



## **USER MANUAL**

### **PROFILE CREATION AND REGISTRATION PROCESS FOR FILM SHOOTING PERMISSION IN MADHYA PRADESH**



Madhya Pradesh Film Facilitation Cell  
(An initiative of MP Tourism Board)



**(This user manual is only for Demonstration purpose)**

- ❖ **Kindly use below link for Profile Creation and Registration Process**

**<https://filmcell.mponline.gov.in/>**

# PROCESS FOR SEEKING FILM SHOOTING PERMISSIONS IN MADHYA PRADESH

## Permission Process Filming in Madhya Pradesh



1. User  
Registration



2. Fill Application  
Form



3. Pay Portal  
Fees



4. Department  
Approval Process



5. Pay Location  
Fees



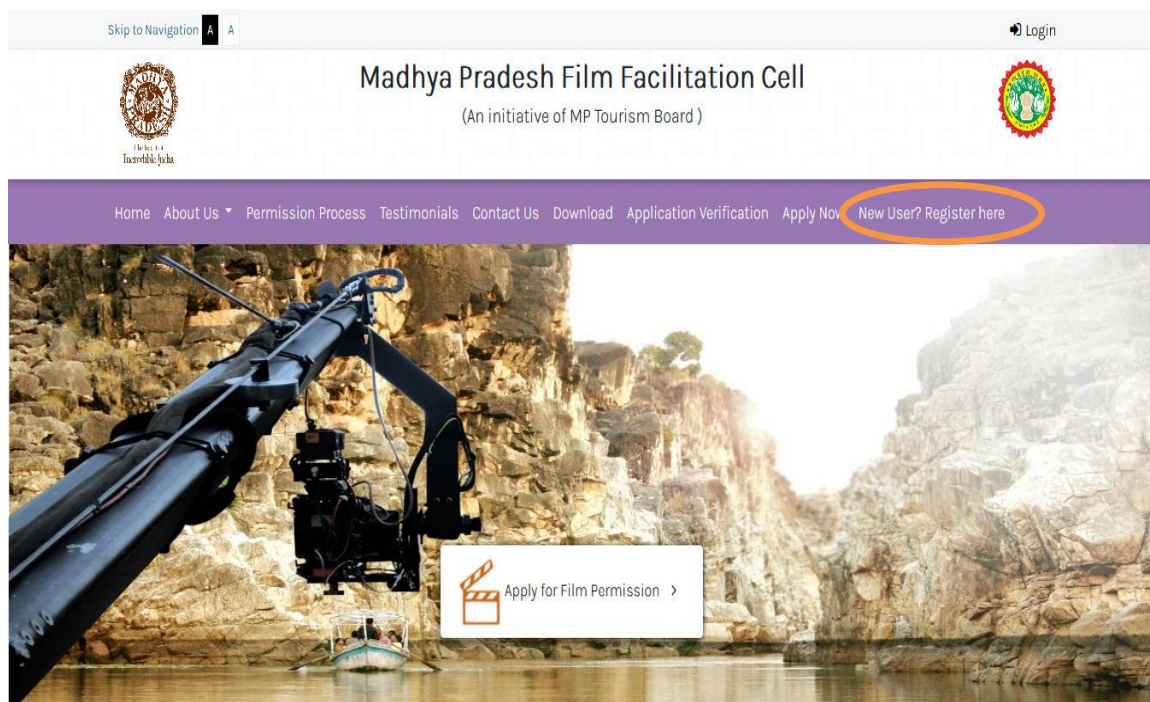
6.  
Download  
Permission  
Letter

## **LIST OF REQUIRED DOCUMENTS FOR APPLICATION PROCESS**

1. Authorization Letter in favor of person filing the application  
(Optional)
2. Upload Title Certificate (Optional)
3. Brief Synopsis
4. Upload Animal Details(Conditionally Required)
5. Upload fire/blasting details( Conditionally Required)
6. Upload temporary structure details( Conditionally Required)
7. Undertaking

## **NEW USER CREATION**

**Step 1:-** Click on **New User? Register here** as shown in the image below:



### Film Making in Madhya Pradesh

The popularity of Madhya Pradesh as a Film Shooting Destination has certainly grown over a period of time. The land of Khajuraho and Sanchi, the jungles of Kanha and Bandhavgarh, the Forts & monuments of Gwalior, Orchha and Mandu, the Culture of Bhopal, Indore, Jabalpur and Gwalior offers film makers the most diverse Film making experiences. Various Bollywood films from Dilip Kumar's AAN (1952) to most recently shot films like Bhumi Pednekar's Durgamati (2020), all were shot at the most exquisite locations in the "Heart of Incredible India" - Madhya Pradesh.



**Step 2:-** Fill required Applicant details for the Sign Up Process and click on **Register** to generate the **USER ID & PASSWORD**

Sign Up  
Applicant User

First name

Last Name

Name of organization

Designation

Email ID

Mobile Number

Select Nationality

Select State

--Select District--

address

Pincode

☐ I, hereby declare that all the details furnished in the form are valid and correct, in case any detail found to be incorrect/ invalid, I will be responsible and MP Tourism Department has the right to reject any application filled by me.

q24cn



Enter Captcha Text

Refresh Captcha ?

Register

**Step 3:-** To fill the Registration Form Click on **Apply Now** and Login with the Registered User Id/Mobile No. & Password as shown in the screen below:

Skip to Navigation A A Login

 **Madhya Pradesh Film Facilitation Cell**  
(An initiative of MP Tourism Board) 

Home About Us ▼ Permission Process Testimonials Contact Us Download Application Verification **Apply Now** New User? Register here

WELCOME TO  
Madhya Pradesh Film Facilitation Cell

Login to Access

## LOGIN


EMAIL / MOBILE NO.

Email / Mobile No.

PASSWORD

Enter Password

CAPTCHA

 Enter Captcha Image Text

REFRESH CAPTCHA ?

LOGIN SIGN UP

[Forgot Your Login Details?](#)

© 2020, All rights reserved, Powered by: **MPOnline Limited** Served by: CVRaman

**Step 4:-** After login, applicant Dashboard will appear, click on **Create Project Profile** to create the profile based on the project detail *(shall be created only once for a project and same project can be selected while applying for multiple shooting locations in other districts):*

The screenshot displays the FFC MPT Applicant Dashboard. The top navigation bar is purple with the text 'FFC MPT' and a hamburger menu icon on the left, and a notification bell, user profile 'Anuj Verma', and a power icon on the right. The left sidebar contains a user profile for 'Anuj Verma, Applicant' and a list of menu items: 'Dashboard', 'Create Project Profile' (highlighted with an orange circle), 'Project Profile List', 'Common Application Form' (with a blue button), 'Request To Add New Location', and 'Requested Location Status'. The main content area is titled 'Dashboard' and features a section 'Application Statistics' with six cards arranged in a 2x3 grid. Each card shows a count and a description of the application status.

Status	Count
Draft Applications	0
Submitted & Pending For Approval	0
Rejected	0
Pending For DEPT Fee Payment	0
DEPT Fee Payment Done	2
Permission Letter Issued	1

**Step 5:-** A form will open to fill the required project details, click on **Save Project Detail** to apply for shooting permission, as shown in the image below:

FFC MPT

Anuj Verma  
Applicant

Dashboard

Create Project Profile

Project Profile List

Common Application Form

Request To Add New Location

Requested Location Status

Project Profile Form

Create Project Profile  
(for seeking permission to shoot in Madhya Pradesh)

\*Indicates a mandatory field

Name of Production House \*

Test Project Rish

Production House Constitution \*

☒ Proprietorship ☐ Partnership ☐ Company

Production House Details / Registration No.

jwBytyt

Upload Authorization Letter in favor of  
person on filing the application

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Project Details:

Type of Project \*

☒ Feature Film ☐ Web Series / Serial ☐ TV Show / Serial

Title of the Project / Film \*

Test Film Bhopal

Upload Title Certificate

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Upload brief Synopsis in\*  
(min 500 words)

RBSK  
JPG 819x460 25 KB

Allowed file size: 500KB, file format: PDF,JPG,JPEG,PNG

Language of the Film / Project \*

☒ Hindi ☐ English ☐ Other

Main Artist(s) Details \*

+

Add Artist to List

S.No	Artist Name
1	HAPPY
2	DAPPY

Total Budget of the Film (in INR) \*

1000000000

Is Shooting Under Forest Area \*

☒ Yes ☐ No

Type of forest area in which permission is  
required \*

☐ Reserve Forest ☒ National Park ☐ Buffer Zone ☐ Sanctuary ☐ Zoo

Details of Forest Area \*

test

Whether any animal is part of shooting \*

☒ Yes ☐ No

Upload Animal Details \*

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Is there any fire/blast/s scene in the  
script \*

☒ Yes ☐ No

Upload fire/blast/s details \*

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Is there any temporary structure to be  
created \*

☒ Yes ☐ No

Upload temporary structure details \*

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Is there any other details such as Road  
Block required, Set Creation, Special  
assistance etc. \*

☒ Yes ☐ No

Provide details of a special assistance. \*

test

Is there any In-Film Branding or using any  
Asset/Name/Product of Tourism/State. \*

☒ Yes ☐ No

Provide details of In-Film Branding or using  
any Asset/Name/Product of Tourism/State. \*

test details

Line Producer Details (if any)

+

Add to List

S.No	Line Producer Name	Contact Number	e-Mail Address	Address
1	TEST ONE	7898745353	test@gmail.com	154FJDJSDVDSV

Name of person in charge, who may be  
contacted by the Official of MPIT \*

TEST ONE

Contact number of person in charge \*

+91 7898745353

Is this International Film, Web Series and  
TV Serials shooting? \*

☒ Yes ☐ No

Upload shoot permission Certificate  
issued by the MIB (Ministry of Information  
& Broadcasting) \*

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Provide other particular (if any)

test details

Upload Undertaking signed copy  
(Annexure-1) \*

RBSK  
JPG 819x460 25 KB

Allowed file size: 200KB, file format: PDF,JPG,JPEG,PNG

Save Project Details

**Step 6:-** Applicant can click on **Project Profile List** to view the list of the Projects registered by them for Film shooting Permission.

FFC MPT

Anuj Verma Applicant

Project Profile List

S.No	Project Title	Project Type	Production House Name	Project Language	Created Date	Action
1	Startup	Web Series / Serial	Rajneesh Production	Hindi	01-01-1970	<a href="#">View</a>
2	Test Film Bhopal	Feature Film	Test Project Rish	Hindi	01-01-1970	<a href="#">View</a>

Previous 1 Next

**Step 7:-** Under **Common Application Form** link, Click on **Apply For Permission** button to Apply for Film shooting Permission, as shown in the image below:

FFC MPT

Anuj Verma Applicant

Common Application Form Details

[Apply for Permission](#)

S.No	Application Number	Film Title	Applicant Name	District	Application Status	Submitted Date	Action
1	CAF2000054	Startup	Anuj Verma	Bhopal	Paid	23/12/2020	<a href="#">View</a>
2	CAF2000053	Startup	Anuj Verma	Bhopal	Paid	23/12/2020	<a href="#">View</a>
3	CAF2000003	Startup	Anuj Verma	Bhopal	Issued	22/12/2020	<a href="#">View</a>

Previous 1 Next

**Step 8:-** Application Form will open with some pre-filled details entered during the Sign-up process and Project Profile Creation, click on **NEXT** button:

The screenshot shows the 'Common Application Form (CAF)' interface for 'Anuj Verma' (Applicant). The form is titled 'Common Application Form (CAF) (for seeking permission to shoot in the Madhya Pradesh)'. It is divided into four steps: 1. Applicant Details, 2. Project Details, 3. Location Details, and 4. Submit. The first step, 'Applicant Details', is active. It contains the following fields: 'Name of the Applicant \*' (pre-filled with 'ANUJ VERMA'), 'Designation of the Applicant \*' (pre-filled with 'MANAGER'), 'Contact Number \*' (pre-filled with '8349553269'), 'E-mail ID \*' (pre-filled with 'anuj.verma@mponline.gov.in'), and 'Address \*' (pre-filled with 'MP Nagar Bhopal'). A red asterisk indicates a required field. The 'Next >' button is highlighted with an orange circle. The footer shows 'Copyright © 2020 Powered by MPOnline Limited. All rights reserved.' and 'Version 1.0.0'.

**Step 9:-** Select the Project from the List of Created Project and click on **NEXT** button:

The screenshot shows the 'Common Application Form (CAF)' interface for 'Anuj Verma' (Applicant). The form is titled 'Common Application Form (CAF) (for seeking permission to shoot in the Madhya Pradesh)'. It is divided into four steps: 1. Applicant Details, 2. Project Details, 3. Location Details, and 4. Submit. The second step, 'Project Details', is active. It contains the following fields: 'Select Project / Film (for seeking permission to shoot) \*' (a dropdown menu with 'Startup' and 'Test Film Bhopal' options). A red asterisk indicates a required field. The 'Next >' button is highlighted with an orange circle. The footer shows 'Copyright © 2020 Powered by MPOnline Limited. All rights reserved.' and 'Version 1.0.0'.

**Step 10:-** Upon selection of project from the drop-down list, a pre-filled field will appear, click on **NEXT** button:

The screenshot shows the 'Common Application Form (CAF)' interface for seeking permission to shoot in Madhya Pradesh. The form is divided into four steps: 1. Applicant Details, 2. Project Details (current step), 3. Location Details, and 4. Submit. The 'Project Details' section includes the following fields:

- Select Project / Film** (for seeking permission to shoot) \*: A dropdown menu with 'Test Film Bhopal' selected.
- Create a new profile**: A link with a plus icon.
- Name of Production House** \*: A text input field with 'Test Project Rish' entered.
- Production House Constitution** \*: A dropdown menu with 'Proprietorship' selected.
- Title of the Film / Project** \*: A text input field with 'Test Film Bhopal' entered.
- Type of Project** \*: A dropdown menu with 'Feature Film' selected.
- Project Synopsis** \*: A text input field with a long alphanumeric string entered.
- Authorization Letter** \*: A text input field with a long alphanumeric string entered.

At the bottom of the form, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with an orange circle.

**Step 11:-** After the project details, a Screen will appear to select and enter the location details for film shooting permission. Click on **Search Location** button:

The screenshot shows the 'Common Application Form (CAF)' interface for seeking permission to shoot in Madhya Pradesh. The form is divided into four steps: 1. Applicant Details, 2. Project Details, 3. Location Details (current step), and 4. Submit. The 'Location Details' section includes the following fields:

- Select State** \*: A dropdown menu with 'MADHYA PRADESH' selected.
- Select District** (for seeking permission to shoot) \*: A dropdown menu with 'Bhopal' selected.
- Search Location**: A button with a magnifying glass icon, highlighted with an orange circle.

At the bottom of the form, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with an orange circle.

Copyright © 2020 Powered by MPOnline Limited . All rights reserved. Version 1.0.0

**Step 12:-** After Search of location, a form will open to enter the location Details with the Schedule of the Shooting. (Multiple Locations can be added in a Single District and Multiple Schedules can be added for a Single Location as per the requirement of the applicant). Click on **NEXT** button:

FFC MPT | Anuj Verma Applicant

Common Application Form

1 Applicant Details | 2 Project Details | 3 Location Details | 4 Submit

**Common Application Form (CAF)**  
(for seeking permission to shoot in the Madhya Pradesh)

\* indicates a required field

**Location Details:**

Select State \* MADHYA PRADESH | Select District (for seeking permission to shoot) \* Bhopal | Reset

**Location(s) & Shooting Schedule \***

**Location: 1**

Location Type \* Hospitals | Shooting Location (for seeking permission to shoot) \* Chirayu Hospital

Type of Permission Required : \*  
☒ District Collector ☒ Police & Traffic ☒ Municipal Corporation ☒ State Archaeology ☒ Drone Permission ☒ Other Related Department

Nature of Shoot \*  
☒ Crew ☐ Public ☐ Both

Police convoy/security person required? \*  
☒ Yes ☐ No

No. of Police convoy/security person \* 05

Shooting Date : \* 10/01/2021 | Time Slot : \* ☒ Day ☐ Night ☐ Both 05:00 A.M to 06:00 P.M

Shooting Date : \* 11/01/2021 | Time Slot : \* ☐ Day ☐ Night ☒ Both Day-Night (06:00 A.M to Next day- 06:00 A.M) [X]

+ Add more date

**Location: 2**

Location Type \* Bus Stations | Shooting Location (for seeking permission to shoot) \* I.S.B.T. [Remove Location]

Type of Permission Required : \*  
☒ District Collector ☒ Police & Traffic ☒ Municipal Corporation ☐ State Archaeology ☒ Drone Permission ☒ Other Related Department

Nature of Shoot \*  
☐ Crew ☒ Public ☐ Both

Police convoy/security person required? \*  
☒ Yes ☐ No

No. of Police convoy/security person \* 10

Shooting Date : \* 14/01/2021 | Time Slot : \* ☐ Day ☒ Night ☐ Both 06:00 P.M to Next day- 06:00 A.M

Shooting Date : \* 15/01/2021 | Time Slot : \* ☒ Day ☐ Night ☐ Both 06:00 A.M to 06:00 P.M [X]

+ Add more date

+ Add more location

< Previous | Next >

Copyright © 2020 Powered by MPOnline Limited . All rights reserved. Version 1.0.0

**Note:** If the desired location is not populated in the Dropdown, applicant can Request to Add New Location by clicking on the link as shown above by filling the required details in the form:

**Step 13:-** After filling location details, below screen will appear with Portal fee Payment details. Click on **SAVE & PAY PORTAL FEE** button for final Submission of the Application form:

FFC MPT

Anuj Verma Applicant

Common Application Form

1 Applicant Details 2 Project Details 3 Location Details 4 Submit

**Common Application Form (CAF)**  
(for seeking permission to shoot in the Madhya Pradesh)

\* indicates a required field

**Portal Fee Detail**

Applicant Name:	ANUJ VERMA
Applicant Contact No.:	8349553269
Applicant e-mail:	anuj.verma@mponline.gov.in
Project Name:	Test Film Bhopal
Portal Fees:	₹ 700/-
GST on Portal Fees: (0% COST + 9% SGST)	₹ 126/-
Total Amount to be paid:	₹ 826/-

Note: Department fees and security deposit is to be paid by applicant after approval of application by DM.

« PREVIOUS

Save & Pay ₹ Portal Fee

Copyright © 2020 Powered by MPOne Limited . All rights reserved. Version 1.0.0

**Step 14:-**After clicking on Save and Pay, below Page will open to opt for the payment method, choose the desired payment mode and click on **Proceed To Pay** as shown in the image below:

मुख्य मुद्रा | सिफ | मुख्य सामग्री पर जाएं | अ. अ. अ. |

मंगलवार, 29 दिसंबर 2020 12:31:24 AM

लॉगिन

**एमपी ऑनलाइन लिमिटेड**  
आवश्यक जानकारी एवं सर्वेक्षण जानकारी के बिना बिना किसी भी प्रकार के शुल्क के  
मध्य प्रदेश सरकार एवं राज्य सरकार के बीच

**MPOne Payment Gateway**

Service Name:	MP Tourism Film Facilitation Cell
Applicant Name:	Anuj Verma
Amount:	Rs. 0.00
Portal Charge :	Rs. 826.00
Total Amount :	Rs. 826.00
Date And Time :	29/Dec/2020 12:28 AM

**PLEASE CHOOSE PAYMENT MODE**

☐ Citizen: Net Banking/Debit/Credit Card  
OR  
☒ Registered MPOne KIOSK

Kiosk User name:

Kiosk Password:

8 + 3 =

Type the text

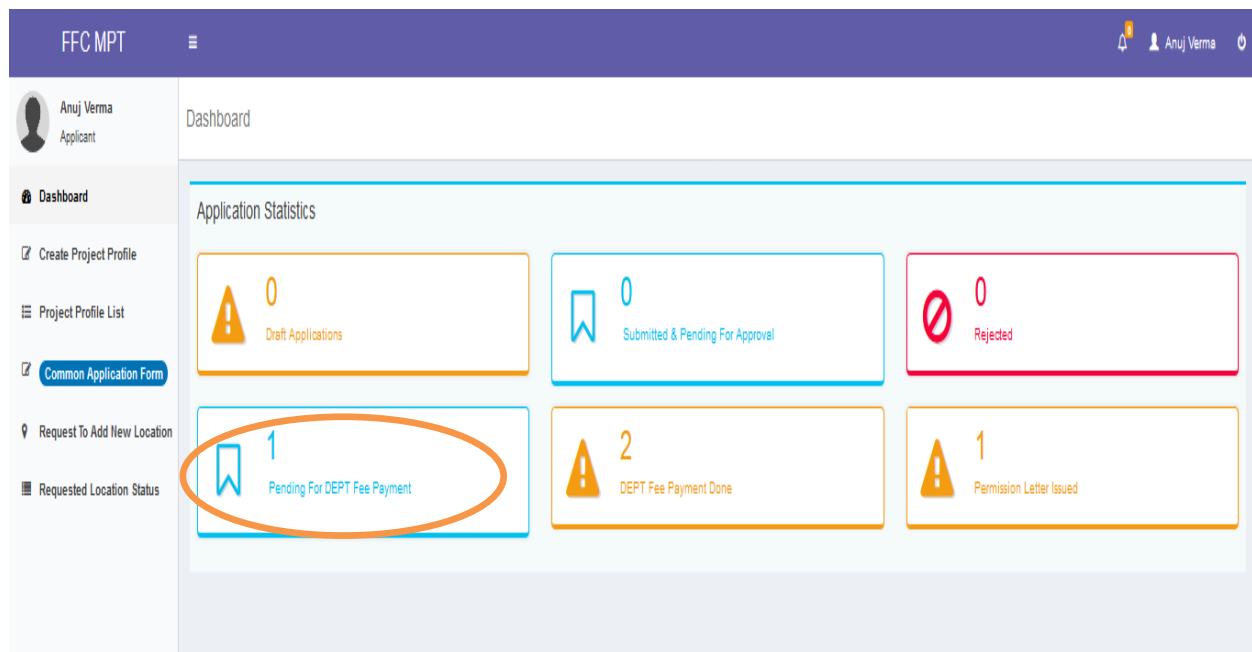
Proceed to Payment



**Step 16:-** After the payment has been successfully done, the application will be forwarded to the DM Login for Approval Process.

**Step 17:-** Once the application is approved by the DM, a message will be received on the Registered Mobile No. and Email ID of the applicant to pay the required Department Fee for completing the process and Downloading Signed Copy of the Permission Letter

**Step 18:-** After the message is received, the applicant will login to their Account and click on **Pending for Department Fee Payment**, as shown in the image below:



**Step 19:-** Below page will appear with the Department Fee Bifurcation, click on **Pay Department Fee** as shown in the image below:

FFC MPT

Anuj Verma  
Applicant

Dashboard

Create Project Profile

Project Profile List

Common Application Form

Request To Add New Location

Requested Location Status

Common Application Form (CAF) : CAF2000056

Application Current Status: Pending For Department Fee Payment

Application Form

For Film Shooting Permission in Madhya Pradesh

Applicant Details

Application (CAF) No : CAF2000056

Applicant Name

ANUJ VERMA

Applicant Designation

MANAGER

Applicant Mobile No

8349553269

Applicant Email Id

anuj.verma@mponline.gov.in

Applicant Address

MP Nagar Bhopal

Portal Fees Payment Details

Application Fee

₹ 0.00

Payment By

9

Portal Charge

₹ 700.00

Payment Status

PAYD

GST on Portal (9% SGST + 9% CGST)

₹ 126.00

MPOnline Transaction ID

20122909763145037854

Total Transaction Amount

₹ 826.00

Transaction Date [DD/MM/YYYY]

29/12/2020

Project Profile Details  
(for seeking permission to shoot in the Madhya Pradesh)

Name of Production House

Test Project Rish

Production House Constitution

Proprietorship

Production House Details/Registration No.

test@y

Authorization Letter in favor of person filing the application

Attachment

Project Details

Type of Project

Feature Film

Title of the Project / Film

Test Film Bhopal

Title Certificate

Attachment

Brief Synopsis

Attachment

Language of the Film / Project

Hindi

Main Artist(s) Details

S.No

Name

1

HAPPY

2

DAPPY

Total Budget of the Film (in INR)

1,000,000,000.00

Is Shooting Under Forest Area

Yes

Type of forest area in which permission is require

National Park

Details of Forest Area

test

Is there any fire/blast scene in the script

Yes

Fire/blast details

Attachment

Is there any temporary structure to be created

Yes

Temporary structure details

Attachment

Is there any other details such as Road Block required, Set Creation, Special assistance etc

Yes

Details of special assistance

test

Is there any In-Film Branding or using any Asset/Name/Product of Tourist/State.

Yes

Details of In-Film Branding or using any Asset/Name/Product of Tourist/State

test details

Line Producer Details

S.No

Line Producer Name

Contact Number

e-mail

Address

1

TEST ONE

7898745353

test@gmail.com

154FUDJSDVDSV

Name of person in charge who may be contacted by the official of MPFB

TEST ONE

Contact number of person in charge

7898745353

Is this International Film, Web Series and TV Serials shooting

Yes

Is this International Film, Web Series and TV Serials shooting

Attachment

Provide other particular

test details

Shooting Locations

S.No.

Location

Application Current Status

Nature of Shoot

No of Police Security Required

Shooting location 1

Chirayu Hospital

Approved

Crew

5

Shooting Schedule

#

Shooting Date

Shooting Slot

1

10-01-2021

Day

2

11-01-2021

Both

Location Permissions

#

District Name

Requested Permission(s)

Security Deposit

Department Fees

Applicable Taxes

1

Bhopal

District Collector

100.00

300.00

80.00

2

Bhopal

Police & Traffic

500.00

100.00

18.00

3

Bhopal

Municipal Corporation

.00

100.00

.00

4

Bhopal

State Archaeology

1000.00

1000.00

180.00

5

Bhopal

Done Permission

.00

200.00

.00

6

Bhopal

Other Related Department

.00

.00

.00

Shooting location 2

I.S.D.T.

Rejected

Public

10

Shooting Schedule

#

Shooting Date

Shooting Slot

1

14-01-2021

Night

2

15-01-2021

Day

Location Permissions

#

District Name

Requested Permission(s)

Security Deposit

Department Fees

Applicable Taxes

1

Bhopal

District Collector

--

--

--

2

Bhopal

Police & Traffic

--

--

--

3

Bhopal

Municipal Corporation

--

--

--

4

Bhopal

Done Permission

--

--

--

5

Bhopal

Other Related Department

--

--

--

Pay Department Fees to get permission licenses

Total of Fees for all approved locations

Department Fees

1700.00

Applicable Taxes on Fees

228.00

Security Deposit

1600.00

Total Amount to be paid

₹ 3,528.00

Pay Department Fees

Print Form

Download all attachments

Copyright © 2020 Powered by MPOne Limited - All rights reserved.

Version 1.0.0

**Step 20:-** After Successful Payment of the Department Fee, a transaction receipt will be generated which can be downloaded/printed / scanned with QR code (for future references):

FFC MPT

Anuj Verma  
Applicant

Dashboard

Create Project Profile

Project Profile List


Common Application Form

Request To Add New Location


Requested Location Status

Common Application Form (CAF) : CAF2000056

Application Current Status: Department Fee Paid



Application Form  
For Film Shooting Permission in Madhya Pradesh




Applicant Details

Application (CAF) No : CAF2000056

Applicant Name	ANUJ VERMA	Applicant Designation	MANAGER
Applicant Mobile No	8349553269	Applicant Email Id	anuj.verma@mponline.gov.in
Applicant Address	MP Nagar Bhopal		

Portal Fees Payment Details

Application Fee	₹ 0.00	Payment By	K0799990054
Portal Charge	₹ 700.00	Payment Status	PAID
GST on Portal (9% SOST + 9% C GST)	₹ 126.00	MPOnline Transaction ID	20122909763145037854
Total Transaction Amount	₹ 826.00	Transaction Date [DDMM/YYYY]	29/12/2020



Project Profile Details  
(for seeking permission to shoot in the Madhya Pradesh)

Name of Production House	Test Project Rish
Production House Constitution	Proprietorship
Production House Details/Registration No.	jwtbydt
Authorization Letter in favor of pers on filing the application	Attachment

Project Details

Type of Project	Feature Film
Title of the Project / Film	Test Film Bhopal
Title Certificate	Attachment
Brief Synopsis	Attachment
Language of the Film / Project	Hindi

Main Artist(s) Details

S.No	Name
1	HAPPY
2	DAPPY

Total Budget of the Film (in INR)	1,000,000,000.00
Is Shooting Under Forest Area	Yes
Type of forest area in which permission is require	National Park
Details of Forest Area	test
Is there any fire/blasting scene in the script	Yes
Fire/blasting details	Attachment
Is there any temporary structure to be created	Yes
Temporary structure details	Attachment
Is there any other details such as Road Block required, Set Creation, Special assistance etc.	Yes
Details of special assistance	test
Is there any In-Film Branding or using any Asset/Name/Product of Tourist m/State.	Yes
Details of In-Film Branding or using any Asset/Name/Product of Tourist m/State	test details

Line Producer Details

S.No	Line Producer Name	Contact Number	e-mail	Address
1	TEST ONE	7898745353	test@gmail.com	154FUDJSDVDSV

Name of pers on in charge who may be contacted by the official of MPID	TEST ONE
Contact number of person in charge	7898745353
Is this International Film, Web Series and TV Serials shooting	Yes
Is this International Film, Web Series and TV Serials shooting	Attachment
Provide other particular	test details

Shooting Locations

S.No.	Location	Application Current Status	Nature of Shoot	No of Police Security Required
Shooting location 1	Chirayu Hospital	Approved	Crew	5

Shooting Schedule

#	Shooting Date	Shooting Slot
1	10-01-2021	Day
2	11-01-2021	Both

Location Permissions

#	District Name	Requested Permission(s)	Security Deposit	Department Fees	Applicable Taxes
1	Bhopal	District Collector	100.00	300.00	80.00
2	Bhopal	Police & Traffic	500.00	100.00	18.00
3	Bhopal	Municipal Corporation	00	100.00	00
4	Bhopal	State Archaeology	1000.00	1000.00	180.00
5	Bhopal	Drone Permission	00	200.00	00
6	Bhopal	Other Related Department	00	00	00

Shooting Locations

S.No.	Location	Application Current Status	Nature of Shoot	No of Police Security Required
Shooting location 2	I.S.D.T.	Rejected	Public	10

Shooting Schedule


#	Shooting Date	Shooting Slot
1	14-01-2021	Night
2	15-01-2021	Day

Location Permissions

#	District Name	Requested Permission(s)	Security Deposit	Department Fees	Applicable Taxes
1	Bhopal	District Collector	--	--	--
2	Bhopal	Police & Traffic	--	--	--
3	Bhopal	Municipal Corporation	--	--	--
4	Bhopal	Drone Permission	--	--	--
5	Bhopal	Other Related Department	--	--	--

Department Fees Payment Details

Application Fee	₹ 3,578.00	Payment By	K0799990054
Portal Charge	₹ .00	Payment Status	PAID
GST on Portal (9% SOST + 9% C GST)	₹ .00	Transaction Date [DDMM/YYYY]	29/12/2020
Total Transaction Amount	₹ 3578.00	MPOnline Transaction ID	20122905780818650773 (Payment Ref.No FFC2000054)



Print Form

Download all attachments

Copyright © 2020 Powered by MPOnline Limited . All rights reserved.

Version 1.0.0

**Step 21:-** Once the department fee is successfully paid, the permission letter will be signed and uploaded by the DM Login, a message is also sent to the applicant, after which permission letter can be accessed through their login under **Permission Letter Issued** Link, as shown in the image below:

The screenshot shows the FFC MPT Dashboard for user Anuj Verma. The left sidebar contains navigation links: Dashboard, Create Project Profile, Project Profile List, Common Application Form (highlighted), Request To Add New Location, and Requested Location Status. The main content area displays 'Application Statistics' with six cards:

- Draft Applications: 0
- Submitted & Pending For Approval: 0
- Rejected: 0
- Pending For DEPT Fee Payment: 0
- DEPT Fee Payment Done: 2
- Permission Letter Issued: 2 (highlighted with an orange circle)

At the bottom, there is a copyright notice: 'Copyright © 2020 Powered by MPOnline Limited . All rights reserved.' and the version number 'Version 1.0.0'.

**Step 22:-** Click on **View** Button:

The screenshot shows the FFC MPT View Applications page for user Anuj Verma. The left sidebar is the same as in Step 21. The main content area displays a table of applications:

S.No	Application Number	Film Title	Applicant Name	District	Application Status	Submitted Date	Action
1	CAF2000003	Startup	Anuj Verma	Bhopal	Issued	22/12/2020	<a href="#">View</a>
2	CAF2000056	Test Film Bhopal	Anuj Verma	Bhopal	Issued	29/12/2020	<a href="#">View</a> (highlighted with an orange circle)

At the bottom of the table, there are pagination controls: 'Previous', '1', and 'Next'. The footer contains the same copyright notice and version number as in Step 21.

**Step 23:-** Click on **Download Signed Permission Letter & Terms and Conditions** Button to download the complete permission letter:

FFC MPT

Anuj Verma  
Applicant

Dashboard

Create Project Profile

Project Profile List


Common Application Form

Request To Add New Location

Requested Location Status


Common Application Form (CAF) : CAF2000056

Application Current Status: **Permission Letter Issued**



Application Form

For Film Shooting Permission in Madhya Pradesh



Applicant Details

Application (CAF) No : CAF2000056			
Applicant Name	ANUJ VERMA	Applicant Designation	MANAGER
Applicant Mobile No	8349553269	Applicant Email Id	anuj.verma@mponline.gov.in
Applicant Address	MP Nagar Bhopal		

Portal Fees Payment Details

Application Fee	₹ 0.00	Payment By	K0799990054
Portal Charge	₹ 700.00	Payment Status	PAID
GST on Portal (9% SGST + 9% CGST)	₹ 126.00	MPOnline Transaction ID	20122909763145037854
Total Transaction Amount	₹ 826.00	Transaction Date [DDMM/YYYY]	29/12/2020

Project Profile Details  
(for seeking permission to shoot in the Madhya Pradesh)

Name of Production House	Test Project Rish			
Production House Constitution	Proprietorship			
Production House Details / Registration No.	jellyByt			
Authorization Letter in favor of person filing the application	<a href="#">% Attachment</a>			
Project Details				
Type of Project	Feature Film			
Title of the Project / Film	Test Film Bhopal			
Title Certificate	<a href="#">% Attachment</a>			
Brief Synopsis	<a href="#">% Attachment</a>			
Language of the Film / Project	Hindi			
Main Artist(s) Details				
S.No	Name			
1	HAPPY			
2	DAPPY			
Total Budget of the Film (in INR)				
1,000,000,000.00				
Is Shooting Under Forest Area	Yes			
Type of forest area in which permission is require	National Park			
Details of Forest Area	test			
Is there any fireblasting scene in the script	Yes			
Fireblasting details	<a href="#">% Attachment</a>			
Is there any temporary structure to be created	Yes			
Temporary structure details	<a href="#">% Attachment</a>			
Is there any other details such as Road Block required, Set Creation, Special assistance etc.	Yes			
Details of special assistance	test			
Is there any In-Film Branding or using any Asset/Name/Product of Tourist m/State.	Yes			
Details of In-Film Branding or using any Asset/Name/Product of Tourist m/State	test details			
Line Producer Details				
S.No.	Line Producer Name	Contact Number	e-mail	Address
1	TEST ONE	7898745353	test@gmail.com	164FUD/SDVDSV
Name of person in charge who may be contacted by the office of MPID		TEST ONE		
Contact number of person in charge		7898745353		
Is this International Film, Web Series and TV Serials shooting		Yes		
Is this International Film, Web Series and TV Serials shooting		<a href="#">% Attachment</a>		
Provide other particular		test details		

Shooting Locations

S.No.	Location	Application Current Status	Nature of Shoot	No of Police Security Required
Shooting location 1	Chirayu Hospital	<b>Approved</b>	Crew	5

Shooting Schedule

#	Shooting Date	Shooting Slot
1	10-01-2021	Day
2	11-01-2021	Both

Location Permissions

#	District Name	Requested Permission(s)	Security Deposit	Department Fees	Applicable Taxes
1	Bhopal	District Collector	100.00	300.00	80.00
2	Bhopal	Police & Traffic	500.00	100.00	18.00
3	Bhopal	Municipal Corporation	.00	100.00	.00
4	Bhopal	State Archaeology	1000.00	1000.00	180.00
5	Bhopal	Dome Permission	.00	200.00	.00
6	Bhopal	Other Related Department	.00	.00	.00

Shooting location 2

S.No.	Location	Application Current Status	Nature of Shoot	No of Police Security Required
Shooting location 2	I.S.B.T.	<b>Rejected</b>	Public	10

Shooting Schedule

#	Shooting Date	Shooting Slot
1	14-01-2021	Night
2	15-01-2021	Day

Location Permissions

#	District Name	Requested Permission(s)	Security Deposit	Department Fees	Applicable Taxes
1	Bhopal	District Collector	--	--	--
2	Bhopal	Police & Traffic	--	--	--
3	Bhopal	Municipal Corporation	--	--	--
4	Bhopal	Dome Permission	--	--	--
5	Bhopal	Other Related Department	--	--	--

Department Fees Payment Details

Application Fee	₹ 3,578.00	Payment By	K0799990054
Portal Charge	₹ .00	Payment Status	PAID
GST on Portal (9% SGST + 9% CGST)	₹ .00	Transaction Date [DDMM/YYYY]	29/12/2020
Total Transaction Amount	₹ 3578.00	MPOnline Transaction ID	20122905780818650773 (Payment Ref.No.FFC2000054)

Print Form

Download all attachments

Print permission letter

Terms and Conditions

Copyright © 2020 Powered by MPOnline Limited. All rights reserved.

Version 1.0.0

## SAMPLE PERMISSION LETTER



### **Government of Madhya Pradesh**

APP. No. CAF2000054/Bhopal/Madhya Pradesh

Date: \_\_/\_\_/\_\_

#### **Permission Letter**

In exercise of powers conferred on me under Point no. 8 of Film Policy 2020 issued by Government of Madhya Pradesh, Department of Tourism dated 02/03/2020 and after considering the application of applicant Name: **M/s Anuj Verma**, Mobile No : **8349553269**, Email- ID : **anuj.verma@mponline.gov.in** submitted through single window system web application for seeking permission under and in accordance with regulation of the Film Policy 2020, I hereby accord permission to the said applicant for commencing and undertaking film shooting activities for his film titled as **Startup, Rajneesh Production** (Title, Production House) at.

District Name: Bhopal		
Location	Date	Schedule
I.S.B.T.	05-01-2021	Both
4 Imli Bungalows	09-01-2021	Night

in the State subject to the conditions herewith attached.

**Rs. 1508.00 (In words Rs. One Thousand Five Hundred And Eight Rupees and Zero Paise) has been received from the applicant as fees for the Film Shooting at above locations**

The applicant shall carry out film shooting activities at the locations above strictly in accordance with applicable law and shall abide by the conditions imposed by the Act, regulations referred with this letter.

Strict Compliance of COVID-19 protocols issued from time to time by the State Government has to be ensured during shooting of the film.

District Magistrate  
Bhopal

## **TERMS AND CONDITIONS**

### **General Conditions**

#### **A. With respect to places, sites which are governed by the Madhya Pradesh, Monuments and Archaeological Sites shall be as follows: -**

- (i)The grantee of permission shall not film in the interior of monument (s) that is to say such part of any monument as is covered by a roof of any description.
- (ii)The grantee of permission in respect of monuments of religious character shall not violate any customary or religious practices in vogue or do anything, which is not in keeping with the religious sentiments.
- (iii)The grantee of permission shall not use flash or any other artificial light in respect of paintings.
- (iv)The grantee of permission shall not take any heavy equipment (crane) near the monument(s).
- (v)The grantee of permission shall not take Jeep or any vehicle inside the protected area of monument (s).
- (vi)No cooking of food should be done within the protected area of monuments (s).
- (vii)No food shall be served/ eaten within the protected area of monument (s).
- (viii)No permanent structure shall be constructed inside the monument (s).
- (ix)The grantee of permission shall not cause any damage to the monument (s),if caused to the monument (s) during the course of film shooting operations, he/she shall be liable for penalty and punishment
- (x)The grantee of permission shall ensure that the movement of visitors within the precincts of the monuments (s) is not in any way hampered.
- (xi)The grantee of permission is prohibited from making alterations and additions at the site/location of the monument (s) and neither he/she nor any person engaged by him shall not, in any way, deface or defile any objector structure of the site/location.
- (xii)The grantee of permission shall intimate to the Director of Archaeology and Museums, Government of Madhya Pradesh as and when film shooting is commenced and as soon as the filming is completed.

(xiii) Trolley, if any, to be used, should be having rubber wheels.

(xiv) Minimum number of crews should be deployed so that visitors may not feel inconvenience.

(xv) The grantee of permission or any member of his/her party shall abide by the instructions of the Director of Archaeology and Museums or his/her representative at the monument (s).

(xvi) The courtesy of the said Department shall be duly acknowledged.

(xvii) Contravention of these conditions may lead to the cancellation of the permission without any compensation to the grantee of permission.

(xviii) The permission is non-transferable. It shall be valid and issued on days & nights basis (6AM to 6PM & 6PM to 6AM respectively) for the period of permission and shall not be extended save in exceptional cases.

#### **B. Forest area –**

(i) With respect to forest area, the applicant grantee of permission shall observe the provisions of law relating to conservation of forest and wild life. (As per Act 1972)

(ii) Applicant shall also comply with the orders, directions and guidelines issued by the Forest Department in this regard and ensure that during the process of film shooting in the forest area, tranquility of the area is not unduly disturbed and neither any damage is caused to the flora, fauna or natural heritage nor the same is endangered.

(iii) The permission is non-transferable. It shall be valid and issued on days & nights basis (6AM to 6PM & 6PM to 6AM respectively) for the period of permission and shall not be extended save in exceptional cases.

(iv) Uses of sound system or amplifiers are strictly prohibited in the forest area which shall disturb the natural environment and wildlife.

#### **C. General - The applicant grantee of permission shall: -**

(i) Inform the Collector and District Magistrate, Sub-Divisional Magistrate and Police Commissioner/Superintendent of Police, Dy. Superintendent of Police and concerned Station House Officer of Police Station before commencing shooting;

(ii) Inform Executive officer of the Local Authority (i.e. Panchayat, Municipality or other authority in whose local area the film shooting is to be done;

(iii) Park its vehicles at the location in orderly way without creating hindrance in the smooth flow of traffic in the area where film shooting is to be done and engage its own volunteers/Guards for safety and orderly arrangement of the parking lot;

(iv) Take care that no words or expressions derogating or demeaning Indian culture and civilization are uttered or used in dialogues and no vulgarity is shown;

(v) Use the sound system or amplifiers at permissible decibel level and not to create noise or air pollution in the area or vicinity;

(vi) Not to tamper with the historical monuments, if any in the area;

(vii) Not to hinder normal traffic;

(viii) Restrict activities within the area or space allowed in the permission;

(ix) Not to cause any inconvenience to the tourists visiting the area where the film shooting is conducted at a place frequented by tourists; and

(x) Conduct shooting at specified hours only after duly notifying the same to concerned authorities so as to ensure security of the film shooting unit.

(xi) The grantee of permission or any member of his/her party shall abide by the instructions of the approval authorities / department(s).

(xii) The permission is non-transferable. It shall be valid and issued on days & nights basis (Day - 6AM to 6PM & Night - 6PM to 6AM) for the period of permission and shall not be extended save in exceptional cases.

(xiii) After completion of film shooting, applicant has to receive NOC's (in a prescribed format) from the concerned departments and submit it to respective district authorities and copy to FFC MPTB for release of Security Deposit amount.