

Standard Operating Procedure and Checklist

Name of Department	Office of Deputy Commissioner (Municipal Branch)
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Application Type: Registration

A. Standard Operating Procedure for Applicant

Application for	Cinema License where exhibition is by means of a Cinematograph and Renewal
Application Type	License and Renewal
Mandatory supporting documents required (enclosures)	Refer Annexure 1.
Process description	<ul style="list-style-type: none"> ➤ Step 1: Applicant visits the single window portal and submits application addressing to Deputy Commissioner; along with all enclosures ➤ Step 2: Dealing Assistant Reviews the application and enclosures ➤ Step 3: Extra Assistant Commissioner (EAC) reviews the application and forwards to Additional Deputy Commissioner (ADC) ➤ Step 4: ADC reviews the application and remarks from EAC and either: rejects the application and forwards to Deputy Commissioner (DC) or informs applicant about queries or in case of initial go ahead, instructs EAC to undertake inspection visit ➤ Step 5.1: <i>(In case of rejection by ADC)</i> DC rejects the applicant and informs applicant about the reasons ➤ Step 5.2: <i>(In case of queries to applicant):</i> Applicant provides clarification and/or rectify the deficiencies in enclosures ➤ Step 5.3: <i>(In case of initial go ahead by ADC)</i> EAC informs applicant about the date of inspection visit ➤ Step 6: Inspection visit take place and EAC uploads the inspection report; EAC either: rejects the application and forwards to ADC or informs applicant about queries or in case of initial go ahead, informs the applicant about the amount to be paid for issue of license ➤ Step 7.1: <i>(In case of rejection by EAC)</i> ADC reviews the observations of EAC and forwards the application to DC ➤ Step 7.2: <i>(In case of queries to applicant):</i> Applicant provides clarification and/or rectify the deficiencies in enclosures ➤ Step 7.3: <i>(In case of initial go ahead by EAC)</i> Applicant pays the required fee and uploads proof of payment ➤ Step 8: Dealing assistant prepares draft certificate of license and forwards to EAC ➤ Step 9: EAC reviews and forwards to ADC ➤ Step 10: ADC reviews and forwards to DC; DC issues the license and uploads the certificate; in case of rejection DC rejects the application and provides reasons to applicant for the same ➤ Step 11: Applicant downloads the certificate

Procedure for Fees payment	<p>License fees:</p> <p>Permanent Cinema: Rs. 2000</p> <p>Permanent mini Cinema: Rs. 1000</p> <p>Permanent Multiplex: Rs. 3000</p> <p>Renewal fees: Same as license fees</p> <p>Fees for duplicate license: Rs. 100</p>
List of Reference Documents	<p>Amendment in rules dated 24th August 2009</p> <p>The Meghalaya Cinema (Regulation) Rules & The Meghalaya Cinema (Exhibition of Films on Videos Equipment) Rules, 1985</p>
Timeline for completing the process	<p>For issue of License: 60 days</p> <p>For renewal: 30 days</p>
Checking of Application Status	<p>Application status can be tracked through Single window portal</p>
Departmental Workflow	<p>Applicant > Dealing Assistant > EAC > ADC > DC > Inspection Visit > Applicant > EAC > ADC > DC</p>

B. Inspection Procedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Dealing Assistant.
2. Verification of compliance of submitted document done by Dealing Assistant.

B. Inspection

1. Inspection shall be made during regular working hours except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate the applicant and inform about the purpose of the proposed inspection.
3. The Inspector may collect photographic evidence if any non-compliance has been observed.
4. The Inspector may seek information / clarifications or documentary evidence from the representative to ascertain the correctness of the application.
5. If applicant wilfully delays or obstructs the inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
6. At the end of the inspection, the Inspector may inform the applicant about apparent non-compliance observed during inspection so that the applicant may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report shall be uploaded and a copy of the same shall be issued to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas shall be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

Annexure 1

Documents	Purposes of application					
	Permanent cinemas	Permanent Mini Cinema	Permanent Multiplex	Temporary indoor cinemas	Temporary open air cinemas	Touring cinemas
1. EPIC/Aadhar	√	√	√	√	√	
2. Certificate from the Electricity Department of the Government that the electrical installation conform to the required standard and the existing rules	√	√	√			
3. NOC from SP (Fire & Emergency Service)	√	√	√	√	√	
4. Certificate from the District Medical & Health officer: certificate from the District Officer or any other competent authority of Public Health Department that the arrangements for sanitation conform to the requirements of the rules	√	√	√			
5. Certificate form the Executive Engineer, P.W.D. , of the area that the rules relating to the structural features of the building have been duly complied with	√	√	√	√		
Following are required only for license:						
6. NOC from the Deputy Commissioner as per Form A (Rule 4)	√	√	√		√	√
7. An "approved Films Exhibition Certificate" from the Officer-in-charge of Distribution, Films Divisions, Ministry of Information and Broadcasting, Government of India to the effect that the arrangements have been made for getting regular supply of approved fixtures for the duration of the period for which license is applied for	√	√	√	√		

8. A clearance certificate from the Superintendent of Taxes of the area concerned to the effect that no amount of tax due under the Meghalaya Amusement and Betting tax Act, 1939, has remained unpaid	√	√	√	√	√	√
9. A certificate from the Deputy Commissioner that the application for license will not involve a benami transaction	√	√	√			√
12. Approval from state government	√	√	√	√	√	√
13. Approved building plan	√	√	√			
Following is required in case of renewals:						
14. Previously issued certificate	√	√	√	√	√	√
When either the ownership of or the right in either the place or the apparatus intended to be used do not vest with the applicant						
15. A certificate of "no objection" to issue of license from the person with whom such rights vest	√	√	√	√	√	√