

No. M-11018/46/2023-DO(FC)  
Government of India  
Ministry of Information & Broadcasting  
'A' Wing, Shastri Bhavan, New Delhi-110 001

\*\*\*\*\*

New Delhi, 01<sup>st</sup> May, 2023

**OFFICE MEMORANDUM**

**Subject: Request for exemptions from certification process for film festivals – regarding.**

**Reference: Policy for certification of films for film festivals issued vide Ministry's Office Memorandum (OM) No. 808/5/2004-F(C) (Pt) dated 17.01.2006**

I am directed to refer to the detailed policy vide this Ministry's O.M. under reference, for granting exemption to both Indian and foreign films from the process of certification for exhibition in film festivals which are non-commercial in nature and viewership is confined to delegates'

2. The request for exemption from the process of certification are to be disposed of within 15 days from the date of receipt of the proposal complete in all respects from the Director of the Festival. However, there are difficulties in the scrutiny of the requests, which have incomplete/improper documents or have inadequate time left for processing and even some applications with scanned/forged signatures have also been detected.

3. Therefore, in order to streamline the processing of requests for exemption from the process of certification for films, the film festival organizers/authorities/individuals/entities, etc., the following additional guidelines are notified in continuation to the ibid O.M. with immediate effect for compliance:


- i. Festival Directors may apply timely so as to enable proper scrutiny and completion of documents in case of any deficiencies. Application may be preferably be sent one month in advance, but at least 15 days prior to the event as has been prescribed in para 2(ii) of ibid O.M. Advance copy may also be sent through email on jsfilms.inb@nic.in.
- ii. Festival Directors may provide appropriate & complete documents as has been prescribed in para 3 of ibid O.M. All documents shall be duly signed by the Director/Organizer of the Festival on each page. *For the purpose of uniformity, the formats for the application & its documents are being enclosed as Appendix.*
- iii. An application with scanned signature(s) pasted on the original documents will not be accepted and the application would be treated as ineligible in limine.
- iv. Self-attested copy of PAN Card or Aadhar Card or any other ID Card of the Festival Director & the members of the Preview Committee shall be sent along with the application for verification of ID & signature.

  
01.05.2023

(मो. जाहद शरीफ)  
MD. ZAHID SHARIF  
अवर सचिव/Under Secretary  
सूचना एवं प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

- v. Brief Bio-data of each Preview Committee member shall be provided as has been prescribed in 3(iii) of ibid O.M.

This issues with the approval of the Competent Authority

  
01.05.2023

(Md Zahid Sharif)

Under Secretary to the Govt. of India  
Tel. 23382487

To:

All Film Festival Organizers/Authorities/Individuals/Entities, etc.

(मो. जाहिय शरीफ)  
(MD. ZAHID SHARIF)  
अवर सचिव/Under Secretary  
सूचना एवं प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

Format for Exemption of Films

To

The Joint Secretary (Films)  
Ministry of Information and Broadcasting  
Government of India  
Room No. 649-A, 6<sup>th</sup> Floor, 'A' Wing, Shastri Bhawan,  
Dr. Rajendra Prasad Road, New Delhi – 110001

**Subject:** Request for exemption from the provisions relating to Certification of Films for **(Name of the Festival)** from **(Period of the Festival)** at **(Venue of the Festival)** organized by **(Name of the Organization)**-Reg.

Sir,

**(Name of the Organization)** is organizing a **(Name of the Festival)** from **(Period of the Festival)** at **(Venue of the Festival)** in which **(No. of films)** will be screened that are not certified by the Central Board of Film Certification. **There is No Sale of Tickets.** The exhibition of the films will be **limited to delegates (details, if any)** duly registered with us.

2. We enclose the following documents for your kind information:

- (i) List of films to be screened in the festival that are to be exempted from certification by the Central Board of Film Certification (as per **Annexure-1**)
- (ii) Synopses of the films (as per **Annexure-2**)
- (iii) Composition of the Preview Committee (as per **Annexure-3**)
- (iv) Preview Committee Report (as per **Annexure-4**)
- (v) Certificate/Declaration from the Festival Director to the effect that the screening will be non-commercial and limited to delegates (as per **Annexure-5**)

3. Accordingly, it is requested to grant exemption from the provisions of certification in respect of the said films.

Yours faithfully,

Signature  
(Name & Designation of the festival director)

**LIST OF FILMS TO BE SCREENED IN THE FILM FESTIVAL**

<b>Sl. No.</b>	<b>Title of movie in English &amp; Original Language</b>	<b>Date/Year of Release</b>	<b>Country of Origin</b>	<b>Category of Certificate in origin country</b>	<b>Name of the Director</b>	<b>Duration of Movie</b>
1.						
2.						

Signature  
(Name & Designation of the festival director/organizer)

---

SYNOPSIS OF THE FILMS

Sl. No.	Title of Movie in English & Original Language	Synopsis

Signature  
(Name & Designation of the festival director/organizer)

---

**COMPOSITION OF THE PREVIEW COMMITTEE**

**(should comprise persons who are related to the film industry or are critics/writers connected with films)**

Sl. No.	Name of the Preview Committee Member	Nationality	Occupation in Film Industry	ID Copy provided (PAN/Aadhar/other)*	Brief Bio with experience
1.					
2.					

\*- Self – attested copy of PAN Card or Aadhaar Card or other ID Card of the Preview Committee shall be sent along with application for verification of ID & signature

Signature  
(Name & Designation of the festival director/organizer)

---

**PREVIEW COMMITTEE REPORT**

We hereby certify that we have previewed all the films being screened at (Name of film festival) and recommended the same for exhibition. **There is nothing of objectionable nature in the previewed films and are recommended for screening in the film festival.**

*Signatures*

(Names of the preview committee members)

---

CERTIFICATE

I/We hereby certify that the screening of films at the **(Name of the film festival)** from **(period of the film festival)** would be limited to delegates duly registered with organization and the said film festival is non-commercial in nature.

Signature  
(Name & Designation of the festival director/organizer)

---

\*\*\*\*\*