

Grant of Cinema Operator Certificate

A

New Certificate

B

Duplicate Certificate

As-Is Process

A. Grant of New Certificate

A.1: Applicant apply in the prescribed application form with following attachments

- ✓ Photographs (Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Address proof
- ✓ Proof for educational qualification
- ✓ Experience Certificate from any recognized cinema (2 Years)
- ✓ Demand Draft for fees Rs. 10

A.2: Verification Of Documents by Department. Checklist for verification:

- ✓ DOB (Age as per prescribed limit : 18 to 65 Years)
- ✓ Verification and cross-validation of technical qualification certificate
- ✓ Verification and cross-validation of experience certificate
- ✓ Appropriateness of fees

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Practical Exam at Cinema Theatre (Once in Three Months)

A.6 : Exam result (Pass/Fail in practical exam)

A.6: Issuance of Permit in approved format

A.7: Updation of Data in Master Data bank

Time Line

Within Seven Days

Grant of Cinema Operator Certificate

A

New Certificate

B

Duplicate Certificate

As-Is Process

B. Grant of Duplicate Certificate

B.1: Applicant apply in the prescribed application form with following attachments

- ✓ Copy of FIR (in case certificate is being lost)
- ✓ Copy of Permit (in case certificate is being damaged/ torn)
- ✓ Photographs (Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Demand Draft for fees Rs. 10/-

B.2: Verification Of Documents by Department. Checklist for verification:

- ✓ Match details with Certificate No. issued

B.3: Intimation of Shortcomings to applicant

B.4: Shortcomings fulfilled by the applicant

B.5: Approval for grant of duplicate certificate to work as Cinema Operator

B.6: Issuance of Certificate in approved format

B.7: Updation of Data in Master Data bank

Annual Cinema Inspection Report in Form-D

A

Inspection of new cinema

B

Inspection of existing cinema

As-Is Process

A. Grant of Inspection Report “D” Form”

A.1: Applicant apply in the prescribed application form with appropriate attachments

A.2: Verification Of Documents by Department.

Checklist for verification:

- ✓ Verification and cross-validation of all attachments
- ✓ Appropriateness of fees

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Intimate Date of Inspection to the Cinema Operator

A 6 : Inspection at the site as per inspection checklist

A 7: Intimation of Shortcoming during Inspection

A 8: Shortcoming fulfilled by the applicants

A 9: Submission of fees for re-inspection

A 10: Repeat process from A5 to A9

A 11: Upload photographs of the site inspection by the Electrical Inspectorate Department

A.12: Issuance of inspection report in Form-D

A.13: Updation of Data in Master Data bank

List of attachments and Inspection Checklist for annual inspection report

Attachments

- Cinema operator certificate Issued by the Electrical Inspectorate
- Form “O”
- Demand draft for fees Rs. 2000/- Per Screen
- Generator permission copy
- Transformer permission copy (if any)
- List of fire fighting equipment
- Details of validity of fire fighting equipment
- Details of fire buckets (Nos.)
- Copy of NOC issued by District Magistrate at the time of construction of cinema
- Copy of fire officer’s NOC issued by Nagar Nigam
- Copy of employment certificate as a proof of staff employed at cinema (information to be matched against the details provided in the application form)