ONLINE APPLICATION SUBMISSION PROCEDURE

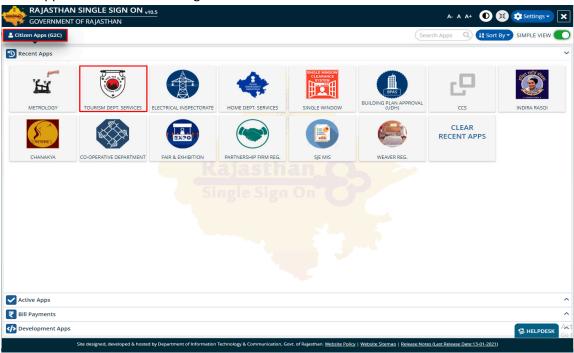
APPLICATION SEEKING PERMISSION FOR FILM SHOOTING (FORM-A)

(Under Section 11 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010) and Rajasthan Film Shooting Regulations, 2012)

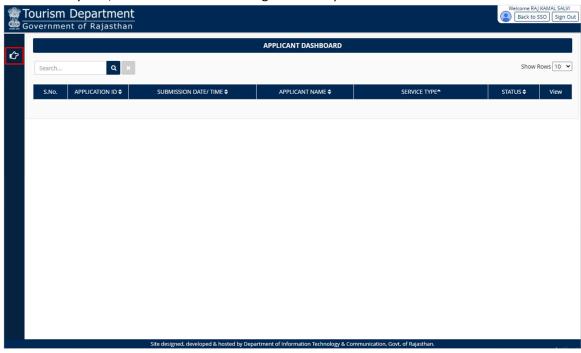
1. Applicant sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.



2. After successful sign-in (login), applicant selects "TOURISM DEPT. SERVICES" from the available list of applications as shown in figure below.



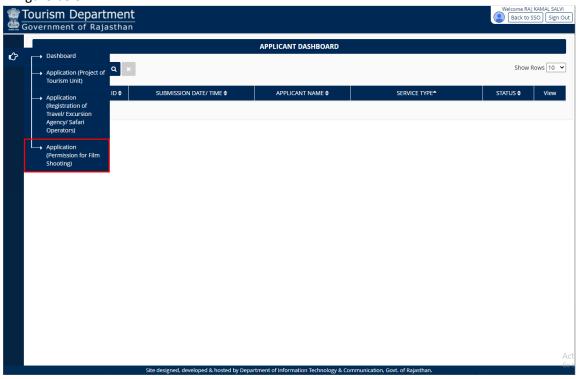
3. Applicant will see the following interface i.e. APPLICANT DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.



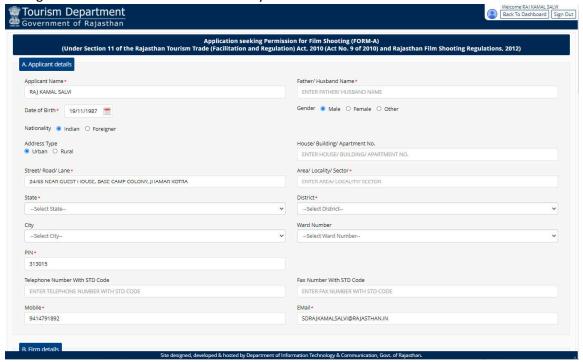
4. Applicant clicks on "SERVICES" on the left side on the menu-bar and then selects the appropriate service for which application is to be submitted by him/ her as shown in figure below.



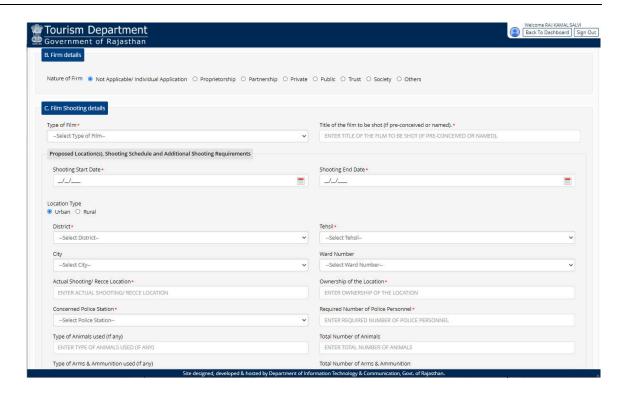
For this user manual, applicant will select "Application (Permission for Film Shooting)" as shown in figure below.

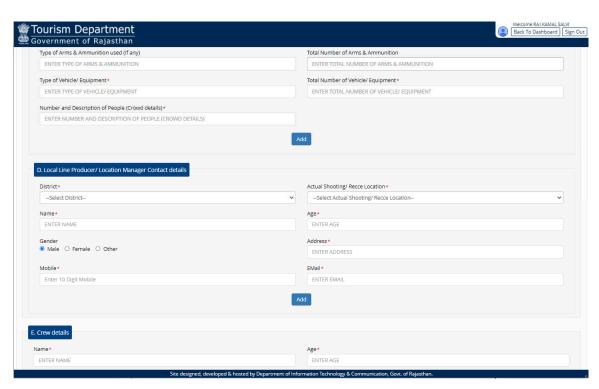


5. Applicant is presented with the self-explanatory and user-friendly Application Form as shown in the figure below wherein all the mandatory fields are marked with *.

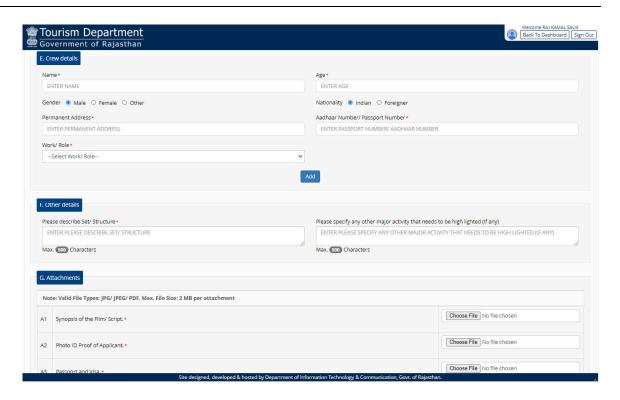


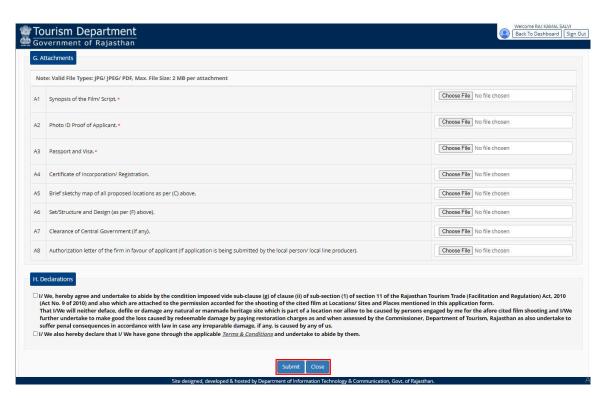




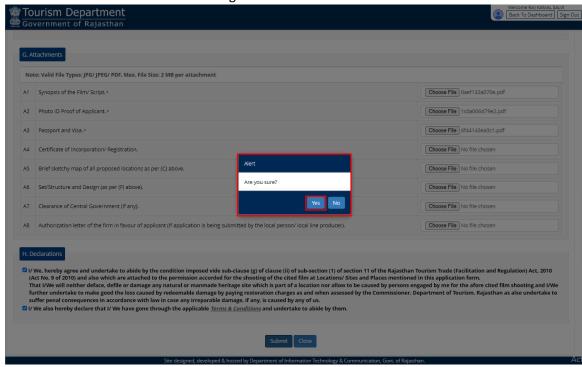




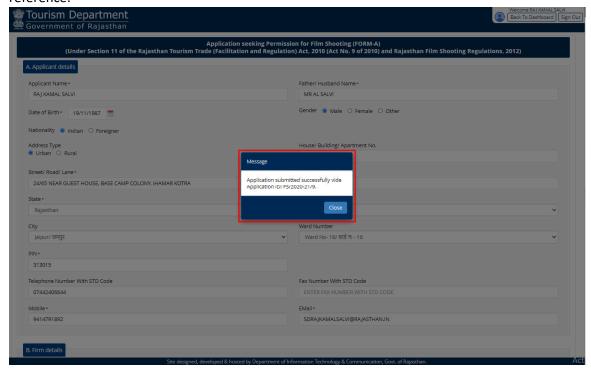




6. After filling all the mandatory inputs, uploading the required supporting documents (attachments) as shown above, applicant clicks the SUBMIT button to submit the application and is prompted to confirm the submission as shown in figure below.

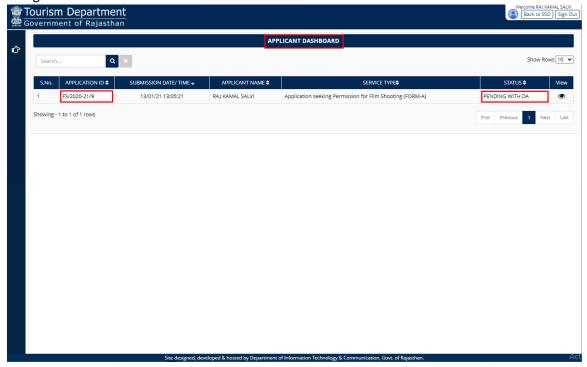


7. After Clicking the "Yes" as shown above, application is submitted and a confirmation message is displayed to the applicant as shown in the figure below. In addition to this, system also sends a confirmation message to the applicant using SMS/ Email which applicant can use for future reference.





8. Upon clicking the "CLOSE" button as shown above, system redirects the applicant back to APPLICANT DASHBOARD wherein he/ she can now see the application submitted by him/ her along with its current status as "PENDING WITH DA".



<u>Note</u>: - Applicant can click on the VIEW button (eye symbol on the right side) to see the application and other proceeding details till its disposal by HQ. The system also notifies the applicant in real-time using SMS and EMAIL about every action performed by any government officer on his/ her application.

Thank You

ONLINE APPLICATION DISPOSAL PROCEDURE

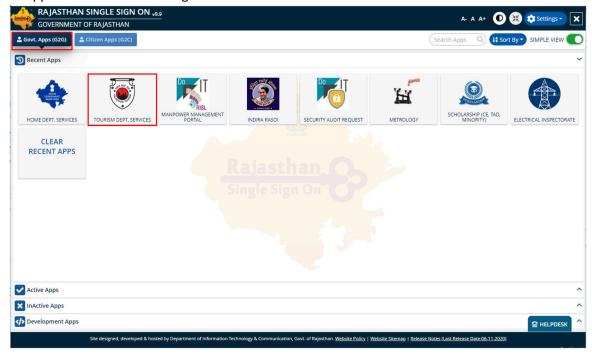
APPLICATION SEEKING PERMISSION FOR FILM SHOOTING (FORM-A)

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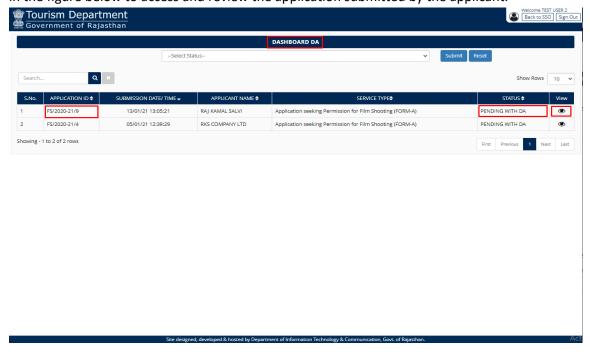
1. Designated Officer (DEALING ASSISTANT (DA)) sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.



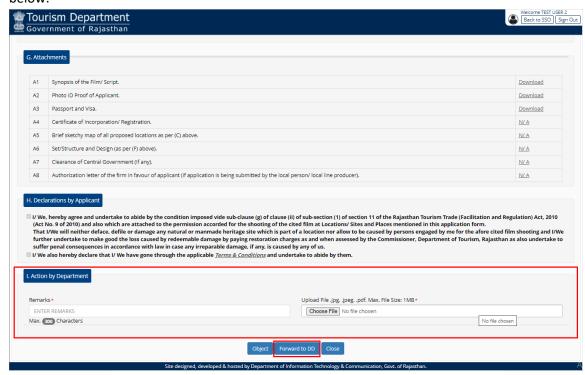
2. After successful sign-in (login), officer selects "TOURISM DEPT. SERVICES" from the available list of applications as shown in figure below.



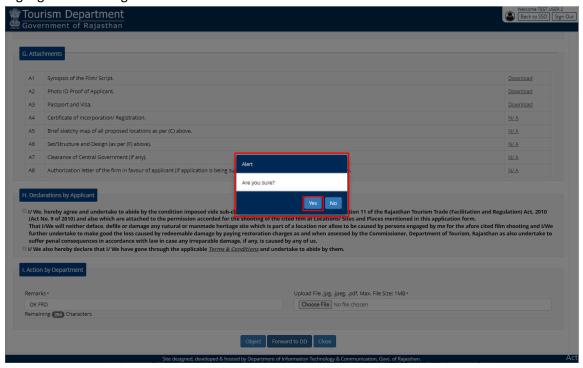
3. Officer will see the following interface i.e. "DASHBOARD DA" where all the applications pending for his/ her disposal would be listed. Officer clicks on the VIEW button (eye symbol) as highlighted in the figure below to access and review the application submitted by the applicant.



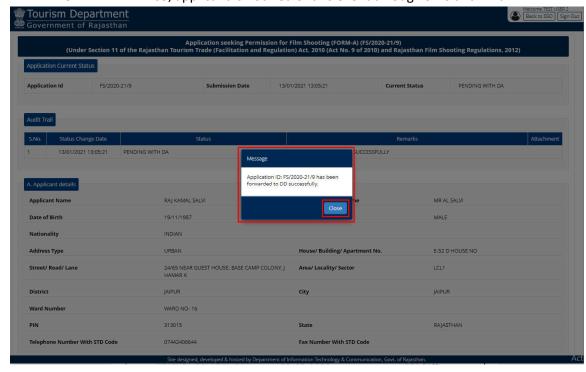
4. Officer thoroughly reviews the Application including supporting documents and if all OK then forwards the application to DD (DY. DIRECTOR) by clicking the "Forward to DD" button as highlighted in the figure below. Alternatively, he/ she may OBJECT the application and return it back to the applicant along with valid reasons mentioned in REMARKS section as highlighted below.



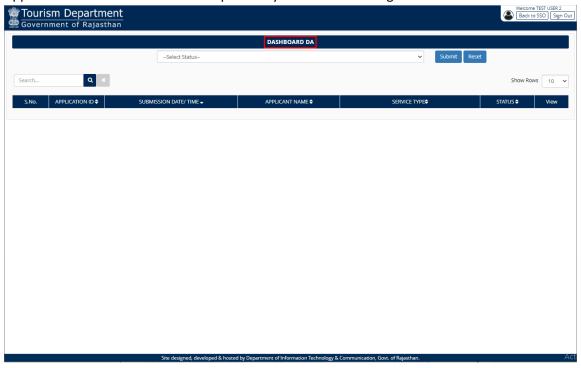
5. Upon clicking the "Forward to DD" button, system presents a confirmation message to the DA as highlighted in the figure below.



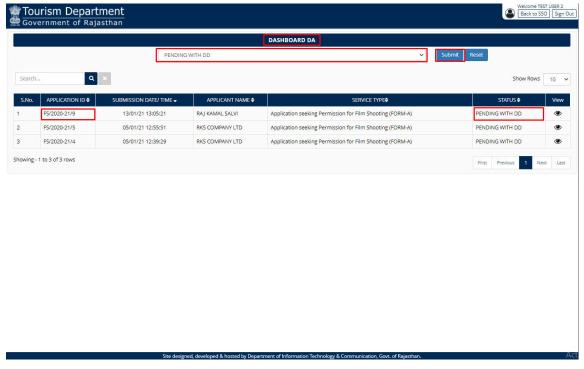
6. After confirmation, application is forwarded to DD (DY. DIRECTOR) and a confirmation message is presented to the DA as highlighted in the figure below. Application status is now updated as "PENDING WITH DD". Also, applicant is notified of this event through SMS and Email.



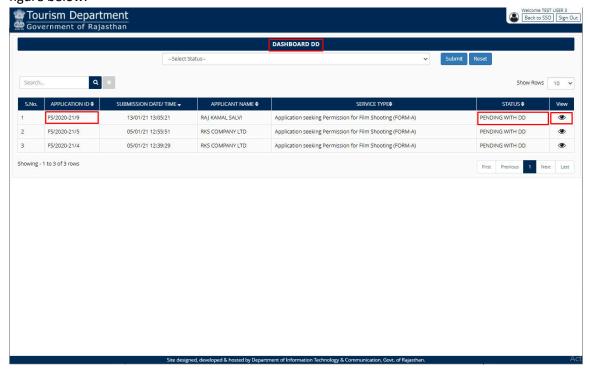
7. Application is removed from the DA pendency as shown in the figure below.



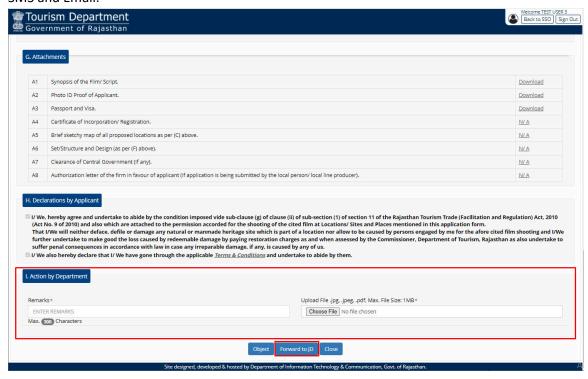
8. DA can select the status "PENDING WITH DD" as highlighted in the figure below to verify whether the application is forwarded to DD.



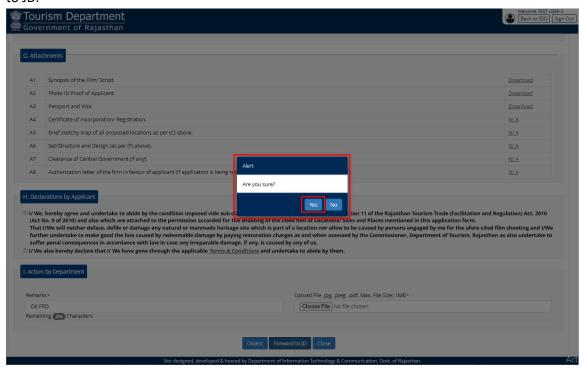
Similarly, DD log-in to the application and is presented with his/ her dashboard "DASHBOARD DD"
wherein all the applications pending for his/ her disposal are displayed by default as shown in the
figure below.



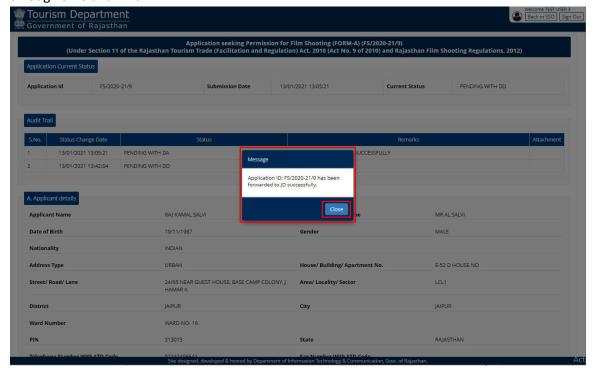
10. Like DA, DD also reviews the application thoroughly along with the remarks made by DA and then if found appropriate, forwards the application to JD (JT. DIRECTOR) by entering relevant REMARKS and then clicking the "FORWARD TO JD" button as highlighted in the figure below. Alternatively, for discrepancy in the application, if any, DD can click on the "OBJECT" button and return the application back to the applicant. In either of the cases, applicant is notified of this event through SMS and Email.



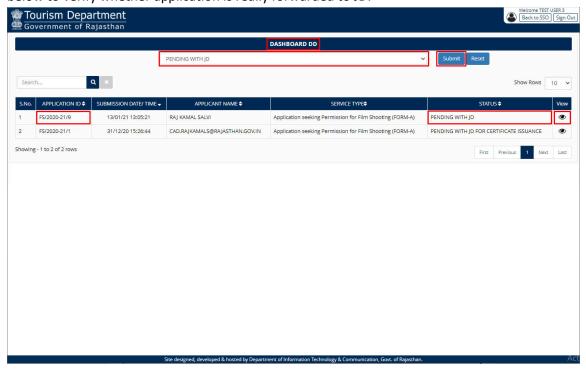
11. Upon clicking the "FORWARD TO JD" button, DD is presented with a confirmation window as highlighted in the figure below wherein DD clicks on the "YES" button to forward the application to JD.



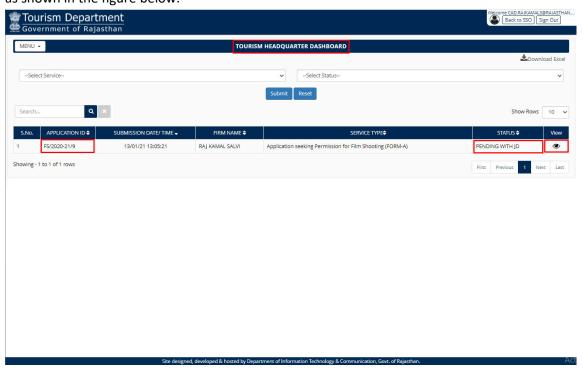
12. A confirmation message as highlighted in the figure below is presented to the DD indicating that application is forwarded to JD for further review and disposal. Applicant is notified of this event through SMS and Email.



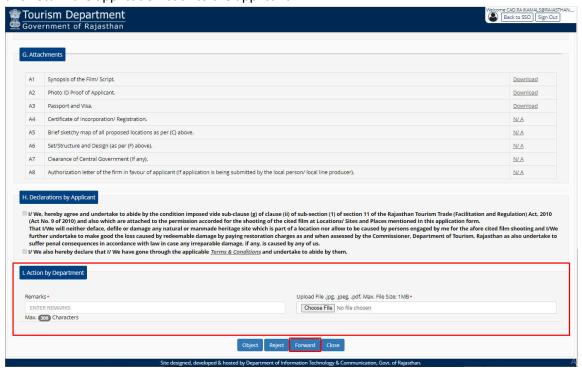
13. Further, if required, DD can change the STATUS to "PENDING WITH JD" as highlighted in the figure below to verify whether application is really forwarded to JD.



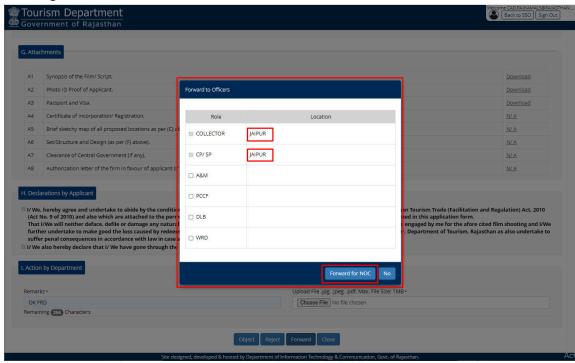
14. Similarly, JD log-in to the application and is presented with his/ her dashboard "TOURISM HQ DASHBOARD" wherein all the applications pending for his/ her disposal are displayed by default as shown in the figure below.



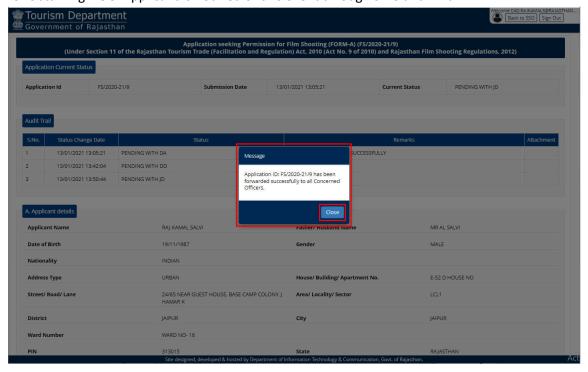
15. Like DA and DD, JD also reviews the application thoroughly along with the remarks made by DA and DD and then if found appropriate, forwards the application to field officers for NOC by entering relevant REMARKS and then clicking the "FORWARD" button as highlighted in the figure below. Alternatively, for discrepancy in the application, if any, JD can click on the "OBJECT" button and return the application back to the applicant.



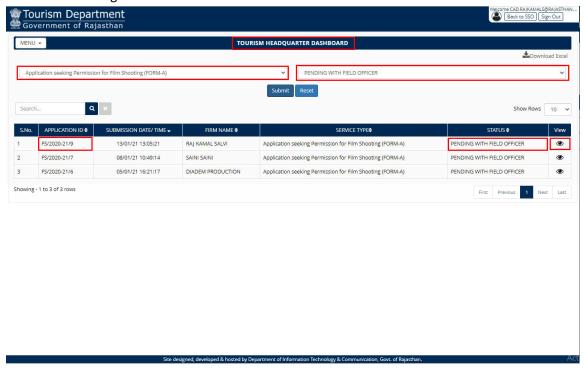
16. Upon clicking the "FORWARD" button, system presents another window as shown below wherein JD is prompted to select the FIELD LEVEL OFFICERS from whom NOC is required to issue the film shooting permission. JD selects the respective FIELD LEVEL OFFICERS from the window as shown in the figure below and then clicks the "FORWARD FOR NOC" button.



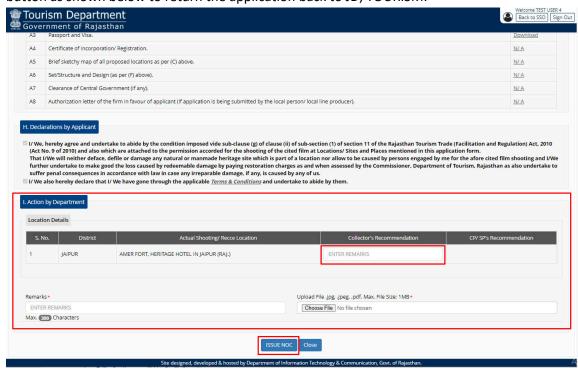
17. Upon clicking the "FORWARD FOR NOC" button, a confirmation message is presented to the JD as shown in the figure indicating that the application is forwarded to respective (selected) OFFICERS for obtaining NOC. Applicant is notified of this event through SMS and Email.



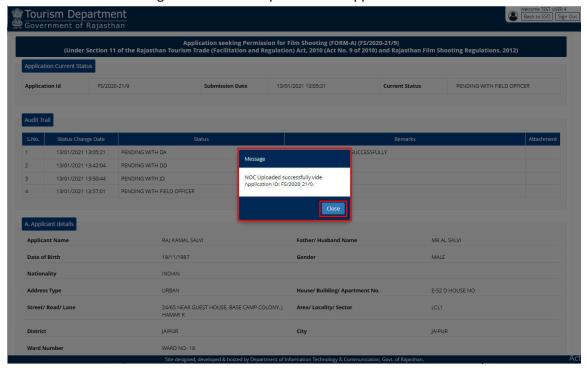
18. If required, JD can select the status "PENDING WITH FIELD OFFICER" to verify the application status as shown in the figure below.



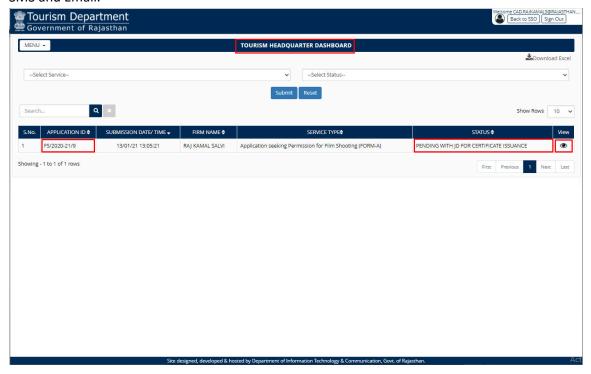
19. Like DA, DD and JD, all the field officers mapped with the system log-in individually to the application to review the application forwarded by JD to them and to append their REMARKS and NOC document as shown in the figure below. After entering the relevant REMARKS (recommendation) and uploading the NOC document, FIELD OFFICER clicks on the "ISSUE NOC" button as shown below to return the application back to JD, TOURISM.



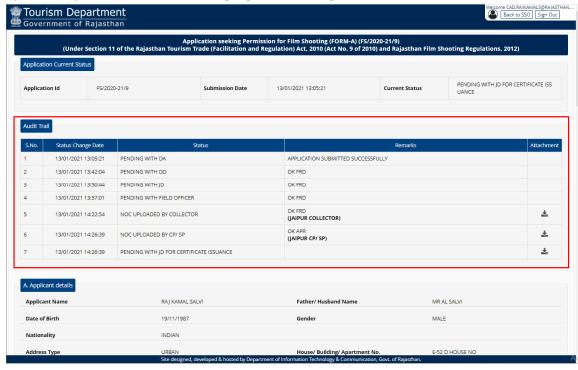
20. After clicking the "ISSUE NOC" button, FIELD OFFICER is presented with a confirmation message as shown below indicating that the NOC is uploaded and application is now returned back to JD.



21. When all the FIELD OFFICERS append their REMARKS and upload the NOC then application is returned back to JD, TOURISM for further review and disposal. Application status in this case is shown as "PENDING WITH JD FOR CERT. ISSUANCE" and applicant is notified of this event through SMS and Email.

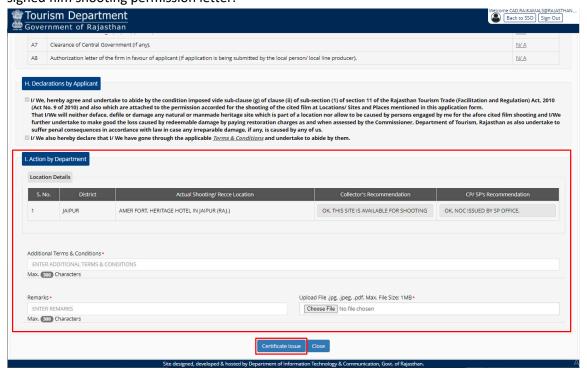


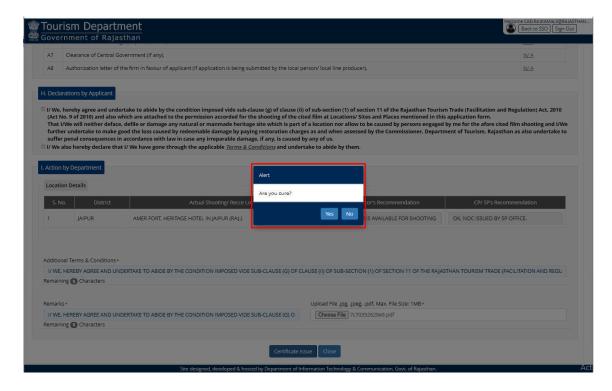
22. JD, TOURISM review the application thoroughly along with REMARKS and NOC documents uploaded by all FIELD OFFICERS as highlighted in the figure below.



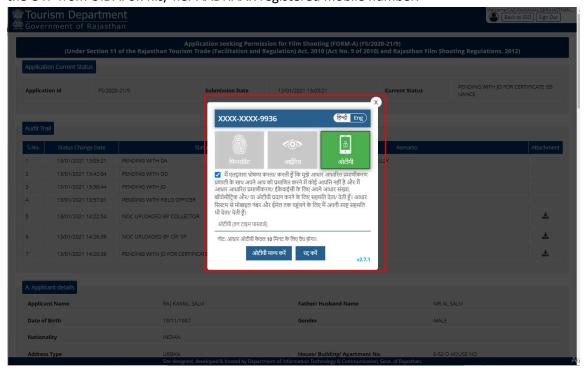


23. If found appropriate, JD, TOURISM enters "ADDITIONAL TERMS and CONDITIONS" and add final REMARKS and then clicks the "CERTIFICATE ISSUE" button as shown below to issue the digitally signed film shooting permission letter.

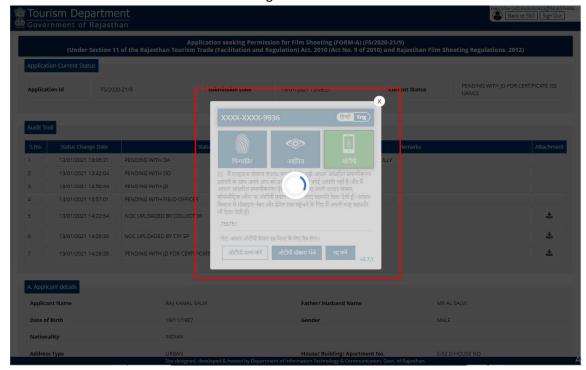




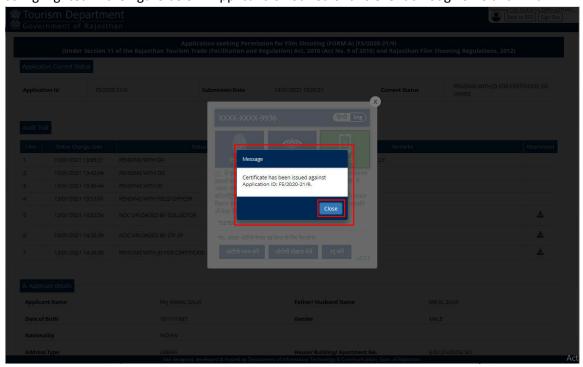
24. JD, TOURISM is re-directed to the AADHAAR AUTHENTICATION (OTP) window as shown below wherein system obtains the consent of JD for AADHAAR AUTHENTICATION (OTP based) by clicking the first checkbox (ticking) and then JD clicks the "SEND OTP" button as shown below to receive the OTP from UIDAI on his/ her AADHAAR registered mobile number.



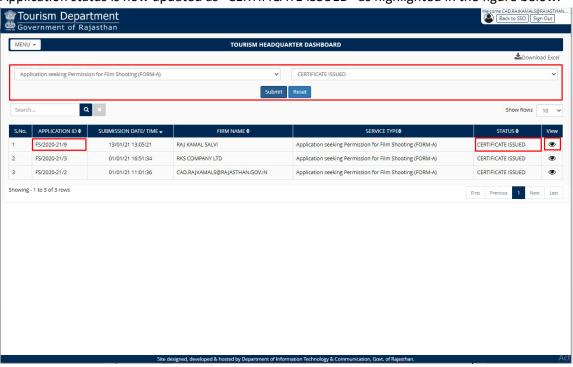
25. JD enters the OTP received from UIDAI on his/ her registered mobile number and then clicks on the "VERIFY OTP" button as shown in the figure below.



26. Once the OTP is successfully validated with UIDAI, digitally signed PERMISSION LETTER (CERTIFICATE) is generated and issued by the system and a confirmation message is shown to JD as highlighted in the figure below. Applicant is notified of this event through SMS and Email.

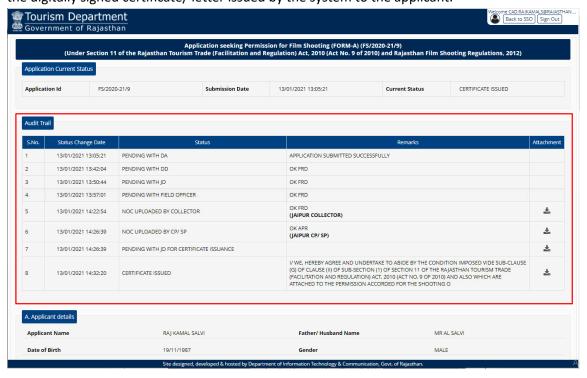


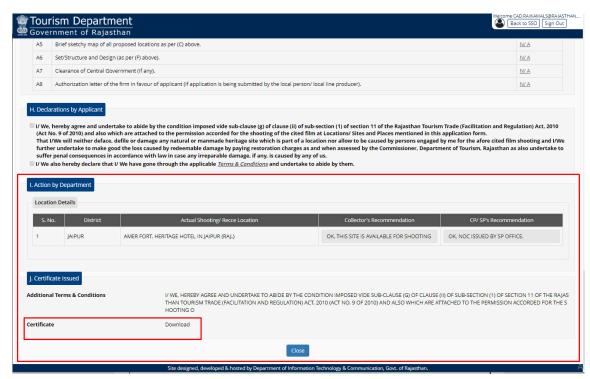
27. Application status is now updated as "CERTIFICATE ISSUED" as highlighted in the figure below.





28. JD and other stakeholders can now open (VIEW) the respective application and scroll down to see the digitally signed certificate/ letter issued by the system to the applicant.













Government of Rajasthan Department of Tourism The Incredible State of India!

Certificate Ref. No: FS/2020-21/9 Date: 13/01/2021

In exercise of powers conferred on me under section 11 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act no. 9 of 2010) and Film Shooting Regulation, 2012 (Amended in 2016) and after considering the application of Mr./ Mrs./ Ms. RAJ KAMAL SALVI submitted before me for seeking permission under and in accordance with regulation 3 and 4 of the Rajasthan Film Shooting Regulations, 2012 (as amended in 2016), I hereby accord permission to the said applicant for commencing and undertaking shooting activities for shooting of RKS FILM at JAIPUR during 14/1/2021 to 28/1/2021 (As per datewise schedule and locations given by the applicant) at the locations owned or vested in the State Government subject to following special to conditions (as stated in various permission issued by the concerning authorities mentioned below) in addition to the conditions specified in the schedule of the said regulations:

I. I/ WE, HEREBY AGREE AND UNDERTAKE TO ABIDE BY THE CONDITION IMPOSED VIDE SUB-CLAUSE (G) OF CLAUSE (II) OF SUB-SECTION (1) OF SECTION 11 OF THE RAJASTHAN TOURISM TRADE (FACILITATION AND REGULATION) ACT, 2010 (ACT NO. 9 OF 2010) AND ALSO WHICH ARE ATTACHED TO THE PERMISSION ACCORDED FOR THE SHOOTING O

The applicant shall carry out shooting activities at the locations, places, sites and areas strictly in accordance with applicable laws and shall abide by the conditions imposed by the Act, regulations referred above and this order. The applicant shall ensure compliance of conditions mentioned in the permission granted by respective authorities and 'SOPs and General Guidelines for the Film Shooting in the State of Rajasthan during the pandemic Covid 19' issued on 22.07.2020.

The applicant shall provide facility for boarding, lodging and transportation, free of charge to the officers of Department deputed on the site. It may also be ensured to provide a two-minute clipping of the part of the shoots in different parts of Rajasthan for promotional purpose and credit to Department of Tourism, Govt. of Rajasthan appropriately.

This order shall be applicable from the date of issue.





Disclaimer: This is a digitally signed certificate and does not required any physical signature.

THANK YOU