STANDING ORDER NO. Lic.& Leg./31/2022

STANDING ORDER ON THE GRANT OF CINEMA LICENCE AND THE FUNCTIONING OF THE CINEMA SECTION OF LICENSING UNIT

1. DERIVATION OF POWER

As per Section 146 (1) of the Delhi Police Act, 1978, the Commissioner of Police is empowered to exercise all powers and discharge all functions which may be exercised or discharged by a District Magistrate under the Acts mentioned in Schedule I (and the rules made thereunder) which includes the **Cinematograph Act, 1952.**

As per Rule 2(r) of **Delhi Cinematograph Rules, 2008** "Licensing Authority" means the authority defined in section 11 of the Cinematograph Act, 1952 which says that the "Authority having power to grant licenses under this part shall be the District Magistrate". The 'District Magistrate' in Delhi, as per the aforesaid section of the Delhi Police Act, 1978 means the Commissioner of Police.

Therefore, all the powers vested in the 'District Magistrate' as mentioned in the Cinematograph Act, 1952 and the Delhi Cinematograph Rules, 2008 are to be exercised by the Commissioner of Police, Delhi, who may further delegate the same to the Licensing Authority, vide order No.83-182/Spl.Cell/PHQ dated 01.02.2008.

2. POWERS

2.1 Under the **Delhi Cinematograph Act, 1952** and the **Delhi Cinematograph Rules, 2008** and **Delhi Police Act, 1978** the District Magistrate i.e. the Licensing Authority has been empowered to grant:-

i) **Provisional Certificate**

Provisional Certificate is issued under Rule-4 of the Delhi Cinematograph Rules, 2008 for erecting a Cinema building or

converting an existing building wholly or partly into a place of exhibition of Cinematograph.

ii) **Cinematograph License**

Cinematograph License is granted for a period of ten years under Rule-3 of Delhi Cinematograph Rules, 2008 read with Section 10 of The Cinematograph Act, 1952.

iii) **Renewal of Cinematograph License**

The license initially shall be granted for a period of ten years and thereafter it will be renewed after every ten years for which application shall be made six months in advance, as per Rule-7 read with Rule-3 of Delhi Cinematograph Rules, 2008.

iv) **Casual performance License**

A casual license for a period not exceeding seven days is granted in respect of any place for exhibition of films under Rule-3 (2) of the Delhi Cinematograph Rules, 2008.

v) **Temporary Permit**

A Temporary Permit for two months at a time and not more than six months in all, can be granted in case the license is not renewed before the expiry of the license due to reasons beyond the control of the Licensing Authority and not directly attributable to the licensee under Rule-8 of the Delhi Cinematograph Rules, 2008.

vi) **Sanction for alteration/repairs**

No alteration in any portion of the licensed place can be made without the sanction of the Licensing Authority, under Rule-22 of Delhi Cinematograph Rules, 2008. Similarly no repairs or re-decorations necessitating the use of scaffolding, cradles etc. can be done without the sanction of the licensing authority, if it is intended that the public shall be admitted while such scaffolding, cradles etc. are in position, as per rule 23 of DCR, 2008.

vii) **Revision of Admission Rate of Cinema Tickets & Classification of seats**

Revision of Admission Rate of Cinema Tickets and Classification of Seats is dealt with under Rule-13 DCR-2008.

2.2 Inspections

i) **"Inspecting Team"**

Rule 2(1)(p) of Delhi Cinematograph Rules, 2008 defines "inspecting team" as the 'team comprising officials, authorized by the licensing authority, Delhi Fire Service, electrical inspector, concerned building authority and health department of the local body concerned'. For this purpose, the licensing authority shall include the Local Police and Traffic Police as part of the inspecting team.

ii) **Inspection on receipt of application for grant of cinematograph licence or its renewal**

On receipt of an application for grant or renewal of a cinematograph license, along with the prescribed licence fee and inspection fee, the place shall be inspected by the inspecting team (Rule 12 DCR-2008).

iii) **Annual Inspection of a licensed place**

A joint inspection of the Cinema Halls shall be carried out by the inspecting team, at least once in a year as per Rule 17 of Delhi Cinematograph Rules, 2008.

iv) **Bi-Annual Inspection of a licensed place**

As per directions of Hon'ble Lt. Governor, Delhi received vide GNCTD's letter No.F18/05/1999/HP-II/69 dated 07.01.2009, Bi-Annual (six monthly) inspection of the Cinema Halls shall be carried out.

v) **Surprise Inspection**

Surprise inspection can be carried out at any time by the licensing authority. If the inspection is carried out during show timings, it shall as far as feasible, be done without stopping or delaying any show.

3. ORGANIZATION OF THE CINEMA SECTION OF THE LICENSING UNIT

The Cinema Section shall be headed by an Assistant Commissioner of Police, assisted by an Inspector. One Sub-Inspector shall be in-charge of the section who shall report to the

Inspector and will be assisted by three File Processing Officers (FPOs)

The File Processing Officers (FPOs) shall maintain the following registers:

- Dak Register
- Master Register (showing history of each Cinema)
- Casual Performance License Register
- Visitor Register
- File Index Register
- RTI Register
- Show Cause Notice Register
- Court Case Register

All these registers shall be inspected and signed periodically, preferably once a month by the Assistant Commissioner of Police of Cinema Section. Visitor Register will be maintained as per as per **Annexure-'A'.**

4. PUBLIC DEALING

i) All application forms along with the checklist of necessary documents shall be readily available at www.delhipolicelicensing.gov.in.

ii) Feed Back Forms will be available on the website of Delhi Police Licensing www.delhipolicelicensing.gov.in as per format at **Annexure-'B'.**

iii) Inspector/Cinema will ensure that the monthly feedback report is put up to ACP/Cinema, DCP Licensing and then Licensing Authority.

iv) A separate register shall be maintained for monitoring of RTI applications received and their disposal.

5. MONITORING OF PENDENCY

There shall be computerized monitoring of pendency instead of traditional methods. The File Processing Officer (FPO) of the rank of SI/ASI/HC possessing domain knowledge of various issues related to grant and renewal of Licenses for Cinema shall process the applications received through the online module. He shall ensure time-bound disposal of applications. He/she shall handle queries of the public received through e-mail (addlcp.lic-dl@nic.in) or on public helpline telephone number (011-26250595). A

consolidated report about the pendency shall be submitted to the Licensing Authority at the end of the week on the format as given at **Annexure-'C'.**

6. COMPUTERIZED RECORD

A computer record of Cinema Halls/Multiplexes such as their location, total number of screens, seating capacity, ticket prices, date of functioning, date of issue of license, date of renewal, Court cases, SCN & warning issued, name of licensee etc. shall be maintained. Necessary details along with the procedure for obtaining a Cinematograph License and other procedures followed by the licensing Unit shall also be updated on the website of Licensing Unit i.e. www.delhipolicelicensing.gov.in.

7. PROCEDURE TO BE FOLLOWED FOR GRANT OF PROVISIONAL CERTIFICATE

I SUBMISSION OF APPLICATION FOR GRANT OF PROVISIONAL CERTIFICATE (RULE 4, DCR- 2008)

A provisional certificate is required to erect a building or convert an existing building wholly or partly into a place for exhibition of Cinematograph.

An online application is required to be submitted on the website of Delhi Police Licensing www.delhipolicelicensing.gov.in Procedure for Online Application of Grant of Provisional Certificate is as under:-

A. Registration

* An applicant will be required to register himself at the following website:- "www.delhipolicelicensing.gov.in"

* An OTP (One Time Password) authentication shall be received by applicant for mobile number verification.

* Login credentials will be sent to the applicant along with necessary information/guidelines.

Application submission by the applicant as per **Annexure-'D'**, along with the following required documents:-

i) Proof of identity of the applicant (Voter ID, PAN, Passport, Aadhaar).

ii) Address Proof (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)

iii) Site Plan.

iv) Building plans.

iv) Ownership Documents/Lease Deed of the premises.

v) Current DIR 12.

vii) Self-attested Board Resolution for conducting business.

viii) GST Registration.

ix) PAN Card of the company.

B. ROLE OF LICENSING BRANCH

* File Processing Officers (FPOs) will check the new application form regularly.

* FPO will scrutinize the contents of the application form, uploaded documents i.e. scanned copy of all the required documents as mentioned above within 03 days of receipt of application.

* After Scrutiny, if uploaded documents are found correct, the File Processing Officer will accept the application and process it for approval of the Licensing Authority to seek sanctioned plan from Building Authority as well as reports from Local & Traffic Police within the fixed timeline.

II FORWARDING OF PLANS TO BUILDING DEPTT. (DDA/NDMC/MCD/DCB/DMRC) (RULE 4(3), DCR-2008)

After seeking the approval of the Licensing Authority Site Plan and Building Plans will be sent to the concerned local body (i.e. DDA/MCD/NDMC/DCB/DMRC) for examination of the same in the light of provisions of the existing building bye-laws, Master Plan of Delhi, Delhi Cinematograph Rules, 2008 and other related rules for the proposed construction area.

III NOC'S FROM LOCAL POLICE/TRAFFIC POLICE

NOCs from the concerned District DCP will be obtained from law and order point of view where the Cinema/Multiplex is proposed to be opened and Character & antecedents verification report will be taken from the local police station where the applicant is residing. NOC from the Traffic Unit will also be taken.

IV RECEIPT OF SANCTIONED PLANS FROM BUILDING DEPTT.(DDA/NDMC/MCD/DCB) (RULE 4(3) DCR, 2008)

On receipt of sanctioned plans from the concerned local body i.e. MCD/DDA/NDMC/DCB in the light of provisions of building bye-laws, Master Plan of Delhi, Delhi Cinematograph Rules, 2008 and other related rules, the Licensing Authority shall call the applicant and Building Authorities who had approved the building plans to give a presentation before the Licensing Authority in order to ensure that the plans have been approved as per the provisions of existing building bye-laws, Master Plan of Delhi, Delhi Cinematograph Rules, 2008 and other related rules. The objective is also to ensure that all safety and security concerns of the patrons is taken care of in the sanctioned building plan. The Licensing Authority may do further assessment of the suitability of the proposed cinema/multiplex through site inspection etc.

V SITE INSPECTION BY LICENSING AUTHORITY

Site inspection of the proposed cinema location/building may be carried out by the Licensing Authority to assess suitability of the premises, in the light of the building plan and local police/traffic report. If needed, the site inspection will be carried out by the licensing authority jointly with local police, traffic or any other authority.

VI PUBLIC NOTICE AFTER THE GRANT OF PROVISIONAL CERTIFICATE

The Rule 4(5) of DCR, 2008 provides for a public notice after the issue of Provisional Certificate for construction of a Cinema Hall building. The rule says that "The Provisional Certificate issued by the Licensing Authority under Rule 4 of the Delhi Cinematograph Rules, 2008 shall also be published in the newspaper to bring to the public knowledge that a cinema hall is being constructed on the earmarked land."

After satisfying itself about suitability, the Licensing Authority will grant a Provisional Certificate under Rule 4 of Delhi Cinematograph Rules, 2008 for construction of the cinema/multiplex. Thereafter, the File Processing Officer will generate the Provisional Certificate and will send it to registered email id/other mode of communication to the applicant. After it is granted, the Provisional Certificate will also be published in newspaper(s) as required under Rule 4(5) as mentioned above.

Rule 4(3), DCR-2008 further provides that provisional certificate shall not ipso-facto entitle the applicant for the grant of license for cinematograph exhibition on completion of such building or give any immunity from the application of any new provisions to the rules, which might be incorporated after the issue of such certificate and before grant of a license under the Cinematograph Act, 1952.

8. PROCEDURE TO BE FOLLOWED FOR GRANT OF CINEMATOGRAPH LICENSE

The following procedure shall be followed by the staff /office of Cinema Section, Licensing, Delhi before issuing Cinematograph License under Section 10 of the Cinematograph Act, 1952:-

I SUBMISSION OF APPLICATION IN FORM-A (Annexure-E) FOR GRANT OF LICENSE AFTER GETTING COMPLETION CERTIFICATE/OCCUPANCY CERTIFICATE FROM LAND OWNING AGENCIES. (RULE 5, DCR- 2008)

After completion of the building, Applicant has to apply online as per Form **(Annexure-'E')** for grant of a Cinematograph License on the website of Licensing Unit i.e. www.delhipolicelicensing.gov.in. Procedure for Online Application of Grant of Cinematograph License is as under:-

A. Registration

* An applicant will be required to register himself at the following website:- "www.delhipolicelicensing.gov.in"

* An OTP (One Time Password) authentication shall be received by applicant for mobile number for verification.

* Login credentials sent to the applicant along with necessary information/guidelines of the Cinema Hall applied.

* Application submission by the applicant as per **Annexure-'E'**, alongwith the following required documents:-

i) Original Site Plan.

ii) Two copies of the Sanctioned Building Plan.

iii) A copy of Occupancy/Completion Certificate.

iv) Ownership title/Lease Deed

v) Court fee Rs.5.

vi) Payment of fee online @ Rs. 25,000/- per screen as License fee and Inspection fee @ Rs. 500/- per screen. (As per fee schedule **Annexure-'O'**).

vii) Address Proof (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)

viii) Current DIR 12

ix) Self-attested Board Resolution for conducting business

x) Proof of Identity of the applicant

xi) GST Registration

xii) PAN card of the company

B. ROLE OF LICENSING BRANCH

* Licensing Branch FPO will check the new application form regularly.

* They will examine the contents of the application form; uploaded documents i.e. scanned copy of all the required documents as mentioned above within 3 days.

* After Scrutiny, if uploaded documents are found correct, the File Processing Officer will accept the application and process it for approval of the Licensing Authority for Joint Inspection of the cinema hall with other Civic Authorities.

II JOINT INSPECTION (RULE 12, DCR-2008)

After receiving Form for grant of Cinematograph Licensee, alongwith the required documents as mentioned above, the Licensing Authority shall get an inspection of the place conducted by the 'inspecting team' as per procedure laid down in Rule-16 of Delhi Cinematograph Rules, 2008. The defects revealed by inspection team during the joint inspection shall be brought to the notice of the applicant who will get the same rectified. As mentioned earlier, the licensing authority shall include Local Police and the Traffic police as part of the inspecting team.

The defects revealed by inspection team during the joint inspection shall be brought to the notice of the applicant who will get the same rectified. As mentioned earlier, the licensing authority shall include Local Police and the Traffic police as part of the

inspecting team. Antecedent Verification Report of the applicant is also required to be obtained from concerned DCP/SSP where the applicant resides.

The Licensing Unit will issue annual calendar of the Joint Inspection in the beginning of the year so that other related Stakeholders are informed well in advance.

III COMPLIANCE OF INSPECTION REPORT

On the removal of defects, if any, revealed in the joint inspection by the technical agencies/local bodies/other authorities, the case will be put-up to Licensing Authority for grant of license.

IV GRANT OF LICENSE (RULE 14, DCR-2008)

Upon approval of Licensing Authority the Cinematograph License will be granted for a period of 10 years, as prescribed under Rule-3 of Delhi Cinematograph Rules, 2008 on Form "B" (**Annexure-'F'**). The File Processing Officer will generate the cinematograph License and will send it to registered email id/other mode of communication of applicant.

V TERMS AND CONDITIONS OF LICENSE

The terms and conditions as per **Annexure-'G'** will be enclosed with the license and the same are to be complied with by the licensee.

VI UNAUTHORIZED ENTRY CHARGE

Since, rates of Cinema tickets are approved by the Licensing Authority as per Cinematograph Rules, no promotional schemes should be linked with purchase of Cinema tickets.

VII ARRANGEMENT FOR DIFFERENTLY ABLED PERSONS

The licensee shall make adequate arrangements for differently abled persons by providing separate washrooms, ramps, wheelchairs and other conveniences for them in the premises

9. PROCEDURE FOR RENEWAL OF LICENSE (Rule 7 DCR, 2008)

I SUBMISSION OF APPLICATION FOR RENEWAL OF LICENSE

An online application for renewal of a Cinematograph license shall be submitted as per Form **(Annexure-'E1')** online on the website of Licensing Unit i.e. www.delhipolicelicensing.gov.in at least six months prior to the date of expiry of the license.

Procedure for Online Application of Grant of Cinematograph License is as under:

A. Registration

* An applicant will be required to register himself at the following website:- www.delhipolicelicensing.gov.in

* An OTP (One Time Password) authentication shall be received by applicant for mobile number verification.

* Login credentials to be sent to the applicant along with necessary information/guidelines.

* Application submission by the applicant as per **Annexure-'E1'**, alongwith the following required documents alongwith attested copy of receipt for payment of Fees. :

i) Site Plan.

ii) Two copies of Sanctioned Building Plans.

iii) A copy of Occupancy/Completion Certificate.

iv) Ownership title/Lease Deed

v) Court fee Rs.5.

vi) **Payment of fee online @ Rs. 25,000/- per screen as License fee and Inspection fee @ Rs. 500/- per screen.** (As per fee schedule at **Annexure-'O'**).

vii) GST Registration Certificate

viii) Affidavit to the effect that no alterations have been made to the sanctioned building plan of the licensed place and that all the fire safety measures are in good working condition **(Annexure-I)**

ix) Proof of identity of the applicant (Voter ID, PAN, Passport Number, Aadhaar)

x) Address Proof (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)

xi) Details of Fire Safety Certificate/Fire NOC of the Mall/Shopping Complex

xii) Details of Fire Safety Certificate/Fire NOC of the Cinema Hall/Multiplex

xiii) Fire evacuation plan & CD

xiv) Current DIR 12

xv) Self-attested Board Resolution for conducting business

xvi) PAN card of the company

II JOINT INSPECTION (Rule 12, DCR-2008)

After receiving Form-A for renewal of Cinematograph License, along with the required documents as mentioned above, the Licensing Authority shall get a joint inspection done by the 'inspecting team', including local police and traffic police, following the procedure outlined in Rule 16 of Delhi Cinematograph Rules, 2008. The inspecting team shall submit its inspection report within reasonable time and before the expiry of the license. The defects, if any, revealed by the inspection team during the joint inspection shall be brought to the notice of the licensee and the same will be rectified by the cinema management.

III REMOVAL OF OBJECTIONS FROM THE INSPECTING TEAM

On removal of shortcomings as pointed out in the Joint Inspection, the case will be put-up to the Licensing Authority, for the renewal of the License. On approval by the Licensing Authority, the Cinematograph License will be renewed for a period of 10 years, as per the term prescribed under Rule 3 of Delhi Cinematograph Rules, 2008. The File Processing Officer will generate the renewed Cinematograph License and will send it to registered email id/other mode of communication of applicant.

10. PROCEDURE FOR GRANT OF TEMPORARY PERMIT (RULE-8 DCR, 2008)

i) In case, the Licensing Authority is not able to renew a cinematograph license before the expiry of the term of the said license for reasons beyond the control of the Licensing Authority and not directly attributable to the licensee, it may for the reasons to be recorded in writing, grant a temporary

permit for a period not exceeding two months at a time and in any case for not more than six months in all, subject to the terms and conditions of the license sought to be renewed;

Provided that the temporary permit shall cease to have effect in the event of renewal of the regular license or the rejection of the application for renewal of the license by the licensing authority. The applicant shall surrender the temporary permit on receipt of renewal of license or its rejection, as the case may be.

ii) The temporary permit shall be in Form 'C' **(Annexure-'J')** prescribed in the First Schedule of the Delhi Cinematograph Rules-2008.

iii) A fee of one thousand rupees shall be levied for the grant of any such temporary permit, provided that if, in the opinion of the licensing authority, the grant of such temporary permit has not been necessitated by the negligence of the licensee, the fee may be remitted.

11. PROCEDURE FOR GRANT OF CASUAL LICNESE (RULE 3(2) DCR, 2008)

If any person desires to hold a Film Festival or otherwise screening of films in a premise already having a Premises License for use as a place of Public Amusement under the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and Performances for Public Amusement, 1980, he shall apply online on the website of Licensing Unit i.e. www.delhipolicelicensing.gov.in.

Procedure for Online Application of Grant of Cinematograph License is as under:-

A. Registration

* An applicant will be required to register himself at the following website:- "www.delhipolicelicensing.gov.in"

* An OTP (One Time Password) authentication shall be received by applicant for mobile number verification.

* Login credentials to be sent to the applicant alongwith necessary information/guidelines.

* Application submission by the applicant as per **Annexure-'K'** alongwith the following required documents:-

i) An Affidavit worth Rs.10/- duly attested by Notary **(Annexure-'L').**

ii) Booking letter/slip of the premises.

iii) Schedule and name of films to be shown.

iv) Censorship certificates or Exemption Certificates issued by the Ministry of Information and Broadcasting, Govt. of India.

v) Projector fitness certificate from Electrical Inspector.

vi) Show Tax Receipt from MCD

vii) GST Registration Certificate.

viii) Undertaking for not using projector (in case projector is not used).

ix) Casual License fee @ 500 per day to be paid online after grant of License.

In case of the premises not being already licensed for Public Amusement, where the films are to be screened, the organizer will submit the following documents in addition to the documents as mentioned above :-

i) NOC from Fire Department.

ii) NOC from Electrical Inspector.

iii) NOC from local police.

iv) NOC from Traffic Police.

A casual licence for a period not exceeding seven days may be granted by the licensing authority in respect of any place for exhibition of films after satisfying itself about the **fitness of the projectors and censorship of the film** to be screened as per requirements of Rule 3(2) of Delhi Cinematograph Rules, 2008. In addition, the licensing authority will satisfy itself about the safety aspects on the basis of NOCs from various agencies as mentioned above, in case of places not already having Premises Licence.

After getting approval by the Licensing Authority/Competent Authority, the File Processing Officer will generate the fee payment worth Rs. 500/- per Auditorium for payment of License fee by applicant through debit card/credit Card to be paid at Fee Counter in Licensing Unit.

After receiving of the payment, the File Processing Officer will generate the Casual license and will send it to registered email

id/other mode of communication of applicant immediately after payment of fees.

12. PROCEDURE FOR GRANT OF PERMISSION FOR LIVE SCREENING OF MATCHES IN CINEMA HALLS/ MULTIPLEXES

If any licensee desires to hold live screening of sports activities/matches in their cinema halls/multiplexes, he shall submit the following documents:-

i) An application containing detailed schedule of matches.

ii) Copy of agreement made between the broadcasting rights holder company and the licensee.

iii) Copy of order of Ministry of Information & Broadcasting dated 24.09.2007 directing exemption from the provisions relating to certification of films under the category "recordings of sports events telecasted live in India".

iv) Declaration of cinema ticket rates.

13. INSPECTION OF LICENSED PLACES

A) ANNUAL JOINT INSPECTION (RULE 17 of DCR-2008)

i) A joint inspection is required to be carried out by the inspecting team, at least, once in a year. The same will be done on the prescribed proforma of Licensing Branch **(Annexure-'M')** and the fees as prescribed in the third Schedule shall be chargeable for the joint annual inspection **(Annexure-'O')**.

ii) The inspecting team shall submit its report regarding the compliance of the relevant statutory provisions to the licensing authority.

iii) The licensing authority shall bring to the notice of the applicant or the licensee, as the case may be, the defects, if any, reported after carrying out of inspection.

iv) The licensing authority shall direct the licensee to remove the defects or deficiencies so reported within a time specified by the concerned member of the inspecting team, failing which proceedings for suspension or revocation of license shall be initiated against the licensee. In case of grant of fresh license, the same shall not be granted unless all the defects are removed.

B) BI-ANNUAL INSPECTION (AS PER DIRECTIONS OF HON'BLE L.G., DELHI)

i) The Licensing Authority shall make a joint bi-annual (six monthly) inspection of the cinema/multiplex, with the concerned agencies, as per the direction of Hon'ble Lt. Governor, Delhi received from Dy. Secretary (Home), GNCT, Delhi vide letter No. F.18/06/ 199/HP-II/69 dated 07.01.2009 on the prescribed proforma of the Licensing Branch **(Annexure-'M').**

ii) The inspecting team shall submit its report regarding compliance of the relevant statutory provisions to the licensing authority

iii) The licensing authority shall bring to the notice of the applicant or the licensee, as the case may be, the defects, if any, reported after carrying out of inspections.

iv) The licensing authority shall direct the licensee to remove defects or deficiencies so reported within a specified time, failing which proceedings for suspension or revocation of license shall be initiated against the licensee.

C) SURPRISE INSPECTION

Surprise inspection of a place having Cinematograph License can be carried out at any time by the licensing authority. If the inspection is carried out during show timings, it shall as far as feasible, be done without stopping or delaying any show.

D) INSPECTION OF CINEMATOGRAPH FILMS (RULE-21 DCR-2008)

The licensing authority or any officer authorized by him in this behalf may, at any time, inspect the cinematograph films which it has permitted to be exhibited, and the licensee shall make such arrangements as the licensing authority or such officer may require.

E) MOCK DRILL

The Licensing Authority shall direct the District Police to organize mock drills in Cinema Halls/Multiplexes as per their approved contingency/evacuation plan bi-annually involving all the stakeholders to check the alertness and preparedness of the management and staff as well as other responders to meet any contingency. Report of the same shall be furnished to the Licensing Authority.

14. PARAMETERS TO BE CHECKED DURING INSPECTION

Various parameters in respect of the building as given in Schedule-II of DCR 2008 (**Annexure-'H'**) should be checked by the Technical Agencies/Civic Bodies along with the officers of the licensing Branch, Local Police and Traffic, during the annual/bi-annual or surprise inspection. These include various security measures like Fire Protection measures, instructions about seats, gangways, stairways and Entrance/exits, precautions about electrical installations, etc. Apart from this, the inspecting officers should also check the compliance of various conditions of Cinematograph license given in **Annexure-'G'**.

15. ALTERATION (Rule-22 DCR-2008)

On receipt of application for the alteration, the licensing authority will consult the relevant agencies and only then give sanction for such alterations.

The Licensee shall intimate to the Licensing Authority in writing after completion of proposed alteration/renovation/ refurbishment work in this regard. The Licensing Authority shall organize a joint inspection of the cinema hall with the officials of concerned civic agency i.e. Building or Fire or Electrical Department or all the three departments depending upon the nature of work. The concerned departments shall submit inspection reports from their respective point of view to the Licensing Authority and after satisfying that the alteration/ renovation/refurbishment work has been done as per the sanctioned plan and is in accordance with the provisions of Delhi Cinematograph Rules, 2008 and also confirms to the provisions in the relevant building bye-laws as amended from time to time, the Licensing Authority shall accord permission to re-open the cinema hall.

16. REPAIR (Rule-23 DCR-2008)

The licensee shall give a notice in writing to the licensing authority and submit the same to the person sitting at the designated counter of Cinema Section of his intention to carry out any repairs or redecorations necessitating the use of scaffolding, cradles or plant, giving full details of the position thereof, if it is intended that the public shall be admitted while such scaffolding, cradles or plant are in position or in use. The licensing authority shall not give sanction thereto unless the Chief, Fire Officer or an officer deputed by him in this regard certifies that alterations and

use of scaffolding, cradles, etc. do not obstruct means of escape or effective evacuation in the event of fire, panic or any other emergency conditions. If the licensing authority so requires, the licensed place shall be closed to public until the work has been completed and the scaffolding, cradles and plant are removed.

17. PROCEDURE FOR REVISION OF TICKETS/CLASSIFICATION OF SEATS (Rule-13 DCR-2008)

The licensee is required to adhere to classification of seats and the rates for admission to the cinematograph exhibition as approved by the licensing authority and shall not amend or alter the same without the written approval of the licensing authority.

However, if the Licensee intends to increase the rate for admission to the cinematograph exhibition, he shall make an application in writing to the licensing authority stating the reasons therefore, at least, seven days before the date on which it is proposed to give effect to the increase in such rates. The Licensee shall also furnish the information along with proof/documents on the format at **Annexure-'P'** including expenses incurred as per the Heads during the previous financial year and the projected expenditure during the next financial year to asses factors such as wages increase, tax increase, overhead & maintenance charges increase etc. This should be supported by audited balance sheet and budget provisioning documents, complete list of permanent employees, daily wagers and contractual workers supported by pay slips **(Annexure-'P')**.

The licensing authority on being satisfied that the increase will not unreasonably affect the purchaser of the cinematograph exhibition tickets, it may, after duly recording the reasons in writing may grant the approval for such increase of rates;

Provided that the licensing authority shall not grant such approval more than twice a year.

18. TOURING CINEMA (Rule-20 DCR-2008)

i) The apparatus used in the touring cinematograph used for public exhibitions shall be brought for inspection of the electrical inspector, annually.

ii) After such inspection, if the electrical inspector is satisfied that a touring cinematograph apparatus complies with the provisions of the Delhi Cinematograph Rules-2008, he shall issue a certificate to this effect in Form 'D' **(Annexure-'N').** A certificate issued shall be

effective for a maximum period of one year.

iii) Fees shall be payable for the grant and renewal of a certificate as er fee schedule **(Annexure-'O')**

19. COMPLIANCE OF RULES (RULE-11 DCR-2008)

i) The licensee shall comply with the provisions of the Delhi Cinematograph Act-1952 and the Delhi Cinematograph Rules-2008 and the terms and conditions as specified in the license, for maintaining the licensed place at all times and in all respects in conformity with the standards prescribed by these rules and for taking all necessary safety measures before commencement of any cinematograph exhibition.

ii) The licensee or a person nominated by him in writing for the purpose shall be in charge of the licensed premises and cinematograph, during the time of exhibition.

20. PROCEDURE FOR REVOCATION OR SUSPENSION OF LICENSE (RULE 9, DCR-2008)

i) The licensing authority may revoke or suspend a license or casual license or temporary permit, as the case may be, for contravention of any provisions of the Cinematograph Act,1952 or DCR-2008 or for non-compliance of any term and conditions specified in the license.

Provided that the licensing authority shall afford the licensee, an opportunity of being heard before revocation or suspension of license or casual license or temporary permit, as the case may be.

Provided further that the licensing authority, if satisfied for reasons to be recorded in writing that it is in the interest of public safety, it may dispense with the show cause notice and suspend or revoke the license.

ii) The licensee shall be responsible for all acts and omissions of his managers, servants or agents, committed or made with his knowledge or consent and arising out of or in connection with the licensed place of licensee.

iii) If the shortcomings pointed out during a joint inspection are not removed by the licensee in the specified time or are found existing even during the next inspection, appropriate action for

non-compliance would be taken by the licensing authority against the licensee.

iv) Inspecting officers of the Licensing Unit should take photographs of the shortcomings found during the joint inspections and surprise inspections of the cinemas situated in Multiplexes/Malls etc. which require immediate attention and where public safety is involved. These photographs should be put up along with detailed inspection report to the Licensing Authority for further course of action.

21. APPEAL (RULE 15, DCR-2008)

Any person, aggrieved by the decision of the licensing authority for refusing to grant or renew, or revocation or suspension of a license, or revision of ticket rates, may prefer an appeal to the Lieutenant Governor, Delhi, within forty five days from the date of such decision.

22. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No.387/2010 issued vide No.1851-1950/Record Branch/ PHQ dated 16.04.2010.

23. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 23.05.2022

No. 25301-25450/Record Branch/PHQ dated Delhi, the 23/5/2022

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.

5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.

Annexure –A

VISITORS REGISTER

Sl. No.	Name in block letters	Full Address	Name and Designation of Officer to be visited	Tel./ Mobile No.	Purpose of visit	Time of arrival	Full Sign. of Visitor	Time of Depar-ture	Visitors Pass No.

ANNEXURE-B

1. Your experience while making the online application
☆☆☆☆☆
2. Updates through SMS/email at various stages of processing of your application
☆☆☆☆☆
3. Experience with local police during police verification
☆☆☆☆☆
4. Guidance at the Licensing Unit during your visit
☆☆☆☆☆
5. Courtesy and helpfulness of the staff of Licensing Unit
☆☆☆☆☆
6. Timely delivery of service
☆☆☆☆☆
7. Facilities at Licensing Unit
☆☆☆☆☆
8. Overall experience
☆☆☆☆☆
9. Any suggestion to improve service delivery and facilities



Annexure-C

MONTHLY PERFORMANCE REPORT

	Pending FRs carry forward from previous week	FR received	FR disposed off	Pending FRs	Pending RTI application	Pending approved cases	Pending SCN	No of visitors
Current week								
Previous week								

(New Online Form)
ANNEXURE-D FORM

APPLICATION FOR GRANT OF PROVISIONAL CERTIFICATE (FOR CONSTRUCTION OR CONVERSION OF EXISTING BUILDING) FOR CINEMATOGRAPH EXHIBITION		
1	**Applicant details**	
1.1	Full Name	
1.2	Alias , if any	
1.3	Father's/Spouse Name (expanded)	
1.5	Gender	Male [ ] Female [ ] Other [ ]
1.6	Date of Birth	DD/MM/YYYY
1.7	Place of Birth	
1.8	Nationality	
1.9	Proof of identity; Aadhaar Number, (Voter ID, PAN, Passport Number, if Aadhaar not available)	Drop down box with selection of document and text box to enter document number (Aadhaar , Voter ID, PAN, Passport) **(Upload proof of identity) (View)**
1.10	Complete address (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.11	Jurisdictional Police Station of the present address	
1.12	Permanent address	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.13	Jurisdictional Police Station of the permanent address	
1.14	Mobile phone number	
1.15	Email	

2	**Premises details**	
2.1	Name of the Brand/Company, if any.	(Text box)
2.2	Address of the premises	Address boxes to mention Property number, Street, Locality, District, City, State & PIN code
2.3	Jurisdictional Police Station of the premises	
2.4	Total No. of Screens	(Text Box)
2.4a	Total seating capacity of Cinema Hall/Multiplex	(Text Box with numbers only)
2.4b	Screen-wise Details	Screen No.(Text Box) No. of Seats(Text Box) No. of Exits(Text Box)
2.5	Proof of ownership of the premises (upload registered sale deed, registered lease/rent deed)	Owner (Check Box) Tenant (check Box) Lease (Check box) If on rent/lease, submit an indemnity bond stating that the applicant is in legal occupancy of the premises and that if a civil dispute is pending with respect to the occupancy and that the license would be subject to the outcome of the litigation. **(Upload) (View)**
2.6	Current DIR 12	**(Upload) (View)**
2.7	Self-attested Board Resolution for conducting business	**(Upload) (View)**
2.8	GST Registration	**(Upload) (View)**
2.9	PAN card of the company	**(Upload) (View)**
2.10	Site plan and building plans indicating the details of the structure, location of the exits, gangways, toilets, foyers, booking windows, staircase, lift, projector, parking arrangements, etc. and showing surrounding roads and buildings in the site plan.	**(Upload) (View)**

3	**Self-Declaration**

I _____son/daughter of _____ aged _____ occupation _____ hereby declare that the information provided above is true and correct to the best of my knowledge, information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under section 199 and 200 of IPC 1860 and/or any other law applicable thereto. Therefore, It is requested that my case along with the required building plans may be forwarded to the local body for the sanction of building plans so that a Provisional Certificate could be issued by your office. Place: _____

Applicant Signature: _____

Date: ___ / ___ / _____ Applicant Name: _____

(New Online Form)
ANNEXURE-E FORM

APPLICATION FOR GRANT OF CINEMATOGRAPH LICENSE UNDER SECTION 10 OF THE CINEMATOGRAPH ACT, 1952, FOR CINEMATOGRAPH EXHIBITION		
1	**Applicant details**	
1.1	Full Name	
1.2	Alias , if any	
1.3	Father's/Spouse Name (expanded)	
1.4	Gender	Male [ ] Female [ ] Other [ ]
1.5	Date of Birth	DD/MM/YYYY
1.6	Place of Birth	
1.7	Nationality	
1.8	Proof of identity; Aadhaar Number, (Voter ID, PAN, Passport Number, if Aadhaar not available)	Drop down box with selection of document and text box to enter document number (Aadhaar , Voter ID, PAN, Passport) **(Upload proof of identity) (View)**
1.9	Complete address (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)	Address boxes to mention House number, Street, Locality, District, City, State &PIN code **(Upload proof of address) (View)**
1.10	Jurisdictional Police Station of the present address	
1.11	Permanent address	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.12	Jurisdictional Police Station of the permanent address	
1.13	Mobile phone number	
1.14	Email	

2	**Premises details**	
2.1	Name of the Cinema	
2.1a	Name of the Brand/Company, if any.	(Text box)
2.2	Address of the premises	Address boxes to mention Property number, Street, Locality, District, City, State & PIN code
2.3	Jurisdictional Police Station of the premises	
2.4	Land line/Mobile number of the Cinema	
2.5	E-mail ID	
2.6	Website	
2.7	Whether the Cinema is Stand-alone or situated in Mall/ Shopping Complex?	(Text Box)
2.7a	If situated in Mall/Shopping complex, details thereof (Name & Address)	(Text Box)
2.7b	Details of Fire Safety Certificate/Fire NOC of the Mall/Shopping Complex	Date of issue (Text Box) Valid upto (Text Box) **(Upload Fire Safety Certificate/Fire NOC) (View)**
2.7c	Details of Fire Safety Certificate/Fire NOC of the Cinema Hall/Multiplex	Date of issue (Text Box) Valid upto (Text Box) **(Upload Fire Safety Certificate/Fire NOC) (View)**
2.7d	Fire evacuation plan & CD	(upload document & media file)
2.8	Total No. of Screens	(Text Box)
2.8a	Total seating capacity of Cinema Hall/Multiplex	(Text Box with numbers only)
2.8b	Screen-wise Details	Screen No.(Text Box) No. of Seats(Text Box) No. of Exits (Text Box)

2.9	Proof of ownership of the premises (upload registered sale deed, registered lease/rent deed)	Owner (Check Box) Tenant (check Box) Lease (Check box) If on rent/lease submit an indemnity bond stating that the applicant is in legal occupancy of the premises and that if a civil dispute is pending with respect to the occupancy the license would be subject to the outcome of the litigation. **(Upload) (View)**
2.10	Current DIR 12	**(Upload) (View)**
2.11	Self-attested Board Resolution	**(Upload) (View)**
2.12	Site Plan.	**(Upload) (View)**
2.13	Copy of Sanctioned Building plan.	**(Upload) (View)**
2.14	Copy of Occupancy/Completion Certificate.	**(Upload) (View)**
2.15	Court Fee Rs.5.	**(Upload) (View)**
2.15	GST Registration	**(Upload) (View)**
2.16	PAN card of the company	**(Upload) (View)**
3	**Self-Declaration**	

I _____son/daughter of _____ aged _____ occupation _____ hereby declare that the information provided above is true and correct to the best of my knowledge, information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment

under section 199 and 200 of IPC 1960 and/or any other law applicable thereto.

Therefore, It is requested that my application may be approved and license may be granted in respect of the aforesaid place to me for cinematograph exhibition

Place: _____ Applicant Signature:

_____

Date: ___ / ___ / _____ Applicant Name:

_____

(New Online Form)
ANNEXURE-E-1 FORM

APPLICATION FOR RENEWAL OF CINEMATOGRAPH LICENSE UNDER SECTION 10 OF THE CINEMATOGRAPH ACT, 1952, FOR CINEMATOGRAPH EXHIBITION		
1	**Applicant details**	
1.1	Full Name	
1.2	Alias , if any	
1.3	Father's/Spouse Name (expanded)	
1.4	Gender	Male [ ] Female [ ] Other [ ]
1.5	Date of Birth	DD/MM/YYYY
1.6	Place of Birth	
1.7	Nationality	
1.8	Proof of identity; Aadhaar Number, (Voter ID, PAN, Passport Number, if Aadhaar not available)	Drop down box with selection of document and text box to enter document number (Aadhaar , Voter ID, PAN, Passport) **(Upload proof of identity) (View)**
1.9	Complete address (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.10	Jurisdictional Police Station of the present address	
1.11	Permanent address	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.12	Jurisdictional Police Station of the permanent address	
1.13	Mobile phone number	
1.14	Email	

2	**Premises details**	
2.1	License Details	License No. (Text box) Date of issue (Text Box) Valid Upto (Text Box)
2.1a	Name of the Cinema	
2.1b	Name of the Brand/Company, if any.	(Text box)
2.2	Address of the premises	Address boxes to mention Property number, Street, Locality, District, City, State & PIN code
2.3	Jurisdictional Police Station of the premises	
2.4	Land line/Mobile number of the Cinema	
2.5	E-mail ID	
2.6	Website	
2.7	Whether the Cinema is Stand-alone or situated in Mall/ Shopping Complex?	(Text Box)
2.7a	If situated in Mall/Shopping complex, details thereof.(Name & Address)	(Text Box)
2.7b	Details of Fire Safety Certificate/Fire NOC of the Mall/Shopping Complex	Date of issue (Text Box) Valid upto (Text Box) **(Upload Fire Safety Certificate/Fire NOC) (View)**
2.7c	Details of Fire Safety Certificate/Fire NOC of the Cinema Hall/Multiplex	Date of issue (Text Box) Valid upto (Text Box) **(Upload Fire Safety Certificate/Fire NOC) (View)**
2.7d	Fire evacuation plan & CD	(upload document & media file)
2.8	Total No. of Screens	(Text Box)
2.8a	Total seating capacity of Cinema Hall/Multiplex	(Text Box with numbers only)

2.8b	Screen-wise Details	Screen No.(Text Box) No. of Seats(Text Box) No. of Exits (Text Box)
2.9	Proof of ownership of the premises (upload registered sale deed, registered lease/rent deed)	Owner (Check Box) Tenant (check Box) Lease (Check box) If on rent/lease submit an indemnity bond stating that the applicant is in legal occupancy of the premises and that a civil dispute is pending with respect to the occupancy and that the license would be subject to the outcome of the litigation. **(Upload) (View)**
2.10	Current DIR 12	**(Upload) (View)**
2.11	Board Resolution	**(Upload) (View)**
2.12	Site Plan.	**(Upload) (View)**
2.13	Copies of Sanctioned Building plans.	**(Upload) (View)**
2.14	A copy of Occupancy/ Completion certificate.	**(Upload) (View)**
2.15	Court Fee Rs.5.	**(Upload) (View)**
2.16	GST Registration	**(Upload) (View)**
2.17	PAN card of the company	**(Upload) (View)**
2.18	An affidavit worth Rs 10/- duly attested by Notary to the effect that no alterations have been made to the sanctioned building plans of the licensed place and that all the fire safety measures are in good working condition.	**(Upload) (View)**

3	**Self-Declaration**

I _____son/daughter of _____ aged _____ occupation _____ hereby declare that the information provided above is true and correct to the best of my knowledge, information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under section 199 and 200 of IPC 1860 and/or any other law applicable thereto.

Therefore, It is requested that It is requested that my application may be approved and license maybe renewed in respect of the aforesaid place to me for cinematograph exhibition.

Place: _____ Applicant Signature: _____

Date: ___ / ___ / _____ Applicant Name: _____

Annexure-F

FORM 'B'
(See rule 6)

FORM FOR LICENSE UNDER SECTION 10 OF THE CINEMATOGRAPH ACT, 1952.

The place known as_____ situated at _____ in the National Capital Territory of Delhi is hereby licensed under section 10 of the cinematograph Act, 1952 for cinematograph exhibitions.

This license has been granted to _____ in respect of aforesaid place and shall remain in force until the _____, provided that the said _____ or any person to whom, which the consent of the licensing authority, the license is transferred continues to own or manage the cinematograph used in the said _____.

This license shall be subject to the provisions of the cinematograph Act, 1952, rules made there under, and to the terms and conditions set forth in the annexure to this license.

Dated:_____

(Licensing Authority)
Seal

Renewal

Renewed valid up to the date	Licensing Authority, Delhi
Renewed valid up to the date	Licensing Authority, Delhi
Renewed valid up to the date	Licensing Authority, Delhi

Annexure-G

ANNEXURE TO LICENCE IN FORM 'B'

TERMS AND CONDITIONS OF LICENSE

1. All building regulations or other regulations for observance at place of public amusement laid down in Municipal Bye-Laws or by any other rules made under any law for the time being in force, shall be applicable and be followed strictly except to such extent as is permitted by the exemption certificate appended hereto. The licensed place shall be maintained in all respect in strict conformity with the specifications contained in the Second Schedule of these rules and the Delhi Cinematograph Rules, 2008 and the Regulations made in the second schedule thereto.

2. The fire protection measures as provided in the licensed place under these rules shall be maintained in good working condition at all times.

3. The number of persons admitted at any time into any part of the licensed place _____ situated at _____ New Delhi shall not exceed _____.
(The licensing authority shall fill the number of persons who may be permitted into several parts of the licensed place in accordance with regulation 7 of the Second Schedule of Delhi Cinematograph Rules, 2008)

4. At least one booking office shall be provided for sale of each category of tickets at the licensed place and shall be open and in use throughout the half an hour immediately preceding every performance. The licensee shall employ adequate number of staff for the sale of tickets at the booking office.

5. The licensee shall not allow entry to any person to exhibition, who has purchased the entry ticket from a person other than an authorized booking clerk at the licensed place or from an agent whose name and place of business have been notified to the licensing authority and who has been approved by the licensing authority as an agent for the sale of tickets.

6. The number of entry tickets issued for any exhibition shall not exceed the seating accommodation prescribed in condition of these terms and conditions annexed to the license. Every entry ticket shall contain the following particulars:-

a) The date and time of the exhibition;

b) The section of the auditorium for which the tickets is valid (in case the auditorium is divided into various sections according to the cost of the tickets or otherwise);

c) The serial number of the entry ticket (in case the auditorium is divided into various sections according to the cost of the ticket, otherwise a separate set of serial number be given for each section);

d) The seat number (sale of tickets without seat number would tantamount to contravention of the condition).

Provided that the provisions of this sub-clause shall not apply where the seating arrangements are on floor.

7. No fire work shall be allowed or used as an adjunct to a Cinematograph exhibition.

8. A notice showing the number of spectators permitted by the licensing authority to be admitted to any one part of the building shall be exhibited at a prominent place either at the entrance of the licensed premises or in the auditorium.

9. Save as the licensing authority may, by written order, permit, no loudspeakers, musical instruments, gramophones, bands, drums, bell horns, whistles or sirens or other devises creating a loud noise shall be employed or allowed to be used outside the licensed place as an advertisement or to attract attention of public, nor shall any device be employed to deliver the entertainment to persons outside the licensed place.

10. The licensee shall not exhibit any film other than a film certified as fit for public exhibition by a Board constituted under Section-3 of the Act and displays the prescribed mark of that authority and has not been altered or tampered within any way since such mark was affixed thereto.

11. No poster, advertisement, sketch synopsis or program of a film shall be displayed, sold or supplied either in the licensed place which is likely to be injurious to morality or to encourage or incite crime or to lead to disorder or to offend the feelings of any section of the public or which contains offensive representations of living persons.

12. The licensee shall comply with all instructions, which may, from time to time, be given by the licensing authority regulating the display of

posters of advertisements at the licensed place or on any premises annexed thereto.

13. The licensee shall, when and so often as the Lt. Governor or any other officer authorized by him may require, exhibit films and lantern slides provided by the Lt. Governor or such authorized officer free of charge or on such terms as regards remuneration as the Lt. Governor or such authorized officer may determine.

Provided that the licensee shall not be required to exhibit at one time films or lantern slides the exhibition of which will take more than fifteen minutes in all or has been delivered to him, at least, twenty four hours before the proposed exhibition.

14. At the time of any epidemic, the licensee shall comply with all instructions that may be given by the Licensing Authority to inspect the building under sub-rule (1) of rule 16 with a view to checking the spread of disease.

15. The licensee shall not without the permission of the Licensing Authority assign, sublet or otherwise transfer the license, the licensed premises as a whole or any portion thereof or Cinematograph, nor shall the licensee without permission as aforesaid allow any person, during the period of currency of the license to exhibit films in the licensed premises.

16. The Licensing Authority or any officer authorized by him in this behalf at any time inspect the films which it is proposed to be exhibited and the licensee shall make such arrangements for the inspection as the inspecting officer may require.

17. The licensee will not exhibit or permit to be exhibited in such place in respect of which this license is given to any person who is not adult any film which has been certified by the Board constituted under section 3 of the Act, as suitable for public exhibition restricted to adults.

18. The licensee shall make arrangement to permit entry to all the patrons in the licensed place, only after through frisking and checking using hand held metal detector and door framed metal detector and shall ensure that Tiffin boxes, bags, brief cases, fire arms, explosives or any such container concealing them is not taken into the licensed place.

19. The licensee shall not admit to any performance any person whose ticket has been purchased otherwise than from an authorized booking clerk at the licensed place or from an agent whose name and place of business have been notified to the licensing authority and who has

been approved by the licensing authority as an agent for the sale of tickets.

20. The licensee shall make arrangements to the satisfaction of the Deputy Commissioner of Police of the area for the orderly marshalling of persons desirous of purchasing tickets at the licensed place. Licensee shall also deploy sufficient number of staff to maintain a vigil for the purpose of security and safety of women patrons especially during late night shows running upto morning hours.

21. The licensee of a touring cinema shall operate and exhibit films in the open place only but shall not do so at any place within fifty meters of any thoroughfare or road junction or within one hundred meters of any building.

22. The licensee of a touring cinema shall inform the licensing authority, at least, forty-eight hours before the exhibition of the cinematograph film.

23. The terms and conditions of the license can be altered and conditions added during the currency by the licensing authority under the direction of the Lt. Governor or any other officer appointed by him with his approval.

24. Disease and medicines to correct sexual disorders, or purporting to assist the childless in begetting children, shall not be exhibited through slide in the licensed place.

25. The licensee of a touring cinema shall exhibit films free of any charge.

26. The licensee of a touring cinema shall exhibit only scientific films, films intended for education purpose, films dealing with news and current events, documentary films and advertisement films duly censored by the Central Board of films Censors. The licensee shall furnish a true copy of the certificate granted by the said Board in respect of each such film to the licensing authority, forty-eight hours before the exhibition thereof.

27. The licensee shall provide adequate facilities of free drinking water in the licensed place for the spectators and users of cinematographic exhibition.

28. The licensee shall ensure that building, furniture, fittings, and apparatus in the licensed place, at all times are kept in a state of proper working condition maintained regularly. The auditorium foyer, lobbies, toilets, etc. shall be cleaned and adequately disinfected before and after each show. The air conditioning and air-cooling plants, as

the case may be shall remain in operation their full capacity throughout each show.

29. The Licensee shall ensure that parking area is properly lighted and adequate guards are deployed for the security and safety of general public visiting the licensed place.

30. The licensee shall not allow any articles to be served in the auditorium by out-side vendors. However, the soft drinks including tea, coffee and other eatables may be sold from the licensed place, for which separate license shall be obtained by the licensee or his authorized person.

31. No portion of the licensed place be occupied or used as factory workshop or for storage of inflammable material or as a hotel. The licensing authority may, however, permit commercial block provided, safety requirements such as independent means of escape are fully ensured to his satisfaction. Only the canteen for the preparation (other than cooking by using naked flames in whatever form) and sale of food and beverages along with sale counter, within the licensed premises shall be allowed with the permission in writing of the licensing authority.

32. The licensee shall inform about every incident or accident relating to fire or explosion occurring within the licensed place immediately to the licensing authority as well as to the nearest police station and fire control room.

33. The licensee shall not allow smoking within the licensed place and the notices to this effect shall be displayed at prominent places.

34. The licensee shall arrange to install CCTV at entry point and the ticket counters and shall preserve the recording for a period of thirty days.

35. The licensee shall make arrangements, as may be necessary, for the thorough physical checking of the vehicles using inverted mirror before parking at the licensed place or any other place identified for the purpose.

36. The licensee shall provide articles of uniform and identity card to all its employees for their proper identification.

37. The employees of the "Place" including a touring cinema shall be well conversant and trained in the use of fire appliances, and shall for such purposes be drilled periodically at least once every month.

38. During an exhibition, all fire extinguishing appliances shall be in charge of some persons or person specially appointed for this purpose.

Such persons need not be employed exclusively in looking after the fire appliances but they must not be given any other work during an exhibition so as to take them away from the licensed place or otherwise prevent them from being immediately available in case of danger or alarm of fire.

39. The instructions to be followed during fire shall always be displayed in some conspicuous place, so that all people connected with the licensed place shall be acquainted regarding fire protection measures.

40. The information of any fire or alarm of fire, however slight it may be, shall be sent to the fire brigade.

41. The licensee shall ensure that at least 04 of the staff working in the licensed place are trained in handling the fire equipments and evacuation drill.

42. The licensee shall ensure that at least 04 persons employed by him in the licensed place are certified in First Aid by any agency recognized by the Director Health Services/Secretary Health, Govt. of NCT of Delhi.

43. The licensee shall ensure that at least 04 persons employed by him in the licensed place are certified in First Aid by any agency recognized by the Director Health Services/Secretary Health, Govt. of NCT of Delhi.

44. If any person having high threat perception visits the Cinema Hall/Multiplex, the Licensee shall inform the local police immediately in this regard.

LICENSING AUTHORITY
DELHI.

Dated:_____

UNDERTAKING

I shall abide by all the provisions of the Act, the Delhi Cinematograph Rules, 2008 and the aforesaid terms and conditions.

Signature of Licensee

ANNEXURE – H

SCHEDULE II

(REFER SUB-RULE (4) OF RULE 4)

REGULATIONS IN RESPECT OF BUILDING INTENDED TO BE USED AS LICENCED PLACE AND FOR RENEWAL OF EXISTING LICENCE FOR CINEMATOGRAPHIC EXHIBITIONS

1. LOCATION OF BUILDING

The building shall be located on a street or other public ways or open space and shall fulfill the requirements of byelaws for such types of buildings from which there are at all time free means of exit and not more than seventy per cent of space of the building shall be allowed for use other than exhibition of cinematograph.

2. EXTERNAL WALLS

(i) Materials used in the construction of external walls and party walls shall conform to the provisions of the National Building Code of India 2005, 'Building Materials".

(ii) In case, the building is in close proximity to another building, it shall be separated there from by walls and structures of fire resisting material in a manner to be approved by the building authority/Chief Fire Officer and no opening in the walls or in any part of the building such as may be liable to communicate fire shall overlook the neighbouring building.

3. STRUCTURAL REQUIREMENTS

(i) The building shall fulfill the requirements of fire resistance of different structural elements composing it, in accordance with the National Building Code of India 2005, Part 4, 'Fire and Life Safety'.

(ii) The building shall be enclosed within proper external or party walls of bricks, stone concrete (plain, hollow or reinforced) and the floors, tiers and roofs of the auditorium and all parts used by the public shall be constructed of fire-resisting material conforming to class 1 rating as per IS 12777:1989:-

PROVIDED that the following materials may be used for the ceiling, namely:-

(a) Accoustic Celotex, (b) Asbestos Spray, (c) Canoc, (d) Seletex, (e)

Heraklith, (f) Insulite Building Board (Termitex), and Insulite Hard Board and Tyuzne Wexna, Insulation Board, (g) Insulwood, Treatax, (h)Acoste Sound Insulation Board, (i) Light Crete Unika Sound Insulating, (j) Boards and Unitene, (k) Accoustic Tiles, (l) Gypsum Panel Board, (m) Thermocaustic, (n) Thermofriez.

(iii) No wooden posts shall be allowed for the support of galleries and tiers. No soft wood or other inflammable wall linings, partitions, screens or barriers shall be used in any part of the auditorium, and no cavities shall be left behind any linings.

(iv) The fronts or private boxes and each tier shall be formed of fireproof material, except at capping of boxes, which may be of wood.

(v) The structural design of foundations, elements of masonry, timber plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall be carried out in accordance with Part 6, 'Structural Design', Section 1 to 7 of National Building Code of India 2005.

(vi) The structural design of foundations, elements of masonry, timber, plain concrete, reinforced concrete, pre-stressed concrete and structural steel and earthquake resistance shall be carried out in accordance with Part 6, 'Structural Design' of National Building Code of India 2005.

4. DRAINAGE

(i) The building and the compound, if any, shall be adequately drained in accordance with the Part 2 and Part 9 of the National Building Code of India, 2005.

(ii) In building including basement, cellar, or other space below the ground floor provided for parking and services shall be directly drained by a suitable lifting pump.

5. ACCOMMODATION

The occupant load in the auditorium shall be determined at a rate of 0.6m^2 per person of the gross area of the auditorium.

6. HEIGHT OF TIERS

In case, the first tier or gallery extends over the stalls, the height between the floor of the stalls and such tier or gallery shall not in any part be less than three thousand millimeter, the height

between the floor of the highest part of the gallery and the lowest part of the ceiling over the same shall not in any part be less than three thousand six hundred millimeter, the height between tier and the tier of ceiling above it shall in no case be less than twenty four hundred millimeter.

7. SEATING

(i) The seating in the building shall be so arranged that there is free access to exits.

(ii) The distance between back of one row of seats to the back of another row of seats immediately behind it shall not be less than nine hundred millimeter where push back seats are used, or nine hundred eight millimeter in case of fixed seats. The width of the seat shall not be less than five hundred millimeter in case arms are provided and four hundred fifty millimeter in case of without arms.

(iii) The rows of seats shall be so arranged that there is a clear space of not less than three hundred eighty millimeter between the back of the seat and the foremost portion of the seat arm of frame just behind, measured between perpendiculars.

(iv) All seats, except in private boxes up to fourteen seats, shall be securely fixed to the floor, and if battened together or made in links, the complete links shall be firmly attached to the floor.

(v) The rows of seats shall be numbered continuously one end to the other in the auditorium with illumination on the corner seats or in the space on steps near to seats on verge showing series of rows but the voltage used for the lamps on the chair should not exceed twenty-four volts.

8. GANGWAYS

(i) Clear passages or longitudinal gangways shall be formed at the sides and down the center of the seating (seating between sides) in every part of the auditorium in such manner that no seat shall be more than seven seats, including the seat occupied i.e. not more than fourteen seats in a row between two gangways, away from any of the gangways:-

(a) The width of the main longitudinal gangway shall not be less than twelve hundred millimeter and the width of the side

longitudinal gangway shall not be less than one thousand millimeter.

(b) At least two longitudinal gangways shall directly be connected to the exit door. For this purpose, if the side longitudinal gangways are connected to the exit door, the width of the same shall not be less than twelve hundred millimeter.

(ii) Cross gangways of not less than one thousand millimeter wide shall be provided parallel to the line of seating so as to provide direct access to the exit. At least one cross gangway shall be required for every ten rows.

(iii) All gangways exits and the treads of steps and stairways shall be maintained with non-slippery surfaces.

(iv) Druggests, matting and floor covering, if provided, in gangways shall be securely fastened on the floor. Lighting arrangement shall be provided along or on the sidewalls or step lights to facilitate the public in finding the way to their seats or to go outside during the show. In case of step lights, their supply voltage should not be more than twenty-four volts.

(v) The exit of the gangways, and passage leading to exit, shall be kept clear of any obstruction.

(vi) If steps have to be inserted in a gangway or passage there shall be not less than three steps at any one place. The treads shall not be less than three hundred millimeters wide and shall be of uniform riser and tread.

(vii)The height of parapet in galleries shall not be less than nine hundred millimeters.

9. STAIRWAYS

(i) All staircases shall be constructed entirely of bricks, stone, cement or concrete with fire-resisting roof and ceiling and shall have solid square (as distinguished from span drill) steps and landings of approved stone or of such other fire-resisting material and construction as may be approved by the licensing authority with treads not less than three hundred millimeter and with risers of not more than one hundred fifty millimeter.

(ii) The number of staircases shall be determined in accordance with provisions contained in Part 4 of National Building code of India 2005 subject to minimum of two staircases and further

subject to condition that fifty percent of the staircases so determined shall be dedicated staircase(s). All the staircases shall have clear width of not less two meter to provide access to any gallery or upper floor in the building.

(iii) The treads and risers of steps on each flight shall be uniform; Provided that in case of elliptical and other curved forms of stairs the tread on inner side shall not be less than two hundred fifty millimeter.

(iv) No staircases shall have more than two flights of fifteen steps without a turn and the width of the landing between such flights shall be at least the same as the width of the staircase.

(v) Stairs turning at an angle shall have a proper landing without winders being introduced at the turn.

(vi) All staircases shall have, on both sides, strong handrails firmly secured to the wall by strong metal brackets about seventy five millimeter clear there form and about nine hundred millimeter above the stairs and shall be continuous and extend not less than three hundred millimeter beyond the top and bottom steps.

(vii) There shall be no recesses of projections in the walls of such staircases within fifteen hundred millimeter of the floor and any fittings for lighting shall be at least two thousand millimeter above the steps or landing.

(viii) The minimum headroom in a passage under the landing of a staircase shall not be less than twenty two hundred millimeter. The minimum clear headroom in any part of staircase shall be less than twenty two hundred millimeter.

(ix) No stairways shall discharge into the passage or corridor against or across the direction of exit.

(x) In case ramps are provided, slope shall not be greater than 1:12 for short distance up to nine hundred millimeter and the ramps shall be surfaced with non-slipping material. The width of the ramp shall not be less than fifteen hundred millimeter.

(xi) The ramp shall have handrails on both sides at a height of nine hundred millimeter measured from the surface of the ramp and shall extend three hundred millimeter beyond the top and bottom of the ramp.

(xii) To minimize rise to wheel chair user, ramp should be equipped

with curbs approximately fifteen hundred millimeter high at exposed sides.

10. ENTRANCE

(i) There shall be at least one entrance for each class in the auditorium.

(ii) At least one entrance usable by a person with disabilities in wheel chair shall be on a level that would make the elevator accessible.

11. EXITS

(i) Every public portion of the building shall be provided with adequate number of clearly indicated exits placed in such position and so maintained as to afford the audience ample means of safe and speedy egress upon public thoroughfare.

(ii) In the auditorium there shall be at least one exit from every tier, floor or gallery for every one hundred fifty persons accommodated or part thereof;
Provided that an exit on or by way of stage or platform shall not be reckoned as one of the exits required by this rule.

(iii) Every exit from the auditorium shall provide a clear opening space of not less than two meter high and not less than two meter wide.

(iv) Exits from the auditorium shall be suitably placed and spaced along both sides and along the back thereof and shall deliver into two or more different thoroughfares or open space from which there shall be at all times free means of rapid dispersal.

(v) Every passage or corridor leading from an exit in the auditorium to a destined place of exit from the building shall be of such width as in the opinion of the licensing Authority enable the persons in an emergency, to leave the building without danger or crowding or congestion. At no point shall any passage or corridor be less than two meters wide and it shall not diminish in width in the direction of the final place of exit.

(vi) The combined width of the final place of exit from the building shall be such the there are at least five hundred millimeter of exit width for every 60 persons.

(vii) All exit doors shall open outwards and shall be so fitted that when opened they do not obstruct any gangway, passage, corridor, stairway or landing.

(viii)All the exit doors and doors through which the public have to pass on the way to open air shall be available for exit during the whole time when the public is inside the building and during such time these doors shall not be locked or bolted.

(ix) All exits from the auditorium and all doors or openings, other than the main entrance, intended for egress from the building shall be clearly indicated by the word 'EXIT' in block letters, which shall not be less than one hundred eighty millimeter high on or above the doors at least twenty one hundred millimeter from the finished floor level and shall so displayed as to be clearly visible in a light as well as the dark.

(x) All other doors of openings shall be so constructed as to be clearly distinguishable from exits. They may be indicated by the words "NO THOROUGHFARE" arranged as in the figure below, but no notice bearing the words "NO EXIT" shall be used in any part of the building.

NO THOROUGHFARE

(xi) At the end of the exhibition not more than one entrance for each class of seats in the auditorium shall be kept closed for the purpose of regulating entry of patrons to the next show. All the remaining doors shall be kept fully open to facilitate easy and speedy egress.

12. PAY BOXES AND CHECK BOXES.

Pay boxes and attendants seats shall be in such positions in the building that these shall not obstruct the means of exit. Any mirror, pictures, notices or advertisements attached to or hung upon the walls in positions shall not cause or likely to cause obstructions to exits and shall be fixed flat against wall or kept clear of the head line i.e. 2100 mm above the floor.

13. VENTILATION

(i) The building shall be provided with efficient means of ventilation direct to the open air at the rate of eight air change per hour.

(ii) Unless the auditorium is air-conditioned, the means of ventilation shall take the form of natural ventilation and power driven exhaust fans suitably located and of adequate size for the purpose intended.

(iii) In case natural ventilation is provided by windows or skylights,

these should be darkened or obscured free permanent top ventilation and shall be arranged by means of ridge or ceiling ventilators. The clear openings of such ventilators shall not be less than 0.90 m2 for every ten persons that can be accommodated.

14. SANITARY PROVISIONS

The fitments for drainage and sanitation shall be provided in the building in accordance with the provisions as contained in Part 9, 'Plumbing Services', of the National Building Code of India 2005.

15. PARKING ARRANGEMENTS

(i) Parking space shall be provided in accordance with provisions of the Master Plan of Delhi:
Provided that the licensing authority may exempt this regulation in case public parking facility is available nearby or where public parking norms are complied with the terms contained in lease deed of the licensed place.

(ii) No vehicle shall be parked or allowed to halt in such a way as to obstruct exits or impede the rapid dispersal of the public accommodated in the licensed place, in the event of fire or panic.

16. LICENSED PLACE NOT BE OCCUPIED OR USED AS FACTORY ETC. DISPLAY OF LICENSE AND SITE PLAN

No portion of the licensed place shall be used as factory, workshop or for any other purposes contrary to the provisions in the Master Plan Delhi.

17. FIRE PROTECTION MEASURES.

(i) The fire protection measures in the building shall be planned, designed and installed in accordance with the provisions in National Building Code of India 2005, Part 4 "Fire and Life Safety" as amended from time to time.

(ii) The fire protection measures shall include all or several measures depending upon the height of licensed place, type of occupancy and seating capacity in accordance with the provisions contained in this schedule.

(iii) In case the building having mixed occupancies as may be permitted by the building authority, the fire protection arrangements such as fire extinguishers, hose reel, wet riser, Down-comer, yard hydrant, automatic sprinklers, manually operated electric fire alarm system

(MOEFA), automatic detection and alarming devices, underground water storage tank, overhead water tank, fire pumps (at ground and terrace level), and any other fire protection measures as required in accordance with the National Building Code of India 2005, Part 4, "fire and Life Safety" shall be provided and maintained.

(iv) The building shall be provided with adequate means of smoke venting or mechanically operated smoke venting system integrated with automatic detection system as may be prescribed by the licensing authority in consultation with the Chief fire Officer in accordance with the provisions contained in the National Building Code of India 2005, Part 4, "fire and Life Safety" as amended from time to time.

(v) All the interior finishers within the auditorium(s) and in occupancies incidental thereto shall meet the requirement of class 1 rating for flame spread as per National Building code of India 2005, Part 4, "fire and Life Safety" as amended from time to time.

(vi) The licensing authority may insist on additional fire protection measures in the building for life safety and fire fighting, depending upon the height of building, class of occupancies, location and size of building.

(vii) All curtains covering doors and passages shall be hung so as not to trail on the floor.

(viii) Lightning conductors shall be provided in the licensed place in accordance with the national Building Code of India 2005.

18. ENCLOSURE FOR CINEMATOGRAPH AND LIGHTING.

Subject to regulation 19 an independent permanent enclosure of sufficient size to allow the operator to work freely shall be provided in each auditorium in the building.

19. If a permanent enclosure as required by regulation 18, is not available, the cinematograph machine shall be contained in an enclosure formed of a smoke proof cabin constructed of sheet iron on suitable framework and fastened together securely. The cabin floor shall, if provided with boards, be covered with asbestos or other fire resisting material having half-an-hour fire rating and capable of supporting weight of two men.

20. The necessary pipes and cables shall enter the enclosure through efficient bushed openings.

21. No unnecessary combustible material shall be allowed within the enclosure, and all combustible materials necessary for exhibition of cinematograph shall be kept in fireproof receptacles suitable for the purpose.

22. No unauthorized person shall be allowed to enter or be in the enclosure while an exhibition is in progress.

23. The enclosure, generator room, air conditioning plant room, sub-station and all switch rooms shall be out of bound to the public.

24. **PROJECTOR APPARATUS AND FILM**

Cinematograph projectors shall be placed on firm supports constructed of fire resisting materials and shall be provided with a metal shutter, so that it can be readily inserted between the source of light and film gate. This shutter shall immediately be dropped in the event of an accident to the cinematograph apparatus or stoppage of the film and shall only be raised when the film is in motion for the purpose of projection.

25. **LIGHTING AND ELECTRICAL INSTALLATION**

(i) All lighting shall be provided by electricity. No gas, acetylene, oil or other lamps shall be used for lighting the licenced place.

(ii) Every portion of the licenced place, devoted to the use or accommodation of the public and also all outlets leading outside the licenced place including the corridors, shall be well and properly lighted during every exhibition and the same shall be lighted until the entire public have left the licenced place after the exhibition is over.

(iii) Sufficient emergency lighting shall be provided for use in case of failure of the electric lighting in the auditorium, gangways, passage, staircases and exits ways and these lights should be supplied required electrical power from an inverter or similar other power device and this should switch on automatically on failure of main electric supply.

26. **SANCTION OF ELECTRICAL INSPECTOR TO BE OBTAINED TO BE OBTAINED FOR ALL ELECTRICAL WORKS**

Before the installation of electric light or any electrical apparatus and before any alterations or additions to the electric installation are commenced, the sanction of the electrical inspector shall be obtained through the licensing authority and for this purpose plans

showing the approximate position of lights, fans and such other fittings and specifications giving full particulars of the proposed work shall be forwarded to the electrical inspector to whom complete drawings shall also be sent on completion of the work.

27. MAIN CIRCUITS

(i) An auditorium when illuminated by electric light, it shall have preferably three separate and distinct main circuits and these circuits shall be :-

(A) For the stage;
(B) For auditorium; and
(C) For corridors, exits and other parts of the premises open to the public

(ii) The circuits (B) and (C) shall be arranged that the lights in the auditorium, corridors, exits and other parts of the premises open to the public shall be as far as possible equally distributed on these two circuits. The circuits (B) and (C) shall neither be combined in one fitting nor shall the wires or leads of one circuit be placed in the casing or conduits of other circuit.

28. SUB-CIRCUITS

(i) The main circuits shall be sub-divided so that no sub-circuit shall be allow to carry more than six Amperes electric current in the case of Auditorium, corridors, exits and other parts of the premises, open to the public. And an electric current of 20 amperes with 230 volts in the case of the stage. Each sub-circuit shall start from a distributing board.

(ii) The main electric line for Circuit "A" shall, where possible be kept entirely on the stage side of the proscenium wall and those for circuit "B" and "C" entirely on the auditorium side of that wall.

(iii) The light inside and outside the premises shall be on separate circuits. Circuits for fans, power and cooling purposes shall be kept distinct and separate from lights circuits.

29. EMERGENCY LIGHTS CIRCUIT

(i) The emergency lights circuit shall be so arranged that one emergency lighting circuit shall supply not less than three lamps arranged so as to avoid, as far as possible, a single fault extinguishing all the lamps.

(ii) Two way control from both inside and outside the enclosure may be adopted for the emergency lighting circuit and the control from outside the enclosure should be suitably indicated, it shall not be mounted on the same board as any of the general circuits and should be placed in such a position as to be readily handled by an employee of the licencee but inaccessible to the public.

30. CONTROL OF AUDITORIUM LIGHTS FROM STAGE

If so required to control a portion of the lights in the auditorium from the stage switchboard (Circuit A) this will be permitted if a sufficient number of lights for safety purposes be maintained on circuit B and C for each portion of the auditorium entirely independent of the stage. The number and position of such lights shall be subject to the approval of the electrical inspector.

31. CONTROL OF AUDITORIUM LIGHTS FROM ENCLOSURE

In the case of cinemas, it may be permitted to control a portion of the lights in the auditorium by switches placed in the enclosure, provided these switches are of totally closed metal clad type and associated with Earth Leakage Circuit Breakers and/or Miniature Circuit Breakers of not more than 16 Amperes capacity at a pressure not exceeding 230 volts. The number and position of such switches shall be subject to the approval of the electrical inspector or any other officer authorize by him.

32. THREE PHASE ALTERNATING CURRENT SYSTEM

In case the electric supply is available on three phases alternating current system, the circuits A, B and C shall be supplied from three different phases and the electrical load shall be equally distributed on all the three phases. Special precautions shall be taken to prevent accidental connection of different circuits.

33. SOURCE OF SUPPLY

Changeover switches shall be used in case the electric supply is to be drawn from two different sources.

34. AUXILIARY SUPPLY OF EXIT SIGN

All exits signs shall be fitted with an auxiliary bulb capable of properly illuminating the sign and these bulbs shall be fed

and from battery/batteries or inverters or similar emergency power sources capable of giving emergency supply for thirty minutes and the same shall be in fully charged condition before the first admission of the public on any day.

35. TORCHES

At least six electric torches (with four cells of 1.5 volts each) shall be kept in the each auditorium in proper working condition and these shall be distributed in the auditorium so as to be easily accessible to gatekeepers.

36. ELECTRIC SUPPLY TO OTHER PREMISES

No other building shall be supplied with electric current from the mains/Miniature Circuit Breakers/Diesel generators used for such building.

37. GAS OR WATER PIPES

Gas or water pipes shall never be a part of any electrical circuit.

38. ELECTRIC CONDUCTORS

All electric conductors used within the building shall be tinned copper or electrolytic copper or Stranded Aluminum as per relevant Bureau of Indian Standards Code.

39. INSULATION

All electric conductors shall be properly insulated and the insulation resistance shall not be less than as prescribed under the relevant provisions of the Electricity Rules, 2005.

40. SPECIAL PRECAUTIONS FOR ELECTRIC CONDUCTORS, ETC.

No metal work in connection with the electric circuits shall be exposed or so fixed or constructed as to be liable to cause a short circuit. In all cases electric conductors conveying current at high pressure inside the building shall be specially insulated. These conductors shall be enclosed in screw-jointed and earthed iron or steel tubing. Armored cable may be used for the Electricity Supply service.

41. JOINTS

Joints in electric conductors shall be avoided as far as possible but in exceptional cases the joint shall be electrically and mechanically perfect and shall be made by using requisite cable jointing kit. Soldering fluids shall not be used in making such joints, and no joints shall be made in metal conduit. No joint under any circumstances shall be allowed in flexible and/or portable wires/cables.

42. ELECTRIC CONDUCTORS FIXING AND PROTECTION

(i) The conductor including lead covered cable, accessible to the public, shall be efficiently protected from mechanical injury by external armour of iron or steel.

(ii) In case the conductor passes through or within the wall, fire proof floors or ceilings, the conductor shall be protected by iron pipes or by glazed stone-ware or porcelain tubes and precautions shall be taken to prevent the possibility of fire or water passing along the course of the conductor.

(iii) The conductor shall not be installed near the place liable to be heated by jets stem pipes or other appliances.

(iv) In special cases, or where necessary for protection from the depredations of rats, mice or other vermin, the wiring shall be enclosed in heavy gauge steel conduit.

43. PETROL ENGINES

No petrol driven engine shall be allowed in the building or premises for generating electric current.

44. METALLIC TUBING AND MECHANICAL PROTECTION

In case iron or tube is used as a mechanical protection, bushing shall be provided wherever necessary and properly bushing inspection boxes shall be used. All metallic tubing shall be efficiently earthed and shall be providing screw joints or other means of ensuring a good and permanent electrical connection, which shall be continuous with boxes and other fittings.

45. STAGE LIGHTS

In case auditorium or stage is used for a dramatic performance, special care shall be taken that all works in connection with the electric lighting of the stage are carried out in a substantial manner best possible, preferably in heavy gauge screwed metal conduit.

46. STAGE SWITCH BOARD

(i) In case auditorium or stage is used for dramatic performance, a switchboard fitted with the necessary switches, Earth Leakage Circuit Breakers, Miniature Circuit Breakers and other fittings for the control and regulation of the stage lighting shall be fixed in some convenient positions overlooking the stage.

(ii) Electric connections shall be made as far as possible at the back of the board and there shall be space of not less than 900mm between the wall and the back of the board or such larger space as many be necessary to ensure the thimbles and connection being at all times easily accessible, or, as an alternative in the case of wires not larger that 7/18 S.W.G. provisions may be made by hinging the board for rendering the back of the board accessible.

47. FOOTLIGHTS ETC.

The footlights shall be properly protected from anything liable to cause a short circuit and shall be protected by a stuff guard so arranged that no flammable material such as posters, interior decoration material etc. can come in contact with lamps.

48. ENCLOSURE

(i) Within the enclosure no readily combustible material shall be used in connection with any lamp in such a manner that it may come in contact with the lamps or conductors. The insulating material of an electric cable including unprotected leads to lamps in the enclosure shall be covered with fire resisting material.

(ii) There shall be no coil of slack electric cable within the enclosure. The leads to the cinematography lamp shall, unless conveyed within a metal pipe or other suitable casing, be kept well apart both within and without the enclosure so that course of each may be readily traced. All live parts in the enclosure shall at all times, be totally covered by insulating and the fireproof material.

49. The electric cable for the cinematograph apparatus shall be taken as separate circuit from the source of supply and there shall be an efficient link iron clad switch and fuse or Miniature Circuit Breaker or similar protection device inserted at the point where the supply is taken and in addition an efficient iron clad double pole switch shall be fitted in cinematograph lamp circuit inside the enclosure.

50. RESISTANCE

(i) Resistance frame shall be made entirely of fire resisting material and shall be so constructed and maintained that no outside part shall at any time become unduly heated. The resistance shall not be permitted to become so over-heated that a piece of dry newspaper placed in contact with any part would readily burn.

(ii) All resistance with the exception of their resistance for regulating purposes shall be placed outside the enclosure and preferably outside the auditorium. They shall be adequately protected by wire guards or other efficient means of preventing accident contact.

51. PLUG SOCKETS FOR STAGE

The plug sockets for the stage shall be of Bakelite or similar fireproof material and of especially substantial construction.

52. LEADS TO BATTENS, ETC.

The leads to battens and moveable lengths shall be specially guarded particularly at the pints where they join on to the battens and moveable lengths and a sufficient length shall be allowed to prevent the leads receiving any injury through any movement of the battens. This part of the leads shall be protected by stout canvas hose properly fixed and the battens shall be suspended by at least three ropes.

53. ARC LAMPS

(i) The arc lamps shall not be used in the auditorium or in any part open to the public without permission of the electrical inspector. In case arc Lamps are used in any part of such building, special precautions shall be taken to guard against danger from falling glass and incandescent particles of carbon. All parts of the lamps, lanterns and fittings that are liable to be handled (except by the persons employed to handle them) shall be insulated from the framework.

(ii) Any exposed portion of metal work of an arc lamp liable to become heated to a temperature sufficient to cause a conflagration by contact with scenery or other inflammable material shall be protected by a wire guard. In no case, arc lamps shall be hanged by the conductors.

54. CUT-OUTS

(i) All circuits shall be efficiently protected by Moulded Case Circuit Breakers/Miniature Circuit Breakers/Earth Leakage Circuit Breakers as required and placed in positions easily accessible to the staff but inaccessible to the public.

(ii) All switches, Moulded Case Circuit Breakers, Miniature Circuit Breakers etc. shall be so marked as so to identify clearly which circuit or lamp or fan or apparatus thy control.

(iii) All switches, Moulded Case Circuit Breakers, Miniature Circuit Breakers, Ceiling roses and wall sockets, shall have non-flammable bases and covers.

(iv) All switches shall be of ample size to carry the current for which they are intended without heating and shall be so constructed that they shall not remain in any position intermediate between the "on" and the "off" position so as to permit of an arc or shot circuit.

55. FITTINGS

(i) All fittings shall be fixed in an approved manner and special care be taken to avoid risk of the failing from any cause.

(ii) Combined gas and electric fittings shall not be used.

(iii) Any electric light pendants or brackets, in the auditorium and front of the house generally shall be a least 2500 mm above the floor to the lowest projecting part of the fittings. No electric fittings or apparatus of any description shall be so fixed or arranged as to interfere any time with the proper work of the safety curtain.

56. SWITCH AND FUSE BOARDS

(i) All switch and switch board, not fitted with front connections, shall be so mounted as to give instant and easy access to the connection at the back to the board and shall be provided with dividing strips between poles both at the back and in front and proper look up case with glass or metal fronts. The glass, unless of adequate thickness,

shall be protected with a wire guard or alternatively boxes with lids and sides rendered fireproof by asbestos sheeting may be used.

(ii) Switch and switchboards shall be fixed inaccessible place where they will not obstruct any passage or exit.

57. GENERATING PLANT

In case the supply of electric current is derived from special plant in the building or the premises, such plant must in all cases be approved by the electrical inspector. The main storage diesel tank (1000/990 liters in case of diesel generating plants/sets shall be installed outside the licensed premises. Only day/short time fuel tank of capacity around 500 liters may be allowed inside near to diesel generation plant/set. The flow of diesel from main diesel tank installed outside the building or premises to the day/short time fuel tank should be through pipes either with gravitation flow or through motor pump. In case of any fire the flow of diesel from main tank to short tank will be shut off through an automatic shut off valve/damper.

58. DIESEL GENERATION SETS

In case the diesel generating sets are used for supply of electricity to said building necessary provisions shall be made for keeping the temperature of diesel engine rooms (couple to the alternator of the diesel generating set/s) within proper limits.

59. ACCUMULATORS

Electrical Accumulators, unless installed in rooms or compartments specially reserved therefore, shall be completely enclosed together with the terminals in substantial castings constructed of or lines with insulating and fire resisting material. Accumulators in cells or containers of celluloid shall not be installed, stored or used.

60. TRANSFORMING AND CONVERTING MACHINERY

(i) Transforming and converting machinery with the controlling switches and circuit breakers shall be placed in a fire proof and water proof structure, adequately ventilated to the outside air, properly lighted and accessible to the management and shall be used for no other purpose.

(ii) The dry type of transformer only, shall be installed inside the building premises on ground floor or in the first basement at eh periphery of the basement with winding temperature, over current,

earth fault and other protections as required/provided in the Electricity Rules.

(iii) The high-tension /high voltage (1100 volts) circuits breaks provided on the primary side of the transformer shall be dry type only viz. vacuum or SF6 circuit breaker or any other dry type circuit breaker.

(iv) The high voltage/medium voltage cables used in the electric installation of the building shall be of fire retardant low smoke (FRLS) cables or the cables shall be coated with fire retardant composition/paint/chemical.

(v) No transformer of electric supply company shall be slowed in the building or premises, which is not supplying electricity to the said building.

(vi) A clear space of 1000 mm for a transformer up to a rating of 500 KVA and D.G. Set up to a rating of 200 KVA, a clear space of 1250 mm for transformer above 500KVA and D.G. set above 200 KVA shall be provided for easy operation maintenance without any hazard to the operation and maintenance personnel working near the equipment and also for ensuring adequate ventilation.

(vii) A clear space of 2000mm shall be kept in between the generators, if two generators are installed side by side.

(viii) The distribution transformer and Diesel Generating Set shall not be located on any floor other than a ground floor or first basement of the building.

61. HIGH VOLTAGE

In case the primary current is of high voltage no part of such apparatus or the control thereof shall be accessible to any person except the person-in-charge of its maintenance.

62. EARTHING OF COVERS

All metal work supporting or protecting electric supply lines shall be efficiently earthed by two separate and distinct connections with the earth. The resistance of the connections with the earth shall not exceed on ohm, and all earthing leads shall run in such a manner that the sources of each may be readily traced. In case earthing lead pass through walls or are laid in floors they shall be suitable protected.

63. MOTORS, ETC.

All motors and electrical apparatus of power of more than 300 Watts shall not be used inside the building without prior permission of the Electric Inspector, however electric fans and similar motors not consuming more than 300 watts may by used, if separately wired, from switches/Miniature Circuit Breakers on a proper distribution board.

64. PLAN OF WIRING

A framed diagram indicating clearly the arrangement of all circuits and sub-circuits of the electrical installation, the position of distribution boards, and the size of cables shall be displayed at the auspicious place in the building and shall be kept to up to date.

65. TEMPORARY LIGHTING

(i) In all cases of installing temporary lights, a notice of not less than seven days, shall be given to the electrical inspector in writing before it is desired to commence the work.

(ii) The wires and cables shall be adequately and firmly fixed and shall be similar to the wires already specified in these regulations and in cases where the wires are within reach of the public they shall be efficiently protected from mechanical injury by an armour of iron or steel.

(iii) All temporary works shall be immediately removed if no longer required for the purpose for which it was installed. In the case of temporary work on the stage, all connections to the permanent installation shall be removed immediately after the performance in which they are used, unless permission is obtained. Such special conditions as may be requisite each case may be attached by the electrical inspector for using temporary electric work.

66. SHOCK TREATMENT INSTRUCTIONS AND INSULATED GLOVE

Instructions both in Hindi and English for the restoration of persons suffering from electric shock shall be affixed in a conspicuous place and one pair of insulated rubber gloves of requisite dielectric strength shall be provided for use by the electricians.

67. SPECIAL REGULATIONS FOR TOURING CINEMA VEHICLE

(i) In case of touring cinema Vans, films shall be wound upon spools in such a manner that the wound film shall not any time reach or project beyond the edge of the flanges of the spool. The rewinding of

films shall not be carried out in the Van in which the projector is installed while an exhibition is in progress.

(ii) An efficient double pole switch shall be fitted in the cinematograph lamp circuit within easy access of the operator.

(iii) The voltage of electric supply inside the reserved space shall not exceed 125 volts.

(iv) The heat of the illuminant and its position in relation to the optical system shall be such that it is impossible for the rays of the light to invite a stationery film.

(v) The part light of the van shall be kept burning during the exhibition of films.

(vi) If a van is fitted with 16mm projector and hermetically sealed bulbs, a clear space of 1200mm shall be left around the apparatus and one person other that the cinema staff shall be allowed to be within a radius of 1200 mm of the apparatus. The frame of the projector shall be efficiently earthed.

68. MISCELLANEOUS

(i) All main switches, switch boards and like fittings which are the properties of Electric Supply Company shall distinguished by Red Colour and every apparatus which is to be operated by authorized persons only shall be made completely inaccessible to the public.

(ii) Electric heaters or radiators shall not be used in any part of the building to which the public are admitted except with the consent of the licensing authority and subject to such conditions as may specified.

69. Except as otherwise specially provided in these regulation the electric installations shall be in accordance with the provisions of the Electricity Rules, 2005 as well as Indian Electricity Rules, 1956 which shall also continue to be in force till the regulation under Section 53 of the Electricity Act, 2003 are made and such other specifications as may, from time to time, be prescribed by the Lt. Governor by notification in the official Gazette.

ANNEXURE-I

AFFIDAVIT

Passport size self-attested photograph to be affixed

(Specimen of affidavit to be submitted by applicant under ***The Delhi Cinematograph Rules, 2008*** on a non-judicial stamp paper worth Rs.10/- duly attested by a Notary Public).

I,_____ aged_____ son/husband/wife of Shri/ Ms. _____ resident of _____ am the Licensee namely _____ situated at _____ do hereby solemnly undertake and declare as under :-

1. That I am competent to apply for the renewal of license in respect of the above mentioned Cinema.
2.
2. That I am applying for renewal of the Cinema license in respect of the above mentioned Cinema.
3. I further undertake that no alterations have been made to the sanctioned building plans of the licensed place and that all the fire safety measures are in good working condition.

Deponent

Verification:-

Verified at New Delhi on _____ day of _____ that the contents of the affidavit are true and correct to the best of my knowledge and belief and no part thereof is incorrect and nothing material has been concealed therefore.

Deponent

ANNEXURE-J

FORM 'C'
(See rule 8)
FORM FOR TEMPORARY PERMIT

Whereas Shri _____, the holder of the License No._____ dated _____ in respect of the _____ licensed place situated at_____ Delhi, has applied for the renewal of the said license which has been retained in my office pending disposal of his application.

And whereas the aforesaid license could not be renewed for the following reasons: -

_____

_____.

And whereas the aforesaid reasons are beyond the control of the licensing authority and are not directly attributable to the licensee.

Now, therefore, in exercise of the powers conferred by rule 8 of the Delhi cinematograph Rules, 2008, the said Shri _____ is hereby permitted temporarily to exhibit cinematograph films in the said place subject to the provisions of the Cinematograph Act, 1952, rules made there under, and to the terms and conditions set forth in the annexure to the said license granted to him, for a period of _____ days from the date of issuance of this permit for the following reasons:-

_____.

Dated: _____

LICENSING AUTHORITY
DELHI

(New Form)
ANNEXURE- K FORM

APPLICATION FOR GRANT OF CASUAL LICENSE FOR SCREENING THE FILMS (UNDER SECTION 10 OF THE CINEMATOGRAPH ACT, 1952, AND RULE 3(2) OF THE DELHI CINEMATOGRAPH RULES 2008)		
1	**Applicant details**	
1.1	Full Name	
1.2	Alias , if any	
1.3	Father's/Spouse Name (expanded)	
1.4	Gender	Male [ ] Female [ ] Other [ ]
1.5	Date of Birth	DD/MM/YYYY
1.6	Place of Birth	
1.7	Nationality	
1.8	Proof of identity; Aadhaar Number, (Voter ID, PAN, Passport Number, if Aadhaar not available)	Drop down box with selection of document and text box to enter document number (Aadhaar , Voter ID, PAN, Passport) **(Upload proof of identity) (View)**
1.9	Complete address (attach proof of residence; copy of Aadhaar card or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.10	Jurisdictional Police Station of the present address	
1.11	Permanent address	Address boxes to mention House number, Street, Locality, District, City, State & PIN code **(Upload proof of address) (View)**
1.12	Jurisdictional Police Station of the permanent address	
1.13	Mobile phone number	
1.14	Email	
1.15	Name & Address of the event management	

	Company/Organization on whose behalf the applicant is applying for Casual License	
2	**Premises details**	
2.1	Date & Timings of the screening of films	
2.2	The Name & Address of the Premises where the screening of the film is to be held	Address boxes to mention Property number, Street, Locality, District, City, State & PIN code
2.3	Jurisdictional Police Station of the premises	
2.4	Land line/Mobile number of the Cinema	
2.5	E-mail ID	
2.6	Brief synopsis about the screening of films	(Text Box)
2.7	Expected audience strength	(Text Box)
2.8	Mode of the admission	Free entry for all based on invitation (Text Box) Free entry without invitation (Text Box) Ticketed Show (Text Box)
2.8(a)	Ticket Price	(Text Box)
2.8(b)	Name of the places where sale of ticket is proposed	(Text Box)
2.9	Censorship Certificates/Exemption Certificates issued by the Ministry of Information and Broadcasting, Govt. of India.	**(Upload) (View)**
2.10	Projector Fitness Certificate.	**(Upload) (View)**
2.11	An Affidavit worth Rs.10/- duly attested by Notary.	**(Upload) (View)**
2.12	Booking letter /slip of the premises.	**(Upload) (View)**
2.13	Schedule and name of films to be shown.	**(Upload) (View)**

2.14	MCD Show Tax Receipt.	**(Upload) (View)**
2.15	Undertaking for not using projector (in case projector is not used)	**(Upload) (View)**
2.16	NOC from Fire Deptt. (In case of the unlicensed premises.)	**(Upload) (View)**
2.17	NOC from Electric Deptt. (In case of the unlicensed premises.)	**(Upload) (View)**
2.18	NOC from Traffic Police (In case of the unlicensed premises.)	**(Upload) (View)**
2.19	NOC from Local Police (In case of the unlicensed premises.)	**(Upload) (View)**
3	**Self-Declaration**	

I _____son/daughter of _____ aged _____ occupation _____ hereby declare that the information provided above is true and correct to the best of my knowledge, information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under section 199 and 200 of IPC 1860 and/or any other law applicable thereto. Therefore, It is requested that my application may be approved and casual license may be granted in respect of the aforesaid place to me for screening of film.

Place: _____ Applicant Signature:

_____

Date: ___ / ___ / _____ Applicant Name:

_____

ANNEXURE–L

AFFIDAVIT

Passport size self-attested photograph to be affixed

(Specimen of affidavit to be submitted by applicant under ***The Regulations for Licensing and Controlling Places of Public Amusement (other than cinemas) and performances for public amusement, 1980*** on a non-judicial stamp paper worth Rs.10/- duly attested by a Notary Public).

I, _____ aged_____ son/husband/wife of Shri/ Ms. _____ resident of _____ _____ am the Organiser/Event Manager of the company namely _____ _____ (Name & Address of the Company/ Organisation) do hereby solemnly undertake and declare as under :-

1. That I am competent to apply for the Performance License on behalf of above company. (Confirmed Booking Slip to be attached).

2. That I am applying for Performance License to be organized at the _____ (Name/ Address of the Premises) on/from _____ to _____& show at _____ (AM/PM) to 10.00 P.M.

3. That this performance/shows is about _____ _____ (Details of performance).

4. That no infringement of any copy right shall take place under "The Copy Right Act-1957" and that I/We shall be wholly responsible in the event of any infringement or contravention of any of the provisions of "The Copy Right Act, 1957."

5. That I do hereby undertake that the above show does not have:-

   (a) Any profanity or impropriety of language;
   (b) Any indecency of dress, dance, movement or gesture;
   (c) Any offensive personation or representation of any individuals;
   (d) Anything calculated or likely to excite feeling of sedition or political discontent;
   (e) Anything calculated or likely to cause riot or breach of peace, or to promote or excite hostile feelings between different classes; or

to wound the religious feelings of any I individual or class of individuals;

(f) Any dangerous exhibition or display of a performance or game with wild beasts, except in so far as it is an item of performance in a circus which shall be governed by regulation in chapter XI (applicable of circuses) of these regulations;

(g) Any performance or game involving risk, damage or danger to the audience or public;

(h) Any speech, ceremony or any other item not covered expressly by the terms of the performance license.

6. That the expected audience for the above said performance/function to the best of my knowledge will be approximately _____.

7. That I hereby undertake that all electrical equipment being used by us for the above show have been tested.

8. That I do hereby undertake not to continue the performance beyond 10.00 P.M. at the Premises.

9. That the above show/performance is :-

(i) Free entry for all based on invitations.
(ii) Free entry without invitations.
(iii) Ticketed show, the details of which are given in the application form.

Deponent

Verification:-

Verified at New Delhi on _____ day of _____ that the contents of the affidavit are true and correct to the best of my knowledge and belief and no part thereof is incorrect and nothing material has been concealed therefore.

Deponent

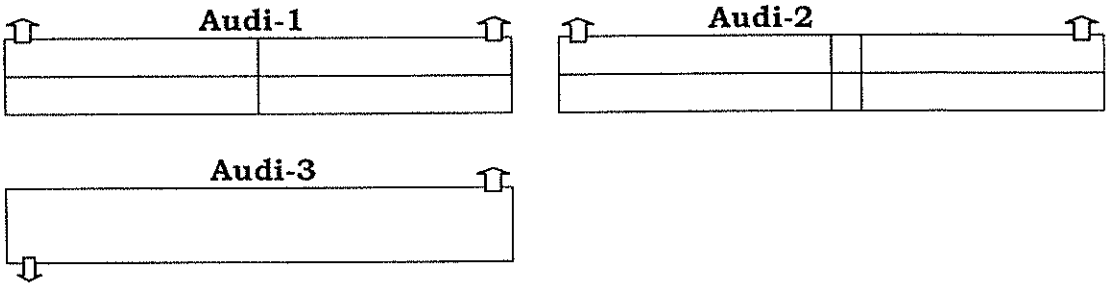
ANNEXURE-M

Performa for Bi-Annual/Annual joint Inspection

1.	Name of Cinema	
2.	Name of Licensee	
3.	Date when License issued from Licensing Branch	
4.	Validity period of License	

1. **SKETCH OF CINEMA HALL SHOWING SEATING ARRANGEMENTS:**

	Audi-1	Audi-2	Audi-3	Total
Number of Seats				
Number of Exits				



2. LAST JOINT INSPECTION CONDUCTED ON

Shortcomings pointed out by different agencies:-

FIRE SAFETY INSPECTION REPORT

I.

Sl. No.	APPLIANCES	AVAILABILITY	CONDITION
a.	Overhead/ Underground tank		
b.	No. of Hydrants		
c.	No. of Hose Reels		
d.	Number of Fire buckets of sand & water: 1) Main Hall 2) Balcony 3) Box 4) Projector Room 5) Elect. Sub-Station 6) Rectifier Room 7) AC Plant Room 8) Any others		
e.	Number of portable fire extinguishers 1) Main Hall 2) Balcony 3) Box 4) Projector Room 5) Elect. Sub-Station 6) Rectifier Room 7) AC Plant Room 8) Any others		
f.	Number of fire extinguishers for Projector Room.		
g.	No. of Lightening conductors		
h.	Fire alarm system		
i.	Sprinkler system		

j.	Escape and exit routes: PRSENT	REQUIREMENT	ANY SUGGESTION/ SHORTCOMINGS

II.	Name of trained staff of cinema hall in handling fire safety equipments	Level of Training
a.		
b.		
c.		

III.	Any other comments.

Signature

Name and designation of the Inspection Officer_____

Telephone Number (Office)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager
(Telephone No.)

ELECTRICAL INSTALLATIONS INSPECTION

I.

Sl. No.		PRESENT STATUS	SHORTCOMINGS/ SUGGESTIONS
i.	Whether every portion of the cinema hall meant for use as outlet (including corridors) is properly lighted		
ii.	Whether the cinema has separate & distinct main circuits for stage, for auditorium, corridors, exits and other parts of the premises open to the public		
iii.	Whether Gas and water pipes found forming a part of any electrical circuit		
iv.	Whether all conductors found properly insulated		
v.	Whether all footlights, chair-lights found glowing properly		
vi.	Whether found any loose/ naked wire in the cinema premises		
vii.	Whether found the connections without plug sockets		
viii.	Whether found gas and electric fittings together		
ix.	Whether all the circuits have been protected with MCB		
x.	Whether all electrical appliances have been provided with ELCB		
xi.	Whether all electrical installations have been earthed		
xii.	Whether shock treatment instructions/ chart in Hindi and English have affixed at all electrical installations and atleast one insulated gloves in		

	good order for use of electricians		
xiii.	Whether proper light arrangement found in the parking area		

II. Whether reasonable precautions taken by the cinema management to protect spectators and employees from electric shock and incident of fire through use of electric equipments	

III. Other comments regarding safety of public from electrical safety point of view:

Signature

Name and Designation of the Inspecting officer_____

Telephone Number (Officer)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager
(Telephone No.)

BUILDING INSPECTION

I.

	REQUIRED	PRESENT STATUS	SHORTCOMINGS/ SUGGESTIONS
a. Width of all Gangways			
b. Number of Exits			
b1. Width of corridors and exits			
c. Distance between back of seat and the foremost portion of the seat arm of frame just behind, measured between perpendiculars.			
d. Distance between back of one row of seat to back of another row of seat.			
e. Stairways Risers Treads			

II.

Whether there is any un-authorized construction found in the cinema premises	

III. Any other comments

Signature

Name and Designation of the Inspecting officer_____

Telephone Number (Officer)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager
(Telephone No.)

HEALTH INSPECTION

I. a.	Ventilation: - i. Whether suitable installation of power driven exhaust fans found ii. Whether natural ventilation by windows or skylights found	
b.	No. of Toilets (urinals/ flush) Required Provided Shortcomings noticed	
c.	<u>Eateries:</u> Registered: - Number of Workers: - Their medical check up Kitchen inspection Pest control <u>Drinking water: -</u> Resources Laboratory check report	
d.	Whether first aid box with sufficient medicines found in the Projector room/ manager room	

e.	Whether the cinema premises found under cleanliness and hygienic conditions	
f.	Any other comments	

Signature

Name and Designation of the Inspecting officer_____

Telephone Number (Officer)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager
(Telephone No.)

TRAFFIC REGULATIONS INSPECTION

a.	Parking provisions for Cars Scooters/ Motor Cycles Cycles	Availability sufficient or otherwise.
b.	Whether arrangements are proper from Traffic regulation point of view or otherwise.	
	Any other comments	

Signature

Name and Designation of the Inspecting officer_____

Telephone Number (Officer)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager

(Telephone No.)

SECURITY INSPECTION

Sl. No.	Points to be checked	Report
a.	Number of Man power/ Staff Character/ antecedents verification	
b.	Whether DFMD and HHMD found available and in working order	
c.	Whether the security guards found alert and checking the public properly	
d.	Whether public address system found in working order	
e.	Whether CCTV found installed and in working order with recording facilities for 30 days.	
f.	Whether safety and security instructions found affixed on prominent places in the cinema premises	
g.	Whether safety and security instructions found printed on the back side of the tickets	
h.	Whether intercom facility is available in the projector room, Manager room, control room etc.	
i.	Whether any passages/ stairways etc. found obstructed	
j.	Security arrangements in parking area	

k.	Any other comments

Signature

Name and Designation of the Inspecting officer_____

Telephone Number (Officer)_____(Mobile)_____

Defects/Shortcomings noted for compliance

Signature of Licensee/Manager
(Telephone No.)

ANNEXURE-N

FORM 'D'

(SEE SUB-RULE (2) OF RULE 20)

CERTIFICATE FOR A TOURING CINEMATOGRAPH

In pursuance of the provisions of the Act and the Delhi cinematograph Rules, 2008 and after inspecting the touring cinematograph apparatus described below, I _____, Electrical Inspector, hereby, certify that the said touring cinematograph apparatus is useable without danger to the public and complies with the provisions of the Act and the rules made there under.

The said touring cinematograph is/is not of the safety class. This certificate shall remain in force for a period of one year from the date of issuance unless previously revoked.

Electrical Inspector, Delhi.

Renewals:

(Renewed valid up to the _____(Date) Electrical Inspector, Delhi.

(Renewed valid up to the _____(Date) Electrical Inspector, Delhi.

DESCRIPTION OF THE TOURING CINEMATOGRAPH APPARATUS

Name, particulars and address of the owner_____

_____ Description of apparatus

_____

Observations_____.

Electrical Inspector, Delhi.

ANNEXURE-O

SCHEDULE OF FEE

The fee will be charged as per details given below:-

1.	Fee for joint inspection of cinema		Rs.
	(a)	Initial inspection	500
	(b)	Annual Inspection	500
2.	Inspection fee for grant/renewal of certificate in form 'D' in respect of travelling cinema (touring cinema)		500
3.	Initial Inspection of mobile cinema		250
4.	License and renewal fee for permanent cinema		
	(a)	License fee for ten years	25000
	(b)	Renewal fee for ten years	25000
5	License and renewal fee for travelling cinema (touring cinematograph) for period not exceeding six months		
	(a)	License fee	1000
	(b)	Renewal fee	1000
6.		Casual License fee	500 per day

(This format to be added)

ANNEXURE-P

Sl. No	Head	As on 01st Day of the Current Financial Year	As on 01st Day of Next Financial Year	Percentage of Increase/ Decrease	Expenses incurred during the Current Financial Year	Projected expenditure during the Next Financial Year
1.	Diesel price					
2.	Minimum wages as per Govt. norms					
3.	Water charges per unit					
4.	Electricity charges per unit					
5.	Salary expenses					
6.	Rent/Lease rent expenses					
7.	Share of Distributor					
8.	AMC charges					
9.	Entertainment Tax/GST					
10.	Any other charges related to cinema operations, if any					
11.	Nos. of Daily wagers					
12.	Nos. of Contractual Workers					
13.	No. of Permanent Employees					