

## INFORMATION UNDER SECTION 4 OF RTI ACT

### **I. Vision:**

To ensure the good and healthy entertainment in accordance with the provisions of the Cinematograph Act 1952 and the Cinematograph (Certification) Rules 1983.

### **II. Mission:**

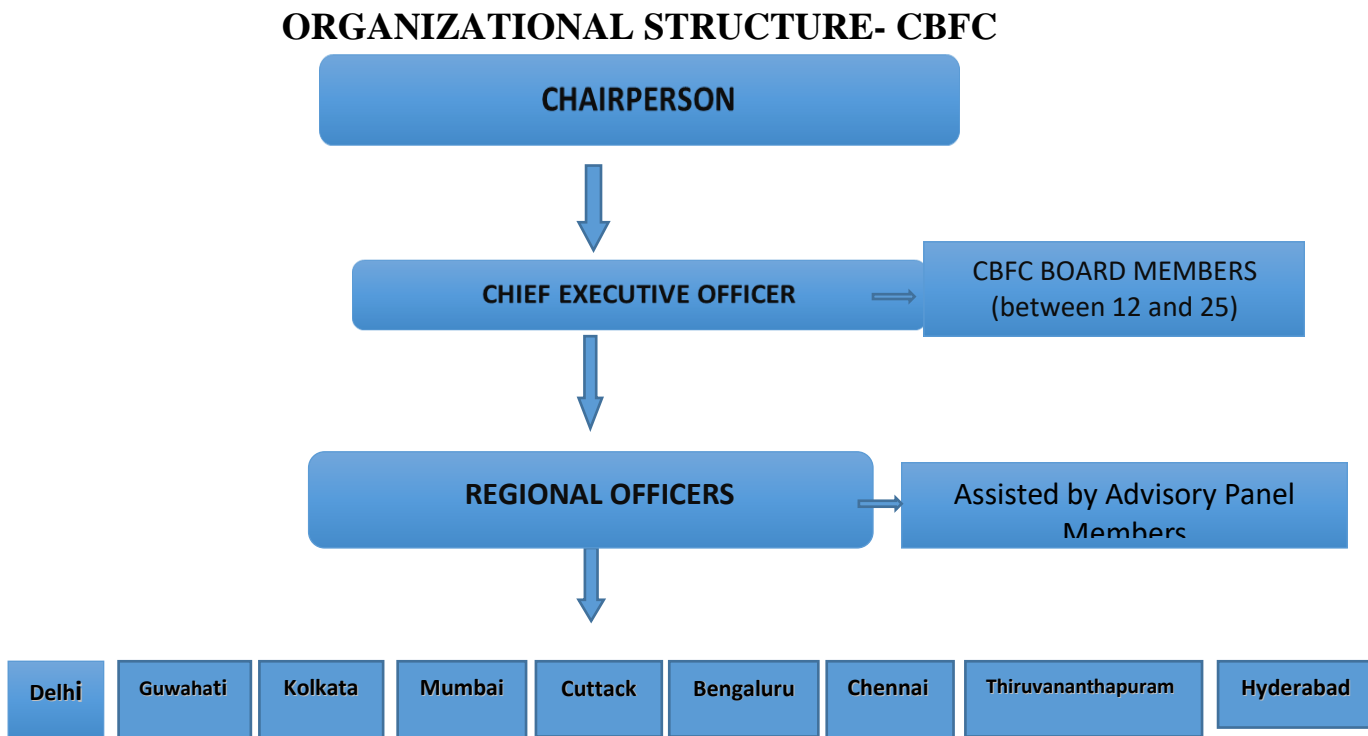
- (i) To ensure healthy entertainment, recreation and education to the public through certification of films
- (ii) To enhance transparency and responsibility of certification process
- (iii) To adopt modern technology for certification process through computerization of certification process and upgradation of infrastructure
- (iv) To develop CBFC as a Centre of Excellence in film Certification.

### **III. Duties/Main functions/activities of CBFC:**

- (i) To certify the films produced in and outside India for public exhibition as under:
  - (a) 'U' certificate for universal exhibition
  - (b) 'A' certificate for public exhibition restricted to Adults only
  - (c) 'UA' certificate for public exhibition of films which can be viewed by children below age of 12 years under parental guidance
  - (d) 'S' certificates for public exhibition of films meant for members of a particular profession or a class of persons
- (ii) To refuse certificate to the film unsuitable for public exhibition if the film or any part of it is against the interests of the sovereignty and integrity of India, the security of the States, friendly relations with foreign State, public order, decency or morality or involves defamation or contempt of court or is likely to incite commission of any offence”.

#### IV. Organizational structure

The organizational structure of the CBFC is based on the provisions of the Cinematograph Act, 1952 and the Cinematograph (Certification) Rules, 1983. The Board consists of a Chairperson and not less than twelve and not more than twenty-five other members appointed by the Central Government. They are normally appointed for a period not exceeding three years. They are eminent persons from different walks of life such as social sciences, law, education, art, film and so on, thus representing a cross-section of society.



**V. Mechanism available for monitoring service delivery and public grievance mechanism:**

Chief Executive Officer, CBFC, Mumbai is the Public Grievance Officer. Any member of public can approach to:

Smt. Smita Vats Sharma,  
 Chief Executive Officer,  
 Central Board of Film Certification  
 Phase -I Bldg.,9<sup>th</sup> Floor, Films Division Complex,  
 Dr. Gopalrao Deshmukh Marg,  
 Mumbai - 400026  
 Tele : 022-23510477

**VI. Details of duties of officers and employees of CBFC:**

**(i) Responsibilities of Chairman:**

- (a) Providing direction and guidance on behalf of CBFC to all Regional Officers in performing the statutory functions of film certifications.
- (b) Satisfies himself/herself that the film has been examined in the prescribed manner which does not go against the interests of the security of the State, or against friendly relations with foreign states. He / She also ensures that such Films do not violate public order, decency or morality, or does not involve defamation or contempt of Court or is not likely to incite the commission of any offence and that the film has been examined in conformity with the rules/directions of the Central government.
- (c) Scrutinize the records of proceedings of the Examining Committee received from the Regional Officers.
- (d) Sanction of the film in four categories i.e., “U”, “UA”, “A” and “S”
- (e) Appoints and determines the time and place of the Revising Committee, presides over the Revising Committee for re-examination of the Certified Films.
- (f) Signs for and on behalf of the Board Certificate authorizing the public exhibition of films.
- (g) Advises the Central Government about the composition of the CBFC and also of the Advisory panels by suggesting suitable names.

**(ii) Responsibilities of Chief Executive Officer:**

- (a) Acts as Head of Department
- (b) Advises the Chairperson, CBFC on all matters.
- (c) Responsible for implementation of various plan and non-plan schemes pertaining to CBFC sanctioned by the Ministry.
- (d) Supervise the administrative work of CBFC headquarters and co-ordinate the work of all nine regional offices.
- (e) Liaise with the Ministry of Information and Broadcasting on financial and Administrative issues.
- (f) Examination of films in accordance with the Cinematograph Act and the Rules made there under.
- (g) Appointing Authority in respect of all the staff working in CBFC headquarters and all regional offices of CBFC except the Regional Officers and Additional Regional Officers.
- (h) Transfer of the Staff working in CBFC headquarters and all regional offices of CBFC except the Regional Officers.
- (i) Initiation of the Annual Performance Appraisal Report of all Regional officers and Senior Administrative Officer, CBFC.
- (j) Chief Vigilance Officer (CVO), CBFC.
- (k) Appellate Authority for hearing appeals under RTI Act against the CPIOs, i.e. the Eight Regional Officers and Sr. Admin. Officer.
- (l) To represent CBFC in court and CAT cases and is also authorized to file affidavits on behalf of CBFC.
- (m) To appear before National Commissions for SCs/STs, NHRC, CIC etc.

**(iii). Responsibilities of Regional Officers:**

- (a) To supervise the work of scrutiny on behalf of the CBFC of applications from producers of Cinematograph films or their representatives in respect of all films.
- (b) Appoints an Examining Committee in respect of each application.
- (c) Associate himself as a member of the Committee for examining the film in accordance with the guiding principles laid down in the Cinematograph Act.
- (d) Participates if invited in any meeting of a Revising Committee constituted by Chairperson.
- (e) Examination of cuts given to the film.
- (f) Sign on behalf of the Chairperson the certificates authorizing the public.
- (g) Maintain a record register indicating application received for certification.

- (h) Liaising with the Ministry of I& B on various matters.
- (i) Participates in various Meetings/Workshops/Seminars.
- (j) Exercise powers of Head of the Office.
- (k) Act as Public Information Officer.

**(iv) Responsibilities of Senior Administrative Officer:**

- (a) To act as Drawing and Disbursing Officer.
- (b) The administrative work of CBFC headquarters and co-ordinate the work of all nine regional offices.
- (c) Liaise with the Ministry of Information and Broadcasting on financial and Administrative issues.
- (d) To exercise control on Budget and expenditure for CBFC and its regional offices
- (e) To process all cases relating to purchase and ensure that the purchases are made according to the Govt. orders.
- (f) To process the cases relating to the appointment / transfer / promotion matters of All nine Regional Offices
- (g) To settle personal claims including pension of all the officials working in CBFC.
- (h) To deal with the Court cases on administrative/ financial matters.
- (i) To answer parliament questions
- (j) To Act as Chief Public Information Officer

**(v) Responsibilities of Secretary to Chairperson:**

- (a) To assist the Chairperson.
- (b) Examination of film.
- (c) Replying for parliament questions.
- (d) Correspondence regarding policy matters.
- (e) Preparation of Annual Report
- (f) Liaison with film producers in respect of their problems and work relating to film certification

**(vi) Responsibilities of P.A. to Chairperson:**

- (a) Work of supervision in the Chairman section
- (b) Attending all matters pertaining to court cases and policy matters
- (c) Attending the Revising Committee meetings on the directions of Chairperson
- (d) Supervision in issuing cinema passes to the members
- (e) Correspondence with Ministry
- (f) Maintain the record of Important Communication.

**(vii) Responsibilities of the Additional Regional Officer and the Assistant Regional Officer:**

- (a) To assist Regional Officer in the work of films certification.
- (b) Examination of films.
- (c) To attend the court cases relating to films.
- (d) Liaison with film producers in respect of their problems and work relating to film certification

**(viii) Duties of Office Superintendent (Film/ Admn. section):**

- (a) Supervision of work relating to certification of films
- (b) Counter checking of applications received for certification
- (c) Preparing the draft for Counter affidavits relating to court cases
- (d) Checking of establishment pay bills, GPF register, refund bills.
- (e) Supervision of work relating to administration section i.e. all service matters, seniority, promotion, MACP, leave, etc.
- (f) Attending Court/CAT cases.

**(ix) Duties of Librarian:**

- (a) Providing information regarding Certified/uncertified Films in various matters
- (b) Maintaining Indian and Imported Scripts and transferring them to National Film Archives of India (NFAI),Pune.
- (c) Procurement of Books, Magazines and Newspapers.
- (d) Maintenance & issuing of Records of Feature and Short counterfoils of CBFC Certificates.
- (e) The Librarian also provides details sought by anyone seeking information.
- (f) Other work given by Senior officials

**(x) Duties of the Jr. Translation Officer:**

- (a) Translate the correspondences / Orders/ Notices/ Circulars/ letters/ forms/ Annual Reports, books, etc on CBFC in Hindi.
- (b) Any correspondence made in Hindi.
- (c) Sending officials for training in Hindi and maintain its register/roster.
- (d) Attend all meetings relating to Rajbhasha.
- (e) Conducting meetings on official language, workshops, Hindi Fortnight.
- (f) Other work given by Senior officials

**(xi) Duties of the Assistants/UDCs:**

- (a) Examination of cases w.r.t. relevant Rules & Regulations/Acts/ Legal framework for decision of Competent Authority.
- (b) Drafting of Letters
- (c) Maintenance of files/ records/registers
- (d) Budget work
- (e) Handling of Cash and maintenance of registers
- (f) Recording/Review of files, compilation of periodical returns
- (g) Other work given by Senior officials

**(xii) Duties of LDCs:**

- (a) Dispatch / Diarising of inward/outward dak
- (b) Typing of the Drafts given by the seniors.
- (c) Maintenance of files/ registers /Aids to Retrieval
- (d) Proper Maintenance of Records as stipulated in Public Records Act.
- (e) Other work given by Senior officials

**(xiii) Duties of the Film Editor/Equipment Operator:**

- (a) Checking and acceptance of cuts portion submitted by the applicant.
- (b) Checking and acceptance of DVD of the films submitted by applicant
- (c) Maintenance of cuts register
- (d) Operating the TV/DVD players for examination of films/and verification of cuts
- (e) Preparation and verification of cut length chart

**(xiv) Duties of MTS:**

- (a) Carrying messages, papers, records, files, dak etc. from section to another
- (b) To keep watch on stock of papers/files
- (c) Operating Xerox/printer machine
- (d) Closing and locking the office premises office hours
- (e) Maintaining the general cleanliness and hygiene standards in Office premises
- (f) Any other duties assigned by Senior officials

**VII. List of rules, regulations, manuals etc. used and arrangements made by CBFC for discharging functions:**

**(i).**

<b>Name/Title of document</b>	The Cinematograph Act, 1952
<b>Type of document</b>	Act
<b>Brief Write up on the document</b>	Part I - Preliminary Part II - Certification of films for public Exhibition Part III - Regulation of exhibitions by means of cinematographs Part IV -Repeal
<b>From where one can get a copy of rules, regulations, instructions, manual and records</b>	Available in open market
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records</b>	N.A.

**(ii). Documents:**

<b>Sr. No.</b>	<b>Name of the document</b>	<b>Where available</b>
<b>(i)</b>	The Cinematograph Act, 1952	Open market, also on I&B Ministry and CBFC websites
<b>(ii).</b>	Annual Report of CBFC	On website <a href="http://www.cbfcindia.gov.in">www.cbfcindia.gov.in</a>

**(iii) Board Members:**

<b>Sr. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>



1	Framing of Certification policy and assuring that the certification by Examining Committee is in alignment with certification policy of the Board	Yes	(i) Eminent personalities from various fields are appointed by Ministry as members of the Board to give direction in the certification policy of the Board  (ii) In revision case to act as Presiding Officer of Revising Committee as and when nominated by Chairperson
2	Certification of films	Yes	Eminent personalities from various fields are appointed Ministry as members of the Board

**VIII. Head Office of the Board is at Mumbai and Regional offices at Chennai, Kolkata, Hyderabad, Bangalore, Thiruvananthapuram, New Delhi, Cuttack and Guwahati. The addresses are asunder:**

Sr. No.	Region	Address
1.	Mumbai (Head office and Regional office)	Central Board of Film Certification, Phase -I Bldg., 9 <sup>th</sup> Floor, Films Division Complex, Dr. Gopalrao Deshmukh Marg, Mumbai – 400026
2.	Chennai	Central Board of Film Certification, 35-Haddows Road, Shastri Bhavan, Chennai – 600 006.
3.	Kolkata	Central Board of Film Certification, 8, Esplanade Road (East), 3 <sup>rd</sup> floor., Kolkata – 700 069.
4.	Bengaluru	Central Board of Film Certification, P.B. No. 36, Kendriya Sadan, 4 <sup>th</sup> floor, 'D' Wing, 17 <sup>th</sup> Main Koramangala, Bengaluru – 560 034.
5.	Hyderabad	Central Board of Film Certification, Room No. 206, CGO Towers, Kavadiguda, Secunderabad – 500 080.

6.	New Delhi	Central Board of Film Certification, 3 <sup>rd</sup> Floor, Pt. Dindayal Antyoday Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003.
7.	Thiruvananthapuram	Central Board of Film Certification, Chitranjali Studio Complex, Tiruvallum, Thiruvananthapuram – 695027
8.	Cuttack	Central Board of Film Certification, Chalachitra Bhavan, OFDC Campus, Buxi Bazar, Cuttack – 753 001.
9.	Guwahati	Central Board of Film Certification, Jyothi Chitraban Films Studio, Guwahati – 781003.

**IX. Name and address of Appellate Authority under RTI Act:**

Sr. No.	Name of Appellate Authority	Address	Tel. No.	E-mail ID
1.	Smt. Smita Vats Sharma	Central Board of Film Certification, Phase -I Bldg., 9 <sup>th</sup> Floor, Films Division Complex, Dr. Gopalrao Deshmukh Marg, Mumbai - 400026	022 – 23510414	ceo.cbfc@nic.in

**X. Name and addresses of CPIOs under RTI Act:**

Sr. No	Region	Name of CPIO	Address	Tel. No.	E-mail ID
1.	Mumbai	Shri Govind Mishra	Central Board of Film Certification, Phase -I Bldg., 9 <sup>th</sup> Floor, Films Division Complex, Dr. Gopalrao Deshmukh Marg, Mumbai - 400026	022 23510479 (O)	sraomum.cbfc@nic.in
2.	Chennai	Shri D. Balamurali	Central Board of Film Certification, 35-Haddows Road, Shastri Bhavan,	044 28278764 (O) 044 28276859 (F)	<a href="mailto:rochen.cbfc@nic.in">rochen.cbfc@nic.in</a> <a href="mailto:cbfcchennai">cbfcchennai</a>

			Chennai – 600 006.		<a href="mailto:@gmail.com">@gmail.com</a>
3.	Kolkata	Shri Sushrut Sharma	Central Board of Film Certification, 8, Esplanade Road (East), 3 <sup>rd</sup> floor, Kolkata – 700 069.	033 22487266 (O)	<a href="mailto:rocbfckolrediffmail.com">rocbfckolrediffmail.com</a>
4.	Bangalore	Shri Yashwant Shehnai	Central Board of Film Certification, P.B. No. 36, Kendriya Sadan, 4 <sup>th</sup> floor, 'D' Wing, 17 <sup>th</sup> Main Koramangala, Bangalore – 560 034.	080 25525164 (O) 080- 25520095(F)	<a href="mailto:rocbfcbng@gmail.com">rocbfcbng@gmail.com</a>  <a href="mailto:robang.cbfc@nic.in">robang.cbfc@nic.in</a>
5.	Hyderabad	Smt. Shifali Kumar	Central Board of Film Certification, Room No. 206, CGO Towers, Kavadiguda, Secunderabad – 500 080	040-27544475 040-23314823 (F)	<a href="mailto:rocbfchyd@rediffmail.com">rocbfchyd@rediffmail.com</a>  <a href="mailto:rohyd.cbfc@nic.in">rohyd.cbfc@nic.in</a>
6.	New Delhi	Shri Mahesh Kumar	Central Board of Film Certification, 3 <sup>rd</sup> Floor, Pt. Dindayal Antyoday Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003	011-24361456 011- 24362309(F)	<a href="mailto:cbfcdelhi@gmail.com">cbfcdelhi@gmail.com</a>  <a href="mailto:rodel.cbfc@nic.in">rodel.cbfc@nic.in</a>
7.	Thiruvananthapuram	Shri Nadeem Thufail T.	Central Board of Film Certification, Chitranjali Studio complex, Tiruvallum, Thiruvananthapuram – 695027	0471-2383499 (O) 0471-2380857 (F)	<a href="mailto:cbfctvpm@gmail.com">cbfctvpm@gmail.com</a>  <a href="mailto:rotvm.cbfc@nic.in">rotvm.cbfc@nic.in</a>
8.	Cuttack	Shri Girish Chandra Dash	Central Board of Film Certification, Chalachitra Bhavan, OFDC Campus, Buxi Bazar, Cuttack – 753 001.	0671-2306507 0671-2306092 (F)	<a href="mailto:cbfccuttack@yahoo.in">cbfccuttack@yahoo.in</a>  <a href="mailto:roctc.cbfc@nic.in">roctc.cbfc@nic.in</a>
9.	Guwahati	Shri Rajib Lochan Bortharkar	Central Board of Film Certification, Jyothi Chitran Films Studio, Guwahati – 781003.	0361-2380541	<a href="mailto:cbfcguwahati@yahoo.com">cbfcguwahati@yahoo.com</a>  <a href="mailto:roguw.cbfc@nic.in">roguw.cbfc@nic.in</a>

**XI.** The CBFC is assisted by advisory panels in the regional offices each of which is headed by a regional officer and the members of these panels are also representatives of across-section of society and interests. These members hold office for a period not exceeding two years. However, members can be re-appointed.

**XII. Procedure of Film Certification:**

The CBFC has divided itself into Examining and Revising Committees to provide a two-tier jury system for certification of films. In the event of a difference of opinion in the Examining Committee or the applicant not being satisfied with the decision of the Examining Committee, the Chairman can refer the film to a Revising Committee. The Cinematograph (Certification) rules, 1983 have laid down the procedure that a producer must go through to get his film certified, explicitly stating the steps he has to undergo and also the fees he has to pay and other materials he should submit. The film and other material specified in rule 21 have to be submitted to the regional officer of the concerned regional centre. On receipt of all the film materials, requisite fees and written matter required under the rules, the regional officer will form an Examining Committee to view the film. Under rule 22, this Examining Committee, in the case of a short film, will consist of an officer of the CBFC and one advisory panel member either of whom shall be a woman. And in the case of a long film/ feature film, at least two persons in the committee shall be women. After the film has been previewed, the CBFC has to ensure that each member gives a report in writing about his recommendations about the deletions and / or modifications and the classification recommended to the film. The report is then given to the Chairperson who will ask the regional officer to initiate further procedures.

However, if the Chairperson, suo-moto or on the request of the applicant, so feels, he may refer the film to Revising Committee under Rule 24. The Revising Committee will consist of Chairperson, in his absence, a board member and not more than nine members, drawn either from the CBFC Board or the advisory panel, provided none of them was on the Examining Committee formed earlier. The Revising Committee will view the same film print shown to the Examining Committee without any changes, and each member will be required to record his verdict before leaving the theatre. If the Chairperson is not in agreement with the majority view, he may direct another Revising Committee to see the film. The quorum of the Revising Committee shall be five members of whom at least two persons shall be women: Provided that the number of women

members shall not be less than one-half of the total members of a committee constituted under sub-rule (2). After the applicant is apprised of the decision of the Board, he will delete any portions (if so directed) and submit them to the regional officer, along with one copy of the film as certified. Before any order prejudicially affecting the applicant of a film is passed by the Board, he is given an opportunity to represent his views in the matter before the EC/RC.

### XIII.

<b>Subject on which decision is to be taken</b>	<b>Certification of films</b>
Guidelines/Directions if any	<p>The Board of Film Certification shall be guided by the following principles :-</p> <ol style="list-style-type: none"> <li>1. The objectives of film certification will be ensure that -               <ol style="list-style-type: none"> <li>(a) the medium of film remains responsible and sensitive to the values and standards of society</li> <li>(b) artistic expression and creative freedom are not unduly curbed;</li> <li>(c) certification is responsive to social change</li> <li>(d) the medium of film provides clean and healthy entertainment; and</li> <li>(e) as far as possible, the film is of aesthetic value and cinematically of a good standard</li> </ol> </li> <li>2. In pursuance of the above objectives, the Board of Film Certification shall ensure that-               <ol style="list-style-type: none"> <li>(i) anti-social activities such as violence are not glorified or justified;</li> <li>(ii) the modus operandi of criminals, other visuals or words likely to incite the commission of any offence are not depicted;</li> <li>(iii) Scenes -                   <ol style="list-style-type: none"> <li>(a) Showing involvement of children in violence as victims or as perpetrators or as forced witness to violence, or showing children as being subjected to any form of child abuse;</li> <li>(b) Showing abuse or ridicule of</li> </ol> </li> </ol> </li> </ol>

	<p>physically and mentally handicapped persons; and</p> <p>(c) Showing cruelty to, or abuse of animals, are not presented needlessly;</p> <p>(iv) pointless or avoidable scenes of violence, cruelty and horror, scenes of violence primarily intended to provide entertainment and such scenes as may have the effect of desensitizing or dehumanizing people are not shown;</p> <p>(v) scenes which have the effect of justifying or glorifying drinking are not shown;</p> <p>(vi) Scenes tending to encourage, justify or glamorize drug addiction are not shown;</p> <p>(vi-a) Scenes tending to encourage, justify or glamorize consumption of tobacco or smoking are not shown;</p> <p>(vi) human sensibilities are not offended by vulgarity, obscenity or depravity;</p> <p>(viii) such dual meaning words as obviously cater to baser instincts are not allowed;</p> <p>(ix) scenes degrading or denigrating women in any manner are not present</p> <p>(x) scenes involving sexual violence against women like attempt to rape, rape or any form of molestation, or scenes of a similar nature are avoided, and if any such incident is germane to the theme, they shall be reduced to the minimum and not details are shown;</p> <p>scenes showing sexual perversions shall be avoided and if such matters are germane to the theme, they shall be reduced to the minimum and no details are shown;</p> <p>(xi) visuals or words which promote communal, obscurantist, anti-scientific and anti-national attitudes are not presented;</p> <p>(xii) the sovereignty and integrity of India is not called in question;</p> <p>(xiii) the security of the State is not jeopardized or endangered;</p>
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	<p>(xiv) friendly relations with foreign States are not strained;</p> <p>(xv) public order is not endangered;</p> <p>(xvi) Visuals or words involving defamation of an individual or a body of individuals, or contempt of Court are not presented.</p> <p>Explanation.-Scenes that tend to create scorn, disgrace or disregard of rules or undermine the dignity of Court will come under the term “contempt of court”; and</p> <p>(xvii) National symbols and emblems are not shown except in accordance with the provisions of the Emblems and Names (Prevention of Improper Use) Act, 1950 (12 of 1950)</p>
Process of Execution	As above

#### **XIV Directory of Officers and subordinate staff:**

<b>Sr. No.</b>	<b>Name</b>	<b>Post</b>	<b>Pay Level Under Pay Matrix</b>
	<b>CBFC, HQ, Mumbai</b>		
1	Shri Prasoon Joshi	Chairman	Honorary
2	Smt. Smita Vats Sharma	Chief Executive Officer	Level 14
3	Shri Sayyid Rabeehashmi	Regional Officer	Level 12
4	Shri Amitabh Sharma	Additional Regional Officer	Level 11
5	Shri Govind Mishra	Sr. Administrative Officer	Level 11
6	Vacant	Secretary to Chairperson	Level 7
7	Shri K. D .Kamble	Assistant Regional Officer	Level 7
8	Vacant	PA to Chairman	Level 7
9	Vacant	Office Superintendent	Level 7
10	Vacant	Office Superintendent	Level 7
11	Vacant	Office Superintendent	Level 7
12	Vacant	Steno Gr. I	Level 7
13	Smt. Meenal Kelkar	Librarian	Level 7

14	Smt. Lekha Srikumar	Jr. Translation Officer	Level 7
15	Vacant	Film Editor	Level 6
16	Smt. M.V.N. Rao	Assistant	Level 6
17	Shri E.R.Sawant	Assistant	Level 6
18	Smt. G.S. Budhwarkar	Assistant	Level 6
19	Smt. A.B. Chile	Assistant	Level 6
20	Shri C.S. Narkar	Assistant	Level 6
21	Vacant	Equipment Operator	Level 4
22	Vacant	Steno III	Level 4
23	Vacant	Steno III	Level 4
24	Vacant	Steno III	Level 4
25	Shri Amit Kumar	UDC	Level 4
26	Shri Hemant Jaiswar	UDC	Level 4
27	Shri J.P. Patil	UDC	Level 4
28	Shri Rahul Kumar	UDC	Level 4
29	Vacant	UDC	Level 4
30	Vacant	UDC	Level 4
31	Vacant	UDC	Level 4
32	Vacant	Hindi Typist	Level 2
33	Ms Richa Raj Singh	LDC	Level 2
34	Shri Yogesh Khadke	LDC	Level 2
35	Ms. Nancy	LDC	Level 2
36	Shri Ashish	LDC	Level 2
37	Shri D.K. Jadhav	LDC	Level 2
38	Shri Vijay D. Kabir	LDC	Level 2
39	Shri R.R. Chindarkar	LDC	Level 2
40	Shri V.B. Manchekar	Record Keeper	Level 2
41	Vacant	Driver	
42	Smt. S.M. Sadaphule	MTS	Level 1
43	Shri S.D. Rahate	MTS	Level 1
44	Shri Ram Prakash Kumar	MTS	Level 1
45	Smt. Trushna P. Bhoje	MTS	Level 1
46	Shri Amar Mayekar	MTS	Level 1
47	Shri Milind Ingale	MTS	Level 1
48	Shri Shubham Gupta	MTS	Level 1
49	Vacant	MTS	Level 1
50	Vacant	MTS	Level 1
	<b>CBFC, Chennai</b>		
51	Shri D. Balamurali	Regional Officer	Level 12
52	Vacant	Steno Gr. I	Level 7
53	Vacant	Film Editor	Level 6



54	Shri S. Venkataraman	Assistant	Level 6
55	Shri I.V. Subramaniam	Steno Gr. II	Level 6
56	Vacant	LDC	Level 2
57	Vacant	LDC	Level 2
58	Shri Subash Iswar P.T.	MTS	Level 1
59	Vacant	MTS	Level 1
60	Vacant	MTS	Level 1
	<b>CBFC, Kolkata</b>		
61	Shri Sushrut Sharma	Regional Officer (Addl. Charge)	Level 12
62	Shri Surjit Mondal	Assistant	Level 4
63	Smt. Monideepa Sur	UDC	Level 4
64	Vacant	UDC	Level 4
65	Vacant	LDC	Level 2
66	Shri Kalyan Chakraborty	MTS	Level 1
67	Vacant	MTS	Level 1
68	Vacant	MTS	Level 1
	<b>CBFC, Bengaluru</b>		
69	Shri Yashwant Shehnai	Regional Officer	Level 12
70	Vacant	Steno Gr. II	Level 4
71	Shri B. Arjunan	UDC	Level 4
72	Shri Nishant Kumar Jha	LDC	Level 2
73	Vacant	LDC	Level 2
74	Shri Sohail Tahsildar	MTS	Level 1
75	Vacant	MTS	Level 1
76	Vacant	MTS	Level 1
77	Vacant	MTS	Level 1
	<b>CBFC, Hyderabad</b>		
78	Smt. Shifali Kumar	Regional Officer	Level 12
79	Shri V. Ravi Kumar	UDC	Level 4
80	Shri B.S. Karunakar	LDC	Level 2
81	Shri Ajay Maan	LDC	Level 2
82	Vacant	LDC	Level 2
83	Vacant	MTS	Level 1
84	Vacant	MTS	Level 1
85	Vacant	MTS	Level 1
	<b>CBFC, Thiruvananthapuram</b>		
86	Shri Nadeem Thufail T.	Regional Officer (Addl. charge)	Level 12
87	Vacant	Equipment Operator	Level 4
88	Shri M.P. Manohar Babu	Steno Gr. II	Level 6
89	Vacant	LDC	Level 2

90	Shri Siddharth	MTS	Level 1
	<b>CBFC, New Delhi</b>		
91	Shri Mahesh Kumar	Regional Officer	Level 12
92	Ms Garima	LDC	Level 2
93	Vacant	Steno II	Level 6
	<b>CBFC, Cuttack</b>		
94	Shri Girish Chandra Dash	Regional Officer (Addl. charge)	Level 12
95	Shri Ajit Kumar	LDC	Level 2
	<b>CBFC, Guwahati</b>		
96	Shri Rajib Lochan Borthakur	Regional Officer (Addl charge on post of Addl.RO)	Level 12
97	Shri Debabrata Chakraborty	UDC	Level 4

#### **XV. Budget Estimates for the year 2023-24:**

<b>Sub-Head</b>	<b>B.E (2023-24) For CBFC (in Rs.)</b>	<b>B.E. (2023-24) For SSE (in Rs.)</b>
1	2	3
SALARIES	3,23,00,000	7,15,00,000
ALLOWANCES	2,59,00,000	5,85,00,000
REWARDS	1,00,000	0
LTC	3,50,000	50,000
MEDICAL	11,00,000	40,00,000
DTE	11,00,000	10,00,000
OE	3,00,00,000	50,00,000
RRT	35,00,000	0
DIGITAL EQUIPMENT	1,00,00,000	0
PPSS	3,50,00,000	0
SAP	5,00,000	0
<b>Total</b>	<b>13,98,50,000</b>	<b>14,00,50,000</b>

#### **XVI. Section 41 states norms and standards as under:**

- (i) After an application under rule 21 for the certification of a film, complete in all respects (including the proof of payment of fee) is received, the Board shall scrutinize the application within seven days from the receipt thereof.
- (ii) On receiving an intimation from the applicant that a clear runnable print of the film is available for examination, the Board shall,

within fifteen days there from refer the film for examination to an Examining Committee.

- (iii) The films may be referred to the Examining Committee in the order in which the applications are received: Provided that the regional officer may on receipt of a written request from any applicant, if satisfied that there are grounds for an early examination, alter the order of examination of the film after recording the reasons in writing.
- (iv) In case where the Examining Committee, after examination of the film considered that a scrutiny of the shooting script is necessary or the authenticity of the incidents depicted in a film of historical, mythological, biographical or legendary nature is to be verified, a provisional report to that effect shall be submitted by the regional officer to the Chairman within a maximum of three working days after such examination.
- (v) A written communication shall be sent to the applicant within a maximum of three working days following the receipt of the Chairman's order on the provisional report referred to in clause (a) and the applicant shall submit the script or the authentic sources on which the subject of his film, is based within ten days from the date of receipt of such communication.
- (vi) In case, where the members of the Examining Committee after the examination of the film submit to the Chairman a provisional report indicating that expert opinion on subjects depicted in the film such as subjects relating to defense or foreign relations or any particular religion or law or medicine or any other subject, should be sought before the final report is submitted, the Chairman may after taking into consideration the circumstances of the case specify a time limit for obtaining the expert opinion and for the submission of the final report of the Examining Committee thereafter.
- (vii) In other cases, the script submitted by the applicant or the authentic sources furnished by him shall be scrutinized by the examining officer and the final report of the Examining Committee shall be forwarded by the examining officer to the Chairman within ten days from the date of receipt of the script or the authentic sources, as the case maybe.
- (viii) (a) On receipt of the orders of the Board on the recommendations of the Examining Committee, in case where sub-section (2) of section 4 is applicable, the communication to the applicant shall be issued within three days.
- (ix) The applicant shall submit his reply within fourteen days of the receipt of the communication.

- (x) In case where the film is not referred to a Revising Committee, certificate shall be issued or decision communicated within seven days.
- (xi) In cases where a film is to be referred to a Revising Committee, Revising Committee shall be constituted within twenty days from the receipt of the necessary documents from the applicant.
- (xii) The provisions of sub-rule (3) to (6) shall apply mutates mutandis to the examination of films by the Revising Committee.
- (xiii) When a film is referred to another Revising Committee or to the Board in terms of proviso to sub-rule (12) of rule 24, the time-limit will be further extended on the lines of (a) and (b) of this sub-rule.
- (xiv) The applicant shall surrender the cuts, if any, and the affected reels together with full particulars thereof, within a period of fourteen days from the date of receipt of the final orders of the Board under section 4: provided that where the applicant applies to the Board that he intends to appeal against the orders of the Board, the Board may extend the period specified above for surrender of the cuts by such period as it thinks fit, but in any case not beyond fourteen days from the date of disposal of the appeal or from the date of expiration of the period for filing the appeal in cases where no appeal is filed.
- (xv) The cuts and the affected reels shall be examined by the regional officer within ten days of the submission of the same.
- (xvi) If the cuts are found to be adequate on the scrutiny of the relevant reels and all particulars necessary for the presentation of the certificate are fully furnished, certificate shall be prepared and issued within five days of the deposit of a copy of the film or script as the case may be, as required under these rules.
- (xvii) If however the cuts are found to be inadequate on a scrutiny of the relevant reels, the regional officer shall record the same on the file and send within two days a further communication to the applicant for compliance with the orders of the Board.
- (xviii) The applicant shall submit further cut to the regional officer within three days from the date of receipt of the communication.
- (xix) The regional officer shall again verify further cuts and the reels within five days of the receipt of the same and if the cuts are found to be adequate a certificate shall be issued.
- (xx) The Chairman may, for reasons to be recorded in writing, relax the time-limits prescribed by this rule for the performance of any act if he is satisfied that it is necessary so to do to avoid any undue hardship.

Explanation - In calculating the periods specified in this rule working days alone shall be taken into account and Sundays and

other holidays shall be excluded.

**XVII.** There is no scheme available in the electronic format.

**XVIII.** Information about Board's activities is disseminated through Annual Report and on the website of CBFC –<http://cbfcindia.gov.in>

**XIX. Frequently Asked questions (FAQ) and their answers:**

**1. What are the ratings prescribed by CBFC?**

The ratings are U, UA , A and S.

**2. Do Video and CD versions of a film need certification?**

Yes, certification is required.

**3. What is the difference between a long and a short film?**

Celluloid version: any film of length more than 2000 metres( 35 mm ) is long Video version: any film of more than 72 minutes is long. Films which are less than above length / duration are short.

**4. In which Regional Office, application for certification of films should be submitted?**

The application for certification of a film produced in a particular region should be submitted to that concerned regional office only. The following two norms will define the “place of production “of films:

- ⓪ The location of the producers' association council/Chamber etc. with whom the film-title was registered before starting production of film concerned. In case of registration of the title with more than one association/council only the earliest registration to be considered; and
- ⓪ The location of the Head Office/regional office/production office of the film processing company.

**5. What is the jurisdiction of various Regional Offices?**

<b>Sr. No.</b>	<b>Regional office</b>	<b>Films imported into or produced in</b>
(i)	Mumbai	States of Goa, Gujarat, Madhya Pradesh, Chhattisgarh, Maharashtra and the Union Territories of Dadra and Nagar Haveli and Daman Diu.

(ii)	Chennai	State of Tamil Nadu and the Union territory of Pondicherry
(iii)	Kolkata	West Bengal, Bihar, Jharkhand and the Union Territories of Andaman and Nicobar islands
(iv)	Bengaluru	State of Karnataka
(v)	Hyderabad	State of Andhra Pradesh
(vi)	Thiruvananthapuram	State of Kerala and the Union territory of Lakshadweep
(vii)	Delhi	States of Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan and Uttar Pradesh and the Union territories of Chandigarh and Delhi
(viii)	Cuttack	State of Orissa
(ix)	Guwahati	State of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura

**6. What are the documents to be submitted at the time of submitting an application for certification of a film at the CBFC?**

**Indian Feature Films:**

1. Fill up the Application form online on e-cinepramaan portal.
2. Upload synopsis of the film in respective language with translation in English.
3. Upload typed lyrics of the songs with TCR/ Locations.
4. Upload credit titles of the film.
5. Duration of the film, duly supported by the Lab letter.
6. Upload shooting script.
7. Fees should be paid online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region.
8. In case of revised version, full details of addition/deletion/shifting of sequences should be given.
9. Publicity Clearance Certificate in case of commercial theatrical films

**Indian Short Films :**

1. Fill up the online application form.

2. Upload synopsis of the film in respective language with translation in English.
3. Upload copy of the script / commentary / lyrics.
4. Fees should be paid online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region.
5. A declaration on the letter head (in the case of language version ) to the effect that the language version is identical to the master version and the commentary is same.
6. Lab letter declaring that the final copy of the film is ready for examination and certifying the duration of film.

### **Imported Short films:**

1. Online application Form.
2. Fees should be paid online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region.
3. Letter of authority or a copy of an agreement from the original producer
4. Upload synopsis in English for each film/video duly signed by the Importer/Applicant in all the pages.
5. Upload Script/Commentary duly signed by the Importer/ Applicant in all the pages.

### **7. What is the Fee Structure for certification of films?**

**(Fee in Rs.)**

<b>Certification fees for Video Films</b>			
<b>Time (min)</b>	<b>Certification Fee (other than educational)</b>	<b>Certification fee (educational) film</b>	<b>Screening Fee</b>
<b>10</b>	1900	550	150
<b>20</b>	3650	1100	300
<b>30</b>	5950	1200	400
<b>40</b>	7350	1450	550
<b>50</b>	9150	1850	700
<b>60</b>	10900	2200	850
<b>70</b>	12700	2550	950
<b>80</b>	14700	2950	1050

90	17650	3300	1250
100	18250	3650	1400
110	20050	4000	1550
120	21850	4350	1650
130	23800	4750	1800
140	23800	5100	1950
150	27200	5450	2100
160	29150	5850	2200
170	30950	6200	2350
180	32750	6550	2500
190	34750	6950	2650
200	36300	7250	2800
210	38200	7800	2950
220	39950	8350	3100
230	42250	8450	3200
240	43650	8700	3350
250	45450	9100	3500
260	47200	9450	3650
270	49000	9800	3750
280	51000	10200	3850
290	53950	10550	4050
300	54550	10900	4200
310	56450	11450	4350
320	58200	12000	4500
330	60500	12100	4600
340	61900	12350	4750
350	63700	12750	4900
360	65450	13100	5050
370	67250	13450	5150
380	69250	13850	5250
390	72200	14200	5450
400	72800	14550	5600
410	74700	15100	5750
420	76450	15650	5900
430	78750	15750	6000
440	80150	16000	6150
450	81950	16400	6300
460	83700	16750	6450
470	85500	17100	6550
480	87500	17500	6650
490	90450	17850	6850
500	91050	18200	7000



## 8. Who are the Designated Accounts Officers?

<b>Regional Office</b>	<b>Designated Accounts officer</b>
Mumbai	Pay & Accounts Officer, Pay & Accounts Office, 24 Dr. Deshmukh Marg, Mumbai 400 026.
Chennai, Hyderabad, Thiruvananthapuram, Bengaluru	Pay & Accounts Officer, Pay & Accounts Office, Doordarshan Kendra, Chennai – 600 005.
Kolkata, Cuttack	Pay & Accounts Officer, Pay & Accounts Office, Doordarshan Bhavan, 2 <sup>nd</sup> Channel Building, 1 <sup>st</sup> floor, Golf green. Kolkata – 700 069
Guwahati	Pay & Accounts Officer, Pay & Accounts Office, (doordarshan), House No.4, Survey Beltola, Samanya Path, Guwahati – 781 028
New Delhi	Pay & Accounts Officer, Pay & Accounts Office, Main Secretariat, Shastri Bhavan, New Delhi-110001.
IRLA	Pay & Accounts Officer, Pay & Accounts Office IRLA, 7 <sup>th</sup> floor, Sookhana Bhavan, C Wing, CGO Complex, New Delhi 110003

## 9. What are the materials and documents to be submitted at the time of effecting cuts?

- (i) Copy of the Show Cause Notice (SCN)
- (ii) Declaration stating that the cuts have been effected along with a cut chart showing cuts in the order in which they have been requested for, in the SCN.
- (iii) DCP/DVD containing cuts for cut verification purpose of certified version of the film. (DCP in case of theatrical film or DVD in case of others)
- (iv) Letter of authority for sealing of DCP in case of theatrical film or DVD

in case of others.

- (v) Duly filled in Form IX set out in the Second Schedule of Cinematograph Certification Rules 1983

## **10. What is the time limit prescribed in Certification?**

The Cinematograph (Certification) Rules, 1983 describes the time limits applicable for certification under various circumstances. Time limit varies depending upon the type of story and the implications of the film on various important matters relating to the State such as Defence or foreign relations and whether the film deals with any specialized subjects viz. historical, biography or medicine etc. For a normal film, a rough guide to the time limits will be as follows:

- (i). Scrutiny of application - 7working days
- (ii). Formation of Examination Committee - 15 working days
- (iii). Forwarding the report of EC to Chairman - 10 working days
- (iv). Communication of the order of the Board to the applicant - 3 working days
- (v). Surrender of cuts by the producer - 14workingdays
- (vi). Examination of cuts – 10 ``working days
- (vii).Issue of Certificate – 5 working days

## **11. Can any addition/deletion be made after certification?**

Minor additions and deletions can be done in a film after certification. The following documents are to be submitted to the regional office in which the original certificate was issued:

- (i) Online application under Rule 33
- (ii) Upload Lab letter authenticating the length of alterations
- (iii) Reel-wise / Location wise (TCR) List of deletions/additions/modifications effected in the film
- (iv) DVD containing the additions/modifications
- (v) Payment should be made online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region

Fee for the examination of a film for certifying alterations under rule 33 shall be calculated only with reference to the reel or reels (or cassette or cassettes) in which the portion or portions excised, added, coloured or otherwise altered occur and for the purposes the

rate specified in the table of fees for original certification shall be applicable.

**12. What is the procedure for certifying dubbed films?**

A dubbed film is to be applied in the same region where the original film was certified. For instance, after a Malayalam film is certified in Thiruvananthapuram region, all further dubbed versions in other languages - Tamil, Telugu etc. are applied in Thiruvananthapuram region only unless written waiver is given by Chairperson u/r 21. However, for films which are dubbed in Hindi, the certification will be done in Mumbai.

**13. Where can the imported feature film be applied?**

At Mumbai office only.

**14. What is the procedure for change of title after certification?**

After certification, normally a title cannot be changed unless the Regional Officer is satisfied that there is a very genuine reason for change of title. Even here, titles cannot be changed for a film which has already been released in a theatre. Application should be made under Rule 33, payment should be made online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region. An affidavit should also be given on a stamped paper that the films has not been commercially exhibited. Title Registration should be obtained from the concerned body.

**15. Is there CBFC certification for TV?**

There is no compulsory CBFC certification for T.V programs and serials. However, under Cable Television Network (Regulation) Act, 1995 content code / Advertisement code have been prescribed for programmes and advertisements appearing in cable TV Network. The **Electronic Media Monitoring Centre (EMMC)**, under the I&B Ministry, monitors the content telecast on private TV channels to check if they adhere to the Programme and Advertising Code .Specific complaints on code violations are looked into by **an inter-ministerial committee (IMC)**.

**16. Will it be illegal to screen uncertified films on the Cable TV?**

Yes. Only certified films should be shown on the Cable TV.

**17. What is the procedure for converting 'A' films into 'UA' or 'U' after certification?**

No film can be re-certified in the same format. However celluloid/theatrical films can be recertified in video format after revision. An Applicant or a person to whom the right has passed on can revise and apply for re-categorization in video format along with prescribed fee. The Board will examine the film like fresh film. The following documents are to be submitted for reclassification of films in to 'U'/'UA'

- (i) Online application.
- (ii) Upload Script with list of voluntary deletions duly marked.
- (iii) Upload list of voluntary deletions with length or running time.
- (iv) Upload copy of Certificate issued to the original film.
- (v) Upload copy of telecast rights and agreement copies with the Producer
- (vi) Fees should be paid online. Only in exceptional circumstances / after clarifying with local CBFC office, the fees may be paid offline, demand draft should be paid in favour of the designated Accounts Officer of that region. In case office Demand Draft (in favour of designated Accounts Officer in the region).
- (vii) DVD (after carrying out the voluntary deletions). The DVD should contain time-slot throughout as per running time of the film or reel change should be visible in the DVD. The voluntary cuts should be shown separately in the beginning of the DVD.
- (viii) **Fee:** As in fresh film.  
**No Welfare cess fee.**
- (ix) Upload cast and credit details, synopsis of the film

**18. Who can take action against cinema halls showing pornographic bits?**

Exhibition of uncertified films is an offence under Cinematograph Act. It is a cognizable and non-bailable offence. It is not necessary to wait for the local police to initiate action. Being a cognizable offence, any responsible citizen or organization can file a complaint with the police. The police are bound to initiate action on the complaint. In case of refusal to file FIR at the level of the police station, as per law, a written complaint to the Superintendent of Police of the District will be sufficient to get the FIR registered. The Collector of the District or the Police Commissioner are normally the licensing authority for the cinema halls. Many States in India have the rule that the licenses for cinema halls can be suspended or even revoked in case of violation of Cinematograph Act by cinema halls.

**19. Is there any certification for audio cassettes of a particular film?**

Frequently, audio CDs are released much before the theatrical release of the film for the purpose of promotion. At present, there is no law prescribed to certify such audio CDs.

**20. Can the panel and Board members inspect theatres?**

The Chairman or any member of the Board or an advisory panel or a regional officer or any other officer or member of the staff of the Board or any officer of the Central government authorised in writing by the Chairman, or members, or any officer of the Central Government authorised in writing by the Secretary to the Government of India in the Ministry of Information and Broadcasting in this behalf may enter any place licensed under the law in force relating to cinemas, in the discharge of his duties under the Act or these rules and thereupon the owner or the manager of such place shall provide him with a seat of a highest rate or the next lower class to view the film without charging the admission fee and entertainment tax.

**21. Should the advertisements carry the category of the Certificate?**

After a film has been certified as 'UA' 'A' or 'S', it is mandatory under Rule 38 that the category of Certificate is mentioned on the face of advertisements such as newspapers, hoarding, poster, trailers

etc. Non mentioning of the category of certificate on the face of advertisements is an offence under the Cinematograph Act.

**22. Who is responsible for interpolations?**

Any person who exhibits or permits to exhibit interpolated film is responsible. It has to be observed whether the characters involved in the main film are also involved in the interpolated bits. If it is so, then one can infer that the producer and the distributor may also be responsible for interpolation. According to Section 7(b) of the Act, if any person, without lawful authority, alters or tampers with in any film, after it has been certified, will be committing a crime under Cinematograph Act. It is to be noted that the burden of proving the lawfulness of the act shall lie on the person who altered or tampered with the certified film.

**23. What if the producer does not pass on cut list to distributors?**

It is an offence under Section 6A of the Cinematograph Act.

**24. What if the distributors do not pass on the cut list to the theatres?**

It is an offence under Section 6A of the Cinematograph Act.

**XX.** Information about Board's activities can be sought from through Annual Report and on the website of CBFC –<http://cbfcindia.gov.in>