals.	
19.	Film Facilitation Office (FFO), NFDC, Ministry of I & B, Govt. of India	Sh. Vikramjit Roy Head – FFO (+91) 9819301966 vikramjit@nfdci ndia.com Ms. Sunita Rawat Chief – FFO (+91) 8114774 57 sunitarawat@nfdcindia .com	N. A	N. A	N. A	N. A