

Guidelines for Shooting of Films in Andaman & Nicobar Islands



**Directorate of Information &
Publicity**
Andaman & Nicobar Administration

2017

Contents

1. Introduction:.....	3
2. Definitions:	3
3. Objective:	3
4. Procedure for obtaining Permission for Shooting of Film:	4
5. List of No Objection Certificates required.....	5
6. The format for No Objection Certificate	6
7. Duties of Film producers while shooting	6
8. Incentives for film shooting:	7
9. Role of Government departments/PSU/Corporations:.....	7

1. Introduction:

The Andaman & Nicobar Islands in the Bay of Bengal are a rare gift of nature. The group of islands/islets spread over an area of 8249 Sq. Kms. with tropical rainforest and beautiful unexplored beaches graded excellent by many researchers. Besides creeks, rich flora and fauna, marine life and under water corals are the dream destinations of the tourists. The unique picturesque beauty of these islands has not only attracted tourists from all over the world but has made the Islands as one of the best tourist locales for shooting of films. These islands have created curiosity among the National as well as International film makers and they want to shoot films in these islands covering various places of tourist interest located in and around Port Blair and outside the Port Blair area. There is a long felt need to have consolidated guidelines/instructions issued by various departments and a single window permission system of granting permission to film makers to promote “Ease of Doing Business” for film Industry. In the proposed guidelines the procedure for granting permission for shooting of films has been simplified and a single window system has been proposed to be established by following existing guidelines/instructions issued by different departments of Andaman & Nicobar Administration, and Ministries.

2. Definitions:

- a. **Administration** means Andaman & Nicobar Administration, Port Blair.
- a. **Films** means Films as defined in Cinematography Act.
- b. **Nodal Department** means Directorate of Information, Publicity & Tourism, Andaman and Nicobar Island.
- c. **Nodal officer** means Publicity Officer(Information Publicity)

3. Objective:

- I. To promote A & N Islands as a film shooting destination in the National & International market.
- II. To introduce **Single Window System** of granting permission to the film producers for shooting films in these Islands and provide them consolidated information on instructions/guidelines issued by various Departments of Andaman & Nicobar Administration and Ministries. The Directorate of Information, Publicity & Tourism, Andaman & Nicobar Administration would act as Nodal Department for granting Permission for shooting of film in these Islands to the film producers/film makers by seeking required permissions from concerned department/agencies and after getting No Objection Certificates for these departments.
- III. To make sure film shooting is done only in permissible areas in order to protect the fragile eco systems and security of the islands.

- IV. To make sure that the film shooting does not hurt the sentiments of the people of A & N Islands.
- V. To enhance the infrastructure required for promotion of Film Shooting.
- VI. To improve availability of skilled manpower required for facilitation of Film shooting in the Islands by training local artist and creating infrastructures required for the purpose.

4. Procedure for obtaining Permission for Shooting of Film:

- a) The Indian film producers or their authorized agents desiring to shoot film in these Islands shall submit two set of filled application form in the prescribed format at Annexure-I to:

**The Director, Information & Publicity
Andaman & Nicobar Administration
Port Blair, Pin code- 744 101
Tel. No. 03192-230933
Fax. No. 03192-230933
Email – directorippress@gmail.com**

at least **45 (forty five) days** prior to the Shooting.

- b) Nodal officer shall forward the copy/copies of the filled up application form, to all the department(s) whose No Objection Certificate(s) are required for giving such permission. Nodal officer will forward application only to seek No Objection Certificate(s) from departments for obtaining:
 - i. one time No Objection Certificate for Green category if not already available.
 - ii. No Objection Certificate for Orange and Red category
- c) If the requisite No Objection Certificate is not received for Green & Orange category of sites within 10 working days from date of receiving all the required information by any department, it will be deemed to have been issued by the concern department. These 10 working days will not include days during which the applicant has to provide additional information for approval as per existing rules. All additional inputs should be collected by the department concerned over contact email or mobile number for early issue of NO OBJECTION CERTIFICATE. The mails will be used to decide 10 working days mentioned above. The department of IP will issue the “Final Permission” to the applicant within 1(one) working day from the receipt of all No Objection Certificates from concern departments. The final permission will be provided within 1(one) working day of receipt of all fees.

- d) If a department refuses to issue a NO OBJECTION CERTIFICATE, concerned department must mention the reasons of such refusal. The Nodal department will be responsible to place the details of such refusal before the Chief Secretary within 1(one) day of such refusal to take a final decision on issuing No Objection Certificate to the Film maker by the concerned department.
- e) Foreign Filmmakers/Producers shall obtain prior permission from Ministry of External Affairs or Ministry of Information and Broadcasting (the Film Felicitation Office¹, setup by Ministry of Information and Broadcasting and operated by the NFDC, being nodal office) as the case may be, and applicant must enclose the copies of the permissions so granted along with the application form at Annexure-I. The procedure at para 2(b) and 2(c) above will be applicable for further processing of the application.

The film producer or his representative will have to get following No Objection Certificates and submit along with their application if applicable:

- i. If any animal is to be used during shooting or is affected directly or indirectly during the shooting, No Objection Certificate of Animal Welfare Board of India.
- ii. In case any living personality is portrayed in the film as a character, the filmmaker must share the script with that personality or his/her legal heirs, before beginning the filming and obtain a No Objection Certificate for submission along with application form.

5. List of No Objection Certificates required

- a) **No Objection Certificate from Forest department:**
- i. For shooting in the Reserved forest areas, Protected Forest Areas, Biosphere Reserve and premises of Forest Department (Form No. 4 (A) as provided in wildlife Protection Act 1972 to be filled along with the application at Appendix I).
 - ii. For underwater filming.
- b) **No Objection Certificate from Tribal Department:** To shoot film in the Tribal areas or about any subject related to tribal population or involving a tribal in any form directly or indirectly.
- c) **No Objection Certificate from Police Department:** For verification of crew members if required and maintenance of Law and order.
- d) **No Objection Certificate from Shipping Department:** For shooting on ships.

¹All applications for shooting from foreign filmmakers for Feature Films, Reality TV shows and Commercial Television Series in India at present has to be first received at FFO, New Delhi(an office setup by Ministry of Information and Broadcasting and run by NFDC).For rest of the categories the foreign applicant will have to approach Ministry of External Affairs.

- e) **No Objection Certificate from Port Management Board:** For shooting in Port Limit and Jetties under their control.
- f) **No Objection Certificate from Transport Department:** For shooting on Buses of STS.
- g) **No Objection Certificate from District Collector:**
 - i. For shooting to be done on roads, markets and settlements.
 - ii. For shooting in Tribal Areas.
- h) **No Objection Certificate from Andaman Nicobar Command:** For shooting in Defense establishments.
- i) **No Objection Certificate from Art & Culture:** For screening the script and shooting in places of historical importance.
- j) **No Objection Certificate for using premises of a Govt. Department/PSU/Corporation:** For using premises of any Govt. department, No Objection Certificate of department concerned will be required.
- k) Any other No Objection Certificate if deemed necessary by the Nodal department.

6. The format for No Objection Certificate

All departments must have a format for No Objection Certificate having following information:

1. Name of the film producer along with the project for which permission is given.
2. The site(s) for which the permission is given
3. The duration along with date and time for which permission is given
4. Applicable fee structure for which permission is to be granted
5. Dos and Don'ts for sites for which permission is given
6. Name, Address and contact details of the Liaison Officer of the concern department
7. The list of documents to be submitted at any point of time, e.g., list of equipments, list of crew members and their details, etc.
8. Any other points required to be included by the concerned department.

7. Duties of Film producers while shooting

- a) To follow all instructions mentioned in the undertaking submitted with application form and the No Objection Certificates issued by the departments.
- b) To provide all information required by department as per No Objection Certificate.

- c) The filmmaker and his crew members connected with the shooting shall carry their valid identity card.
- d) No animal should be harmed in any way during the shooting.
- e) A & N Islands has been declared as Restricted Area and Foreign Nationals can visit the places which are open for foreign tourist for a period of maximum 30+15 days after obtaining Restricted Area Permit (RAP) from immigration Officer as per MHA order No. G.No. 15011/4/94-F.I dated 7-1-1997 and A & N Admn. Order No. 1956 dated 7-6-2004, copies annexed at Annexure-VII. The foreigners/foreign film makers seeking permission for shooting film in these islands should obtain proper visa and follow the stipulation made in the Restricted Area Permit (RAP).
- f) The shooting in the Tourist locations or even otherwise should be done in such a manner that the activity creates minimum discomfort to the visitors and the natives.
- g) To shoot the film only in the presence of a Liaison Officer wherever attached to the team by any department of the Andaman & Nicobar Administration. In the event of any disagreement arising between the team and the Liaison officer in this respect, the matter will be immediately referred to the Director (Information Publicity) whose decision will be final.

8. Incentives for film shooting:

All incentives for film shooting will be decided by a committee comprising of following members:

- | | |
|--|----------|
| a. Chief Secretary, Andaman & Nicobar Administration | Chairman |
| b. Principle Secretary, Finance | Member |
| c. Secretary (Information and Publicity) | Member |
| d. Secretary (Tourism) | Member |
| e. Director(IP&T) | Member |
| f. Publicity Officer(IP) | Convener |

The chairman of the committee may invite members outside the composition of the committee.

9. Role of Government departments/PSU/Corporations:

It will be incumbent on all Government departments/PSU/Corporations to intimate the Nodal department:

- a) Nodal officer along with name, address and contact information for providing No Objection Certificate.
- b) The format of their No Objection Certificate.

- c) All fees and taxes applicable required to be paid by the Film producer.
- d) All information/documents to be given by the Film producer for providing No Objection Certificate.
- e) List of sites already identified by the film producer for film shooting shall be classify by each department in following categories:
 - i. **Green category:** A onetime No Objection Certificate will be provided by the competent authority to the Nodal Department.
 - ii. **Orange category:** No Objection Certificate will be provided by the department after scrutiny of the proposal.
 - iii. **Red category:** No “No Objection Certificate” will be provided in normal circumstances and for issuing No Objection Certificate for granting shooting permission there will be no restriction of time limit on the department concerned.

The Nodal Dept will be responsible to get all information from Film producers as per above information provided by the departments preferably at the time of applying for shooting permission. The Nodal dept will also strive to make the whole process online enabling:

- a) The Film producer to submit the application form online, provide additional information online, get No Objection Certificate online and deposit the fee online.
- b) The departments concerned to receive the application, ask for additional information, receive the fee and send No Objection Certificate online.

For the sites already identified by the different department for promoting as the Film shooting destinations, the Nodal department should get a standard onetime No Objection Certificate approved by all the departments concerned and the same should be issued under intimation of the department concerned to speed up the process of issuing the permission.

As the applications will be received by for different sites across the Islands in the coming years the Nodal Department will be responsible to make a database of such sites indicating:-

- i) Name of Site & Location.
- ii) Pictures and videos of those sites.
- iii) Clips of movies shot at each site.
- iv) The categories in which each site is designated by each department i.e. Red, Green & Orange.
- v) Requirements of getting permission on those sites.

Annexure-I

DEPARTMENT OF INFORMATION & PUBLICITY
ANDAMAN & NICOBAR ADMINISTRATION
Application form for Grant of Permission for Shooting of Film
(By Indian Filmmaker/Producer)

Name of the Film: _____

Director of the Film: _____

Names of the Films previously shot by the Applicant: _____

1. Details of Applicant:-

Name of the Film Producer : _____

Name of the Organization: _____

Address: _____

Mobile No: _____ Fax No.: _____

Email: _____

2. Details of Representatives, if any:-

Name: _____

Address: _____

Mobile No: _____ Fax No.: _____

Email: _____

3. Brief description of any previous films made by applicant:-

a. Has the applicant made any films in A & N Islands: _____

b. Was the applicant refused permission for proposals to make any films in India: _____

4. Schedule of Filming:-

- a. Any preliminary trip intended: Yes/NO
- b. If so, itinerary of the trip: _____
- c. Itinerary and locations of the filming schedule:

SN	Date	Place	GPS coordinates of the location	Department having jurisdiction

5. Following documents to be enclosed with the application:-

- a) A signed undertaking
- b) Four copies of scripts and four copies of synopsis of the script
- c) If any animal is to be used during shooting or is affected directly or indirectly during the shooting, NO OBJECTION CERTIFICATE of Animal Welfare Board of India.
- d) In case any living personality is portrayed in the film as a character, the filmmaker must share the script with that personality or his/her legal heirs, before beginning the filming and obtain a No Objection Certificate for submission along with application form.
- e) Details of locations (with at least one GPS coordinates) where shooting of film is proposed to be held
- f) Details of each team members and their passports, should include the following information:-
 - i. Name
 - ii. Permanent Address
 - iii. Mailing Address
 - iv. Mobile No.
 - v. Passport No
 - vi. Expiration Date
 - vii. Place of Issue
 - viii. Nationality
 - ix. Date of Birth
 - x. Place of Birth
 - xi. Role in the shooting of film
 - xii. Period of visit to Islands

g) List of cinematic equipment to be transported to A & N Islands:

SN	Name of equipment	Specifications	Company	Quantity

Place: _____

Date: _____

Signature of Applicant

***This application may be modified by the Directorate of Information, Publicity and Tourism as per the requirement of operation of Single window system.**

UNDERTAKING

With reference to our application to make a feature film in India, we hereby abide by the regulations of the Government of India and give the following undertaking:

- (i) Shooting of the film will be done in locations in Andaman & Nicobar Islands in accordance with the script, as approved by the A & N Administration. If any changes are necessary in the script, we shall obtain the prior approval of the Andaman & Nicobar Administration for such changes.
- (ii) We shall shoot the film only in the presence of a Liaison Officer wherever attached to the team by the Andaman & Nicobar Administration.
- (iii) We accept that part of the Liaison Officer's duty will be to ensure that nothing detrimental in the depiction of Andaman & Nicobar Islands or the islanders shall be shot or included in the film. In the event of any disagreement arising between the team and the Liaison officer in this respect, the matter will be immediately referred to the Andaman & Nicobar Administration whose decision will be final. We shall ensure that India's security interests are not compromised in any manner.
- (iv) We undertake to show our completed film to the representative of the Andaman & Nicobar Administration for scrutiny if recommended by the Andaman & Nicobar Administration and we further undertake to delete and destroy the portions of the film that may be found objectionable on such scrutiny by the Andaman & Nicobar Administration, before the film is utilized for public exhibition anywhere in the world.
- (v) The above requirement will apply only to films made on subjects of political, religious or socio cultural sensitivity, and is focused on ensuring that the film has been shot in accordance with the scrutinized script and that the film has nothing objectionable from the point of view of presentation of a correct and balanced perspective on the topic concerned. (in case of Foreign film makers only and in exceptional cases).
- (vi) After the shooting of the film is completed we shall provide, in duplicate, to the Andaman & Nicobar Administration a narrative report about the details of shooting done.
- (vii) I declare that I have not concealed any information which will make me ineligible for getting permission for film shooting.

Place
Date

Signature of the Producer/Film Maker
Seal

*This application may be modified by the Directorate of Information, Publicity and Tourism as per the law in force.

Annexure-II

DEPARTMENT OF INFORMATION & PUBLICITY
ANDAMAN & NICOBAR ADMINISTRATION
Application form for Grant of Permission for Shooting of Film
(By International Filmmaker/Producer)

Name of the Film: _____

Director of the Film: _____

Names of the Films previously shot by the Applicant: _____

1. Details of Applicant:-

Name of the Film Producer: _____

Name of the Organization: _____

Address: _____

Mobile No: _____ Fax No.: _____

Email: _____

2. Details of Representatives in India, if any:-

Name: _____

Address: _____

Mobile No: _____ Fax No.: _____

Email: _____

3. Brief description of any previous films made by applicant:-

a. Has the applicant made any films in A & N Islands: _____

b. Was the applicant refused permission for proposals to make any films in India: _____

4. Schedule of Filming:-

- a. Any preliminary trip intended: Yes/No
- b. If so, itinerary of the trip: _____
- c. Itinerary and locations of the filming schedule: (To be enclosed in format below)

SN	Date	Place	GPS coordinates of the location	Department having jurisdiction

5. Following documents to be enclosed with the application:-

- a. The permission for shooting granted by Min. of External Affairs, GOI/Min. of Information Broadcasting, GOI.
- b. A signed undertaking
- c. Four copies of scripts and four copies of synopsis of the script
- d. Itinerary of the shooting in format below

SN	Date	Place	GPS coordinates of the location	Department having jurisdiction

- e. Details of each team members and their passports, should include the following information:-
- a) Name
- b) Permanent Address
- c) Mailing Address

- d) Mobile No.
 - e) Passport No
 - f) Expiration Date
 - g) Place of Issue
 - h) Nationality
 - i) Date of Birth
 - j) Place of Birth
 - k) Role in the shooting of film
 - l) Period of visit to Islands
- f. List of cinematic equipment to be transported to A & N Islands format below:

SN	Name of equipment	Specifications	Company	Quantity

Place: _____

Date: _____

Signature of Applicant

***This application may be modified by the Directorate of Information, Publicity and Tourism as per the requirement of operation of Single window system.**

UNDERTAKING

With reference to the application for grant of permission for shooting of films in A&N Islands we hereby give the following undertaking:

- (i) Shooting of the film will be done in locations in Andaman & Nicobar Islands in accordance with the script, enclosed with the application form. If we consider any material changes are necessary in the script, we shall obtain the prior approval of the Andaman & Nicobar Administration for such changes.
- (ii) We note that in the case of assistance to be obtained from other Departments/Ministries such as Forest etc. separate agreements as stipulated are required to be signed with them.
- (iii) We shall shoot the film only in the presence of a Liaison Officer *wherever* attached to the team by the Andaman & Nicobar Administration.
- (iv) We accept that part of the Liaison Officer's duty will be to ensure that nothing detrimental in the depiction of Andaman & Nicobar Islands or the islanders shall be shot or included in the film. In the event of any disagreement arising between the team and the Liaison officer in this respect, the matter will be immediately referred to the Andaman & Nicobar Administration whose decision will be final. We shall ensure that India's security interests are not compromised in any manner.
- (v) We undertake to show our completed film to the representative of the Andaman & Nicobar Administration for scrutiny if recommended by the Andaman & Nicobar Administration and we further undertake to delete and destroy the portions of the film that may be found objectionable on such scrutiny by the Andaman & Nicobar Administration, before the film is utilized for public exhibition anywhere in the world.
- (vi) The above requirement will apply only to films made on subjects of political, religious or socio cultural sensitivity, and is focused on ensuring that the film has been shot in accordance with the scrutinized script and that the film has nothing objectionable from the point of view of presentation of a correct and balanced perspective on the topic concerned. (in case of Foreign film makers only and in exceptional cases).
- (vii) After the shooting of the film is completed we shall provide, in duplicate, to the Andaman & Nicobar Administration a narrative report about the details of shooting done.
- (viii) I declare that I have not concealed any information which will make me ineligible for getting permission for film shooting.

Place

Signature of the Producer/Film Maker

Date

Seal

*This application may be modified by the Directorate of Information, Publicity and Tourism as per the law in force.