User Manual Ver. 1.3

CBFC officials

Central Board of Film Certification

November 29, 2024

Protean eGov Technologies Limited

Index

1. Background

eCinePramaan is an online system implemented by Central Board of Film Certification (CBFC) for enablement of online film certificate application, processing and issuance. eCinePramaan will provide following online facility for Producers

- Online Film certification Applications
- Upload of supporting documents
- Online payment of Applicable fees for film certification
- Track the status of Film certification Application online
- Receive Alerts from CBFC online
- Receive Show cause notice online
- Provision to respond to the Show cause notice online.
- Provision for Producers to appoint Authorized Representatives to work on their behalf for a particular Application
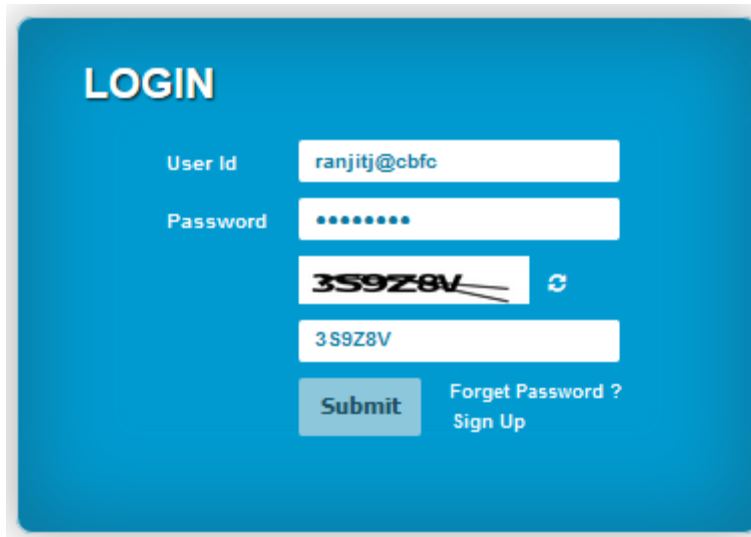
Following Functions will be available for CBFC Officials to process the requests raised by Applicants.

- Workflows for processing Producer registration Applications as well as Film Certification Applications.
- Provision to form Examination Committees and revising Committees
- Provision to schedule screening by finalizing Venue, date and time
- Provision to submit Examination Report as well as Revising Committee Report
- Online issuance of Show Cause Notices
- Provision to issue Film Certificates
- Provision to schedule and carry out CD Sealing
- Provision to schedule and carryout Representation meetings
- Provision for Cut verification and preparation of cut register
- Role based functions

This document is aimed at providing more clarity and help for CBFC Users to perform aforementioned various functions on ecinepramaan.

2. Login to ecinepramaan

- User is required to access ecinepramaan using following URL https://www.ecinepramaan.gov.in. User can also visit to the CBFC portal using URL https://www.cbfcindia.gov.in and click on the link "ecinepramaan".
- Provide User ID, Password and captcha on the login screen and click on Submit button

- After login User specific Dashboard will be displayed

- User will be able to view Applications in various buckets pending for his/her action.
- Applications with the nature set as *"Regular"* will be displayed under the *"Regular"* dashboard, while those with the nature set as *"Priority Screening"* will appear under the *"Priority Screening"* dashboard.
- User may click on the Application displayed on the screen to take any further action

- Dashboard may be refreshed by clicking on the "Refresh" button on the bottom right corner of the screen

3. Scrutiny Officer

Scrutiny Officer is the first official in the workflow. Following Applications will be scrutinized by Scrutiny officer.

I. Producer Registration Application
II. Film Certification Application
III. Application for Modification to the film Certificate

3.1. Dashboard

- Applications pending for action of Scrutiny officers will be displayed in various buckets.
- Provision for Scrutiny Officer to refresh the Dashboard

- All pending cases will be prioritized in three categories i.e. High, Medium and Low along with colour coding. Counts are displayed priority wise.
- Depending on the pendency, cases gets escalated from Low priority to Medium and Medium to High.
- On clicking any bucket list of pending Applications will be displayed.

Dashboard					High	Medium	Low
⊟ Pending Applicant Registration for Scrutiny					22	0	0
⊟ - High Priority					22		
⊟ Pending Certification Applications for Scrutiny					10	0	0
⊟ - High Priority					10		

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate T
1A010202201717164	Race_Form	Hindi	Cinemascope	Amit urunkar	U
1A011502201700066	REHAN DUBBEDL	English	2-D	Anuj gfh shah	UA
01011502201700041	Form One Promo	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	U
02011302201716920	FRESH2L	Hindi	2-D partly 3-D	Anuj gfh shah	U
02012202201716953	Hera Feri	Marathi	2-D partly 3-D	Kukreja Mukharji	U

⊟ Pending Applications for Modification in Film Certificate for Scrutiny					6	0	0
⊟ - High Priority					6		

- User can click on any Application and process the same

3.2.   Scrutiny of Producer Registration Application

- Click on the bucket "Pending Applicant Registration for Scrutiny"

Dashboard				High	Medium	Low
⊟ Pending Applicant Registration for Scrutiny				22	0	0
⊟ - High Priority				22		

Acknowledgement No.	First Name	Middle Name	Last Name	CBFC Office
013101201700004	Yash	-	Chopra	Mumbai
013101201700003	Kabir	-	kahan	Mumbai
013101201700005	Dheeraj	-	Gupta	Mumbai

- Click on the Application from the list. Following Screen titled "Scrutiny of Applicant Registration " will be displayed. This screen has following three sections
  - I.   Application Details
  - II.   Check List
  - III.   Final Observation
  - o **Application Details**

- User can click on the Acknowledgement Number link and view the complete Registration Application submitted by the Applicant along with its supporting documents.
- The grid provided displays all the form fields along with the values provided by the Applicant.
- In front of each field in the grid there is provision of checkbox. Scrutiny Officer can mark any individual field as Incorrect.
- In case if Scrutiny Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- Scrutiny Officer can also mark supporting documents as Incorrect.
- Application marked as Incomplete will be sent back to the Applicant with the comments provided by Scrutiny Officer.
- Applicant will be able to make changes to only those fields where Scrutiny Officer has marked as Incorrect.
- When Application once again comes back to scrutiny Officer after Applicant has made changes, then changed fields will be displayed with the grey background.
- Fields having multiple details like Supporting Documents etc. will be highlighted with pink background.
- On clicking the group field, all group fields will be displayed in pop-up.
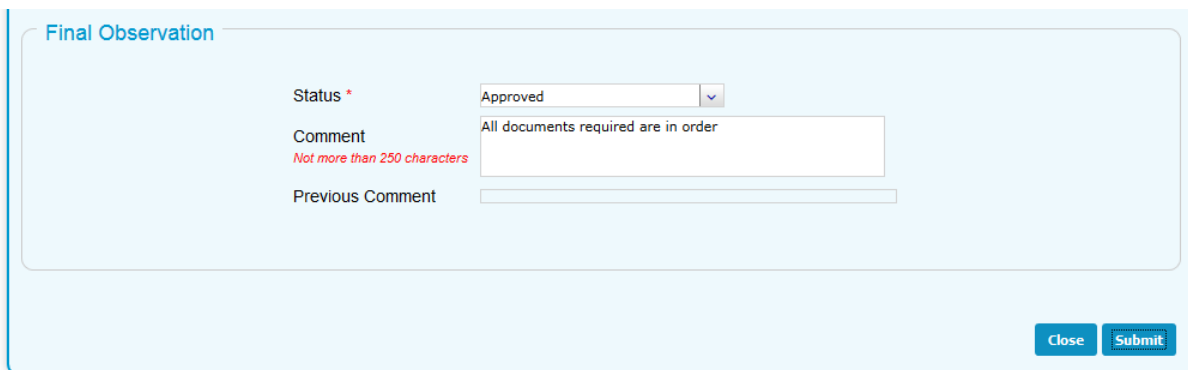
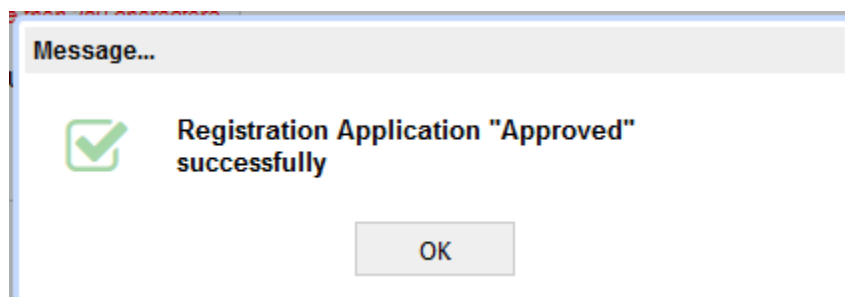o **Check List**

- Check List will contain the list of activities which Scrutiny Officer needs to perform as a part of Scrutiny of the Registration Application. Each Activity is presented in the form of questioner and Scrutiny Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Scrutiny Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Scrutiny Officer clicks on submit button Application will be forwarded to Applicant if the Application is marked as Incorrect or Incomplete else it will be forwarded to Regional Officer if Application is approved by Scrutiny Officer.

3.3.   Film Certification Application

- Click on the bucket "Pending Certification Application for Scrutiny"

- Click on the Application from the list. Following Screen titled "Scrutiny of Application" will be displayed. This screen has following three sections
  - I.   Application Details
  - II.   Check List
  - III. Final Observation

  - o **Application Details**

- ▪ User can click on the Acknowledgement Number link and view the complete Film Certification Application submitted by the Applicant along with its supporting documents.
- ▪ The grid provided displays all the form fields along with the values provided by the Applicant.
- ▪ In front of each field in the grid there is provision of checkbox. Scrutiny Officer can mark any individual field as Incorrect.
- ▪ In case if Scrutiny Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.

- ▪ Scrutiny Officer can also mark supporting documents as Incorrect.
- ▪ Application marked as Incomplete will be sent back to the Applicant with the comments provided by Scrutiny Officer.
- ▪ Applicant will be able to make changes to only those fields where Scrutiny Officer has marked as Incorrect.
- ▪ When Application once again comes back to scrutiny Officer after Applicant has made changes, then changed fields will be displayed with the grey background.

Application Details

Acknowledgement No. 1A010803201700376

#	Group Name	Value	Incorrect
1	Video/Digital format	Video	☐
2	Application for Certification for public exhibition Of a Film produced in India at	Mumbai	☐
3	Name Of The Film	MOTHER INDIA	☐
4	Language of the film	Marathi	☐
5	Other Language of the film		☐
6	Number of DVD	5	☐
7	Running Time (MM)	008	☐

- • Fields having multiple details like Producer Details, Cut details etc. will be highlighted with pink background.

Application Details

Acknowledgement No. 1A010803201700376

#	Group Name	Value	Incorrect
9	Any other particulars of the Film conversion	NO	☐
10	Have any cuts been made voluntarily by the applicant	No	☐
11	Cut Detail	Voluntary (Click Here To Open Detail).	☐
12	Type Of The Film	Cinemascope	☐
13	WheTher The Film is silent or talkie	Talkie	☐
14	Colour Of The Film	Color	☐
15	Producer Detail	Producer Detail (Click Here To Open Detail).	☐
16	Name Of The Director	Karan Johar	☐

- • On clicking the group field, all group fields will be displayed in pop-up.

CBFC ID	Name Of Producer	Address Of Producer	Country	State	City	Other City	Pincode
PMUM2017000132	Ranjit Shivajirao Jadhav	ADDD	India	Maharashtra	Mumbai		400013

Close

o **Check List**

- Check List will contain the list of activities which Scrutiny Officer needs to perform as a part of Scrutiny of the Film Certification Application. Each Activity is presented in the form of questioner and Scrutiny Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory
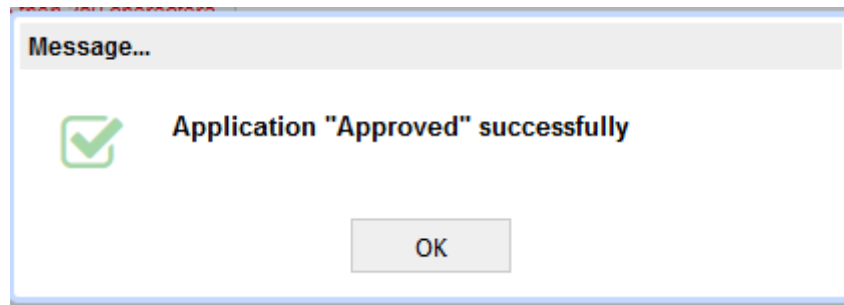
o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Scrutiny Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Scrutiny Officer clicks on submit button Application will be forwarded to Applicant if the Application is marked as Incorrect or Incomplete else it will be forwarded to Regional Officer if Application is approved by Scrutiny Officer.

3.4. Scrutiny of Application for Modification in Film Certificate

o Click on the bucket "Pending Application for Modification in Film Certificate for Scrutiny"

o Click on the Application from the list. Following Screen titled "Scrutiny of Application " will be displayed. This screen has following three sections

    I. Application Details

    II. Check List

    III. Final Observation

o **Application Details**

▪ User can click on the Acknowledgement Number link and view the complete Modification Application submitted by the Applicant along with its supporting documents.

- The grid provided displays all the form fields along with the values provided by the Applicant.
- In front of each field in the grid there is provision of checkbox. Scrutiny Officer can mark any individual field as Incorrect.
- In case if Scrutiny Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- Scrutiny Officer can also mark supporting documents as Incorrect.
- Application marked as Incomplete will be sent back to the Applicant with the comments provided by Scrutiny Officer.
- Applicant will be able to make changes to only those fields where Scrutiny Officer has marked as Incorrect.
- When Application once again comes back to scrutiny Officer after Applicant has made changes, then changed fields will be displayed with the grey background.
- Fields having multiple details like Modification details, Supporting Documents etc. will be highlighted with pink background.
- On clicking the group field, all group fields will be displayed in pop-up.

Cassette No/TCR	Scene Number	Description of the scene/Dialogue/Song length	Length Altered/Duration Altered
1	2	Added One Song	2

Close

o **Check List**

Check List

#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	☑	☐
2	Does the Address entered by the applicant match with the Address in Address proof attached?	☐	☑
3	Are all the supporting documents in place?	☑	☐
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	☑	☐

- Check List will contain the list of activities which Scrutiny Officer needs to perform as a part of Scrutiny of the Modification Application. Each Activity is presented in the form of questioner
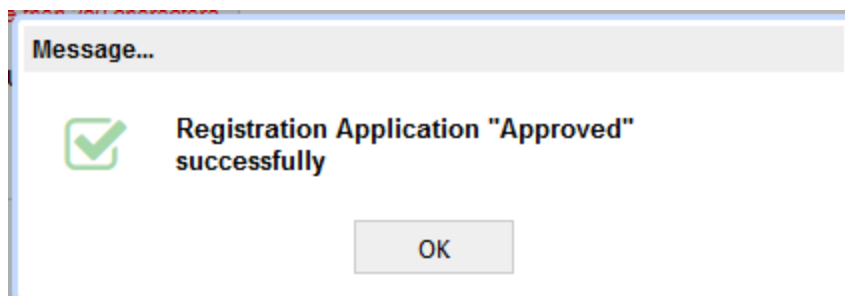
and Scrutiny Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Scrutiny Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Scrutiny Officer clicks on submit button Application will be forwarded to Applicant if the Application is marked as Incorrect or Incomplete else it will be forwarded to Regional Officer if Application is approved by Scrutiny Officer.

4. Regional Officer

Regional Officer is the second official in the workflow. Following activities will be carried out by Regional Officer on eCinePramaan System.

    I.   Approval of Producer Registration Application
    II.   Approval of Film Certification Application
    III.   Approval of Application for Modification to the film Certificate
    IV.   Approval of Application for Duplicate Certificate
    V.   Approval of Film Certification Applications through FCAT / Court Orders
    VI.   Committee Formation
        a. Examination Committee
        b. Revising Committee
        c. Committee for Representation
        d. Cut Verification Committee
        e. FCAT Cut verification
        f. Verification of Modifications
    VII.   Review of Committee Report
    VIII.   Issuance of Show Cause Notice
        a. For Submission of Cuts
        b. Change in the category of Certificate
        c. Referred to Revising committee by Chairman
        d. Certificate refused by CBFC
    IX.   Cancellation of scheduled Screening
    X.   Representation report Modification
    XI.   Schedule CD Sealing
    XII.   CD Sealing Report
    XIII.   Certificate issuance

4.1.   Dashboard

- Applications pending for action of Regional officers will be displayed in various buckets.
- Provision for Regional Officer to refresh the Dashboard
- All pending cases will be prioritized in three categories i.e. High, Medium and Low along with colour coding. Counts are displayed priority wise.
- Depending on the pendency, cases gets escalated from Low priority to Medium and Medium to High.
- On clicking any bucket list of pending Applications will be displayed.

- User can click on any Application and process the same

4.2. Approval of Producer Registration Application

- Click on the bucket "Pending Registration for Scrutiny"

- Click on the Application from the list. Following Screen titled "Scrutiny of Applicant Registration " will be displayed. This screen has following three sections
  - I. Application Details
  - II. Check List
  - III. Final Observation
  - o **Application Details**

- ▪ User can click on the Acknowledgement Number link and view the complete Registration Application submitted by the Applicant along with its supporting documents.
- ▪ The grid provided displays all the form fields along with the values provided by the Applicant.
- ▪ In front of each field in the grid there is provision of checkbox. Scrutiny Officer can mark any individual field as Incorrect.
- ▪ In case if Scrutiny Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- ▪ Regional Officer can also mark supporting documents as Incorrect.
- ▪ Application marked as Incomplete will be sent back to the Scrutiny Officer along with the comments.

- When Application once again comes back to Regional Officer after Applicant has made changes, then changed fields will be displayed with the grey background.
- Fields having multiple details like Supporting Documents etc. will be highlighted with pink background.
- On clicking the group field, all group fields will be displayed in pop-up.

o **Check List**

- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Registration Application. Each Activity is presented in the form of questioner and Regional Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Regional Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Regional Officer clicks on submit button Application will be forwarded to Scrutiny Officer if the Application is marked as Incorrect or Incomplete else CBFC IF will be allotted to the Applicant and intimation regarding the same will be sent to the Applicant through SMS, email and Dashboard.
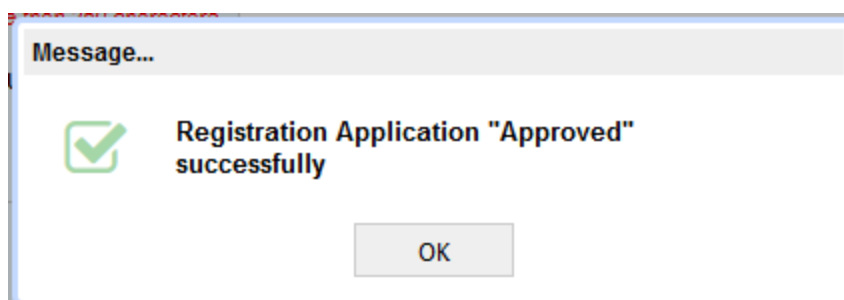
4.3.   Approval of Film Certification Application

- Click on the bucket "Pending Certification Application for Scrutiny"
- Scrutiny Officer wise buckets will be displayed
- Below Scrutiny Officer wise buckets, Actual applications will be displayed priority wise.

- Click on the Application from the list. Following Screen titled "Scrutiny of Application" will be displayed. This screen has following three sections

   I. Application Details
   II. Check List
   III. Final Observation

  o **Application Details**

- User can click on the Acknowledgement Number link and view the complete Film Certification Application submitted by the Applicant along with its supporting documents.
- The grid provided displays all the form fields along with the values provided by the Applicant.
- In front of each field in the grid there is provision of checkbox. Regional Officer can mark any individual field as Incorrect.
- In case if Regional Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- Regional Officer can also mark supporting documents as Incorrect.
- Application marked as Incomplete will be sent back to the Scrutiny Officer along with the comments.
- When Application once again comes back to Regionl Officer after Applicant has made changes, then changed fields will be displayed with the grey background.

- Fields having multiple details like Producer Details, Cut details etc. will be highlighted with pink background.

- On clicking the group field, all group fields will be displayed in pop-up.

- o **Check List**

- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Film Certification Application. Each Activity is presented in the form of questioner and Regional Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

  o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Regional Officer can provide the comments which will be displayed to Scrutiny Officer in case if Application is marked as Incorrect or Incomplete.
- When Regional Officer clicks on submit button Application will be forwarded to Scrutiny Officer if the Application is marked as Incorrect or Incomplete else Application becomes due for Examination Committee Formation.

4.4. Approval of Application for Modification in the Film Certificate

  o Click on the bucket "Pending Application for Modification in Film Certificate for Scrutiny"

- o Click on the Application from the list. Following Screen titled "Scrutiny of Application " will be displayed. This screen has following three sections
  - I. Application Details
  - II. Check List
  - III. Final Observation
- o **Application Details**

- ▪ User can click on the Acknowledgement Number link and view the complete Modification Application submitted by the Applicant along with its supporting documents.
- ▪ The grid provided displays all the form fields along with the values provided by the Applicant.
- ▪ In front of each field in the grid there is provision of checkbox. Regional Officer can mark any individual field as Incorrect.
- ▪ In case if Regional Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- ▪ Regional Officer can also mark supporting documents as Incorrect.
- ▪ Application marked as Incomplete will be sent back to the Scrutiny Officer along with the comments.
- ▪ When Application once again comes back to Regional Officer after Applicant has made changes, then changed fields will be displayed with the grey background.
- ▪ Fields having multiple details like Modification details, Supporting Documents etc. will be highlighted with pink background.

- On clicking the group field, all group fields will be displayed in pop-up.

Cassette No/TCR	Scene Number	Description of the scene/Dialogue/Song length	Length Altered/Duration Altered
1	2	Added One Song	2

[Close]

o **Check List**

Check List

#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	☑	☐
2	Does the Address entered by the applicant match with the Address in Address proof attached?	☐	☑
3	Are all the supporting documents in place?	☑	☐
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	☑	☐

- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Modification Application. Each Activity is presented in the form of questioner and Regional Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Regional Officer can provide the comments which will be displayed to Scrutiny Officer in case if Application is marked as Incorrect or Incomplete.
- When Regional Officer clicks on submit button Application will be forwarded to Scrutiny Officer if the Application is marked as Incorrect or Incomplete else it will become due for committee formation for verification of Modifications.

4.5.   Approval of Application for Duplicate Certificate

o   Click on the bucket "Pending Application for Duplicate Certificate"

o   Click on the Application from the list. Following Screen titled "Scrutiny of Application " will be displayed. This screen has following three sections

I.   Application Details

II.   Check List

III. Final Observation

o   **Application Details**

- User can click on the Acknowledgement Number link and view the complete Application for Duplicate Certificate submitted by the Applicant along with its supporting documents.
- The grid provided displays all the form fields along with the values provided by the Applicant.
- In front of each field in the grid there is provision of checkbox. Regional Officer can mark any individual field as Incorrect.
- In case if Regional Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- Regional Officer can also mark supporting documents as Incorrect.
- Application marked as Incomplete will be sent back to the Applicant along with the comments.
- When Application once again comes back to Regional Officer after Applicant has made changes, then changed fields will be displayed with the grey background.

- ▪ Fields having multiple details like Supporting Documents will be highlighted with pink background.
- ▪ On clicking the group field, all group fields will be displayed in pop-up.

o **Check List**

- ▪ Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Application for Duplicate Certificate. Each Activity is presented in the form of questioner and Regional Officer needs to check the same and confirm "Yes" or "No".
- ▪ Providing inputs to the check list is mandatory

o **Final Observation**

- ▪ Options available for Status will be "Approved", "Incorrect/Incomplete".
- ▪ Regional Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- ▪ When Regional Officer clicks on submit button Application will be forwarded to Applicant if the Application is marked as Incorrect or Incomplete else it will be forwarded to Certificate issuing Officer to issue the duplicate certificate.

Message...

Registration Application "Approved" successfully

OK
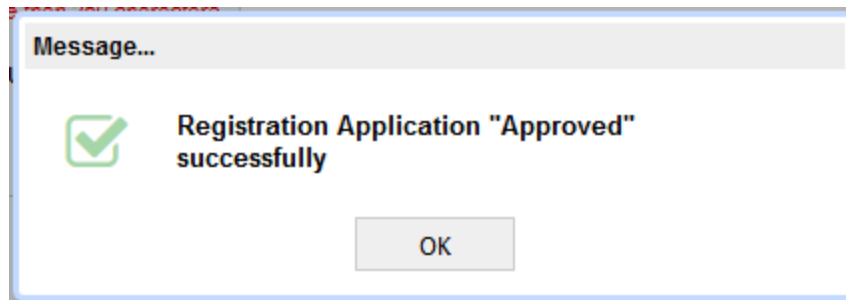
4.6.   Approval of Application Through FCAT / Court

o Click on the bucket "Pending Certification Application Through FCAT/Court Orders"

Dashboard				High	Medium	Low
⊞ Pending Registrations for Scrutiny				8	0	0
⊞ Pending Certification Applications for Scrutiny				3	0	0
⊟ Pending Certification Application Through FCAT/Court Orders				1	0	0
⊟ - High Priority				1		
Acknowledgement No.	Name of the Film	Language Of the Film	Name of the Producer	Date Of Application		
05010503201700012	Form Two Fresh	English	Ranjit Shivajirao Jadhav	05/03/2017		

o Click on the Application from the list. Following Screen titled "Scrutiny of Application " will be displayed. This screen has following three sections

    I.   Application Details

    II.   Check List

    III.   Final Observation

o **Application Details**

Application Details

Acknowledgement No.   05010503201700012

#	Group Name	Value	Incorrect
1	Supporting Documents	Click here to view documents	☐
2	Court/FCAT Committee Member Details	(Click Here To Open Detail)	☐
3	Cuts Details	(Click Here To Open Detail)	☐

▪ User can click on the Acknowledgement Number link and view the complete Application for Certification through FCAT / Court Order along with its supporting documents.

▪ The grid provided displays all the form fields along with the values provided by the Applicant.

▪ In front of each field in the grid there is provision of checkbox. Regional Officer can mark any individual field as Incorrect.

- In case if Regional Officer marks any field as Incorrect, in that case he will not be able to approve the application. The only option available will be to mark the application as Incorrect.
- Regional Officer can also mark supporting documents as Incorrect.
- Application marked as Incomplete will be sent back to the Applicant along with the comments.
- When Application once again comes back to Regional Officer after Applicant has made changes, then changed fields will be displayed with the grey background.
- Fields having multiple details like Supporting Documents,Court / FCAT Committee Member Details, CUT Details will be highlighted with pink background.
- On clicking the group field, all group fields will be displayed in pop-up.

Cut No	Cuts	Location	Description	Guidelines	Cut Insertion
1	General / Other	2	Remove the indecent language	follow the guidlines	Cut

Close

o **Check List**

Check List

#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	☑	☐
2	Does the Address entered by the applicant match with the Address in Address proof attached?	☐	☑
3	Are all the supporting documents in place?	☑	☐
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	☑	☐

- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Application for

Certification through FCAT / Court Orders. Each Activity is presented in the form of questioner and Regional Officer needs to check the same and confirm "Yes" or "No".
- Providing inputs to the check list is mandatory

o **Final Observation**

- Options available for Status will be "Approved", "Incorrect/Incomplete".
- Regional Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Regional Officer clicks on submit button Application will be forwarded to Applicant if the Application is marked as Incorrect or Incomplete else application will become due for formation of committee for film verification.
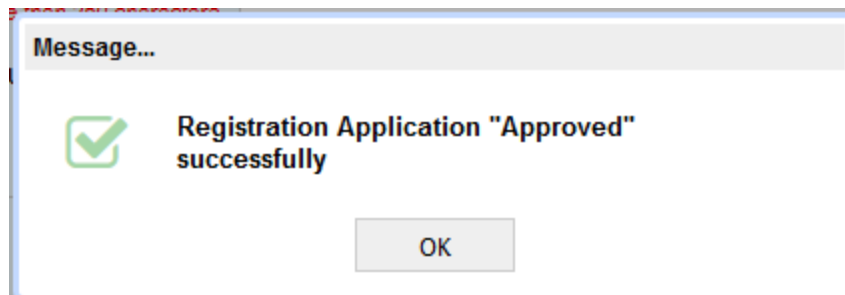
4.7.   Committee Formation

4.7.1. Examination Committee

- Click on the bucket "Pending for Examination Committee Formation"

- Click on the Application from the list displayed. Examination Committee Formation Screen will appear.

- All fields in the above screen are auto-populated except Examination Officer and Assistant to the committee. Regional Officer can select the Examination Officer from Drop-Down. Same is the same for Assistant to the committee. Report generation Officer (RGO) will be allocated as Assistant to the committee.

- To select Examination Venu User needs to click on the button provided on the right hand side of the text box provided for the field "Examination Venue". Following screen will appear.

- Select the Venue from the dropdown. If Applicant has selected screen venue as CBFC Office in that case Venue will be auto-populated as "CBFC Office". Then select Month and click on button "Fill". Complete date wise schedule will be displayed for the selected Venue.
- Click on the required date and following text boxes to enter the start time and end time of screening will appear.

- When clicked on submit, Venue and Time of screening will be populated in the Main screen.

- To select the Panel Members, User has to select on search icon provided on the right corner of the grid named "Panel Members". Following screen will appear.

- Regional Officer may select Panel members by applying filters (Gender, religion, Qualification, Mother Toung, Experties and Category) provided as dropdown on the top.
- In case if Regional Officer wants to select Panel Members from other CBFC Regional Office, click on the checkbox with the label "regional Office". A dropdown will appear to select Regional Office.

- When clicked on the button "Fill" list of Panel Members will be displayed. List will be sorted in Asending order of Number of screenings attended by the Panel Members. Members who have attended less Screenings will appear on the top of the list.
- Panel Members whos Tenure has expired will be displayed in Red Font. Regional Officer can still select such members as long as same are kept as active in the system.
- When clicked on "Select" button Panel Members selected will be populated on the main screen. Expert Members can also be selected in similar fashion. Same is shown in the grid as shown below.

PANEL MEMBERS					
#	CBFC ID	Panel Member		Gender	Is stand By
1	NMUM2017000205	Somesh test		Male	☐
2	NMUM2017000196	Sachin Mishra		Male	☐
3	NMUM2017000130	PM_SMITA Joshi		Female	☐
4	NMUM2017000104	PM_MITA RAY		Female	☐

No. of Panel Members : 4

EXPERT MEMBERS					
#	CBFC ID	Expert Member		Gender	Is stand By
1	EMUM2017000023	EM_MKUND SHAF		Male	☐
2	EMUM2017000012	EM_mRAJ kumar		Male	☐

No. of Expert Members : 2

- Count of Members selected will be displayed below the grid.
- Validations related to Committee such as Number of Committee Members, Male to Female ratio needs to be followed.
- When clicked on Submit Button on "Examination Committee Formation" Screen, Committee will be formed and following message will be displayed.
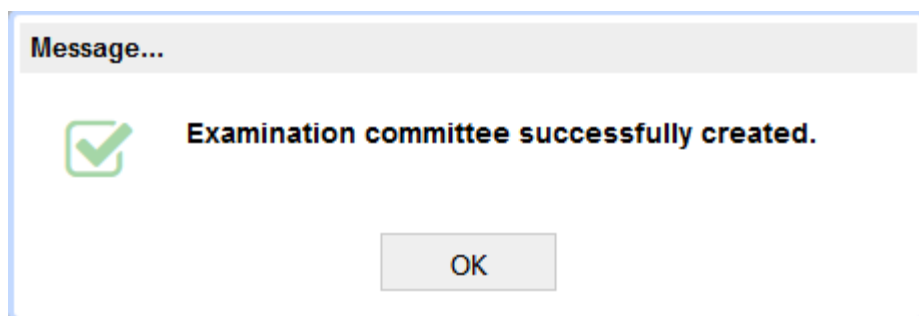
4.7.2. Revising Committee

- Click on the bucket "Pending for Revising Committee Formation"

- Click on the Application from the list displayed. Revising Committee Formation Screen will appear.

- All fields in the above screen are auto-populated except Presiding Officer and Assistant to the committee. Regional Officer can select the Presiding Officer from Drop-Down. Same is the same for Assistant to the committee. Report generation Officer (RGO) will be allocated as Assistant to the committee.

- To select Examination Venue User needs to click on the button provided on the right hand side of the text box provided for the field "Examination Venue". Following screen will appear.

- Select the Venue from the dropdown. If Applicant has selected screen venue as CBFC Office in that case Venue will be auto-populated as "CBFC Office". Then select Month and click on button "Fill". Complete date wise schedule will be displayed for the selected Venue.
- Click on the required date and following text boxes to enter the start time and end time of screening will appear.

- When clicked on submit, Venue and Time of screening will be populated in the Main screen.

- To select the Panel Members, User has to select on search icon provided on the right corner of the grid named "Panel Members". Following screen will appear.

- Regional Officer may select Panel members by applying filters (Gender, religion, Qualification, Mother Toung, Experties and Category) provided as dropdown on the top.
- In case if Regional Officer wants to select Panel Members from other CBFC Regional Office, click on the checkbox with the label "regional Office". A dropdown will appear to select Regional Office.

- When clicked on the button "Fill" list of Panel Members will be displayed. List will be sorted in Ascending order of Number of screenings attended by the Panel Members. Members who have attended less Screenings will appear on the top of the list.

- Panel Members who's Tenure has expired will be displayed in Red Font. Regional Officer can still select such members as long as same are kept as active in the system.
- When clicked on "Select" button Panel Members selected will be populated on the main screen. Expert Members and Board Members can also be selected in similar fashion. Same is shown in the grid as shown below.

PANEL MEMBERS					
#	CBFC ID	Panel Member		Gender	Is stand By
1	NMUM2017000205	Somesh test		Male	☐
2	NMUM2017000196	Sachin Mishra		Male	☐
3	NMUM2017000130	PM_SMITA Joshi		Female	☐
4	NMUM2017000104	PM_MITA RAY		Female	☐

No. of Panel Members : 4

EXPERT MEMBERS					
#	CBFC ID	Expert Member		Gender	Is stand By
1	EMUM2017000023	EM_MKUND SHAF		Male	☐
2	EMUM2017000012	EM_mRAJ kumar		Male	☐

No. of Expert Members : 2

BOARD MEMBERS					
#	CBFC ID	Board Member		Gender	Is stand by
1	BMUM2017000016	Smita Singh		Female	☐
2	BMUM2017000075	bm_ravina test		Female	☐

No. of Board Members : 2

- Count of Members selected will be displayed below the grid.
- Validations related to Committee such as Number of Committee Members, Male to Female ratio needs to be followed.
- When clicked on Submit Button on "Revising Committee Formation" Screen, Committee will be formed and following message will be displayed.

Message...

Revising committee successfully created.

OK
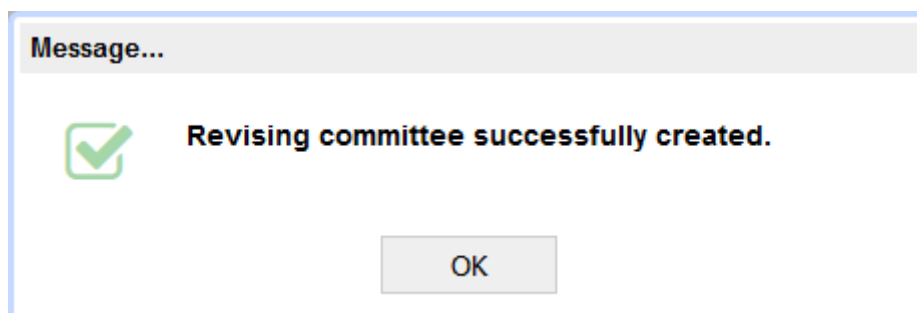
4.7.3. Committee for Representation

- Click on the bucket "Pending for Representation Committee Formation"

- Click on the Application from the list displayed. Representation Committee Formation Screen will appear.

- All fields in the above screen are auto-populated except Examination Venue, Examination Date, Event Start Time and Event End Time.
- To select Examination Venue User needs to click on the button provided on the right hand side of the text box provided for the field "Examination Venue". Following screen will appear.
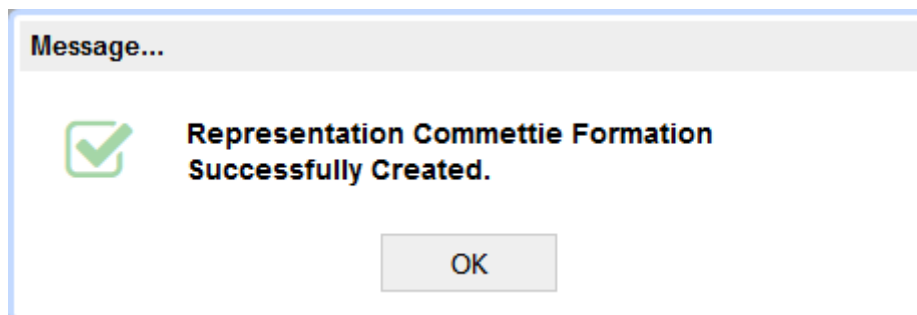
- Select the Venue from the dropdown. Venue will be auto-populated as "CBFC Office". Then select Date and then start time and end time of screening. Details of the committees already scheduled on the date selected are also displayed on the screen so that User can select available slot. When clicked on "OK" button, details of Venue and Time of Meeting will be populated on the Representation Committee Formation screen.

- Regional Officer can select Members for representation Committee from the list of Members displayed in Member Details Panel.
- When clicked on Submit Button on "Representation Committee Formation" Screen, Committee will be formed and following message will be displayed.

4.7.4. Cut Verification Committee

- Click on the bucket " Pending Committee Formation for Verification Of Cuts"

- Click on the Application from the list displayed. Committee Formation for Cut Verification Screen will appear.

- All fields in the above screen are auto-populated except, Examination Date, Event Start Time and Event End Time.
- For Cut Verification Venue will be CBFC Office by Default but Regional Officer may change if required. Examination Officer who was allocated for the previous committee will be auto-populated but same can also be changed by Regional Officer.

- To select Examination Venue User needs to click on the button provided on the right hand side of the text box provided for the field "Examination Venue". Following screen will appear.

- Select the Venue from the dropdown. Venue will be auto-populated as "CBFC Office". Then select Month and click on button "Fill". Complete date wise schedule will be displayed for the selected Venue.
- Click on the required date and following text boxes to enter the start time and end time of screening will appear.

- When clicked on submit, Venue and Time of screening will be populated in the Main screen.

- Regional Officer can select Members for list of Committee Members who were part of the previous committee. Any one Member is required.
- In case if Regional Officer wants to add some other member who was not part of the earlier Committee same can be done from the grid "Other Members". Procedure to select the members is same as demonstrated above for Panel Members, Expert Members and Board Members.

- When clicked on Submit Button on "Representation Committee Formation" Screen, Committee will be formed and following message will be displayed.

4.7.5. Committee For Verification of Film due to FCAT / Court Order

- Flow will be same as Committee Formation for Verification of Cuts.
- Click on the bucket " Pending Committee Formation for Verification Of Cuts" and follow the same steps as provided for Committee Formation for Verification of Cuts above.

4.7.6. Verification of Modification Request

- Flow will be same as Committee Formation for Verification of Cuts.
- Click on the bucket " Pending Committee Formation for Modification Request" and follow the same steps as provided for Committee Formation for Verification of Cuts above.

4.8.   Review of Examination Report

- Click on the bucket " Pending For review Of Examination Report"

| Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
1A010203201700015	2_march_RC	Hindi	Cinemascope	Yasharaj Chopra	U
02010802201718072	MUM	Hindi	2-D	Anuj gfh shah	UA
1A010803201700321	JUDWAA	Hindi	2-D	Aadesh Bandekar	UA
2A010603201700024	PYAARA DUSHMAN	Hindi	Animation Film	karan Johar	U

- Click on the Application from the list displayed. Review Of Examination Report Screen will appear.

Review of Examination Report

Acknowledgement Number	2A010603201700024
Name of the Applicant	Anuj gfh shah
Name of the Film	PYAARA DUSHMAN
Name of the Producer	karan Johar
Language of the Film	Hindi
Type of the Film	Animation Film
Screening Location	CBFC walkeshwar
Date of Screening *	16/03/2017
Examination Officer Name	EO_Mumbai Nikam
Committee Type	Submission of Examination Report
Background * *(Not more than 250 characters)*	asf

- It's the same Examination Report screen filled by Report Generation Officer or Examination Officer but in Read only mode.
- When Regional Officer clicks on the "Approve" button on the bottom right corner, Examination Report is forwarded to Chairman for review.

Message...

✓ **Report Approved Successfully!**

OK
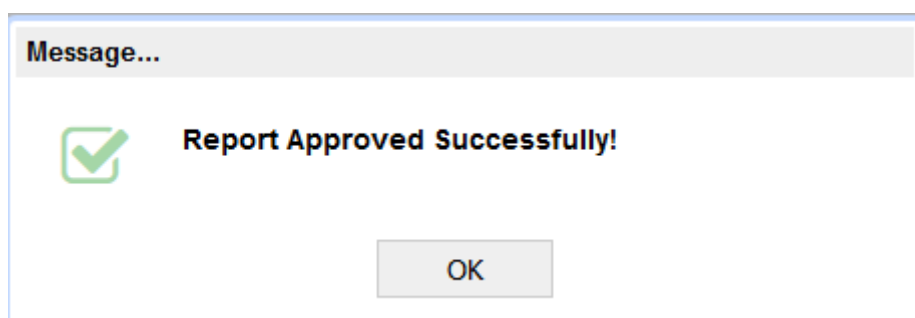
4.9. Review of Revising Committee Report

- Flow will be same as "Pending For Review of Examination Report".
- Click on the bucket "Pending For review Of Examination Report" and follow the same steps as provided above.

4.10.   Issuance of Show cause Notice

RO can issue various Show Cause Notices. Procedure to issue different show causes Notices is same. Hence only Issuance of Shown Cause Notice for Cuts Submission has been demonstrated below.

- Click on the bucket named " Pending for Issuance of Shown Cause Notice for Cuts Submission". List of pending cases will be displayed.

- When Ro clicks on the application for which Show cause notice needs to be issued. Following screen will appear.

- Film details will be auto-populated. Notice will be generated as per the fixed templates. Variable data will be inserted inline in the Notice.
- Notice will be displayed in editable format. RO can edit the Notice if required.

- After finalizing the contents RO needs to click on Print button. Notice will be generated, Notice number will be allocated, Notice will be issued through email and dashboard to the Applicant.
- Once issued, Notice can not be edited.
- RO may download the notice in the form of PDF or print the same.
- Following is the Notice generated in case of Cuts

Regd A.D /By Hand/ CBFC Portal

U With Cuts

No :01011303201700014

CENTRAL BOARD OF FILM CERTIFICATION

Bharat Bhavan, 91-E, Walkeshwar Road,

,

Mumbai 400006

Date :13/03/2017

To,
Ranjit Shivajirao Jadhav
ADDD
Mumbai 400013
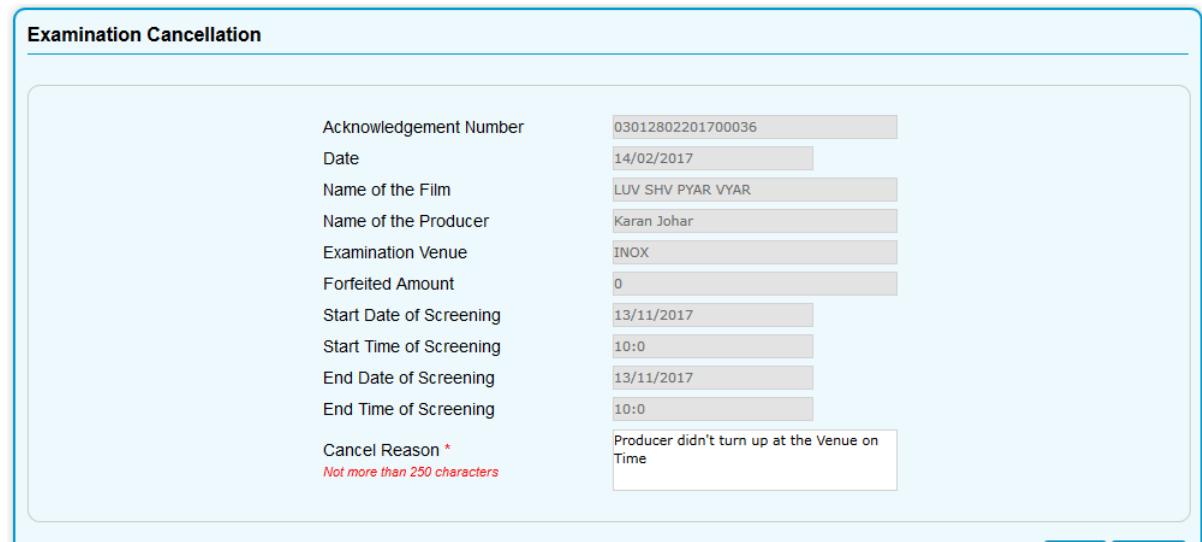**Maharashtra**

Sir/s,

With reference to your application to the Central Board of Film Certification dated for a certificate under the Cinematograph Act , 1952 to exhibit the film entitled **MAINE PYAAR KIYA (Hindi)**. I am directed by the Board to inform you that the film has been viewed by the **Examining Committee** and the Board has come to the conclusion that the film may be suitable for unrestricted public exhibition with an endorsement of caution that the question as to whether any child below the age

- After issuance of Notice, following message will be displayed on the screen.

Message...

✓ **Show Cause Notice issued successfully**

OK
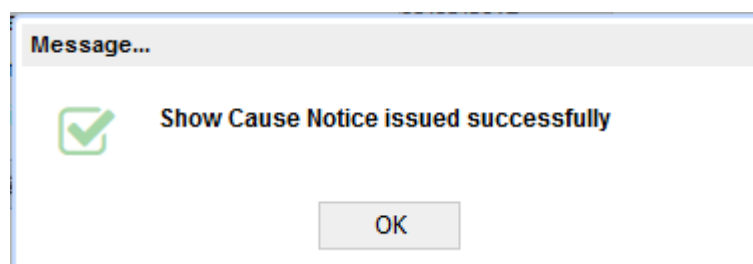
4.11. Cancellation of Scheduled Screening

- Click on the Menu "Screenings Scheduled" . List can be selected by providing screening date range as input or search by Name and Language of the film or option to search on basis of Producer.
- List of films scheduled for screening will appear. Click on the list Film for which screening needs to be cancelled. Following screen will appear.

Examination Cancellation

Acknowledgement Number	03012802201700036
Date	14/02/2017
Name of the Film	LUV SHV PYAR VYAR
Name of the Producer	Karan Johar
Examination Venue	INOX
Forfeited Amount	0
Start Date of Screening	13/11/2017
Start Time of Screening	10:0
End Date of Screening	13/11/2017
End Time of Screening	10:0
Cancel Reason * *Not more than 250 characters*	Producer didn't turn up at the Venue on Time

- Provide the reason for cancellation and click on the "Submit" button. Following message will appear.

Message...

✓ **Committee Successfully Cancelled.**

OK
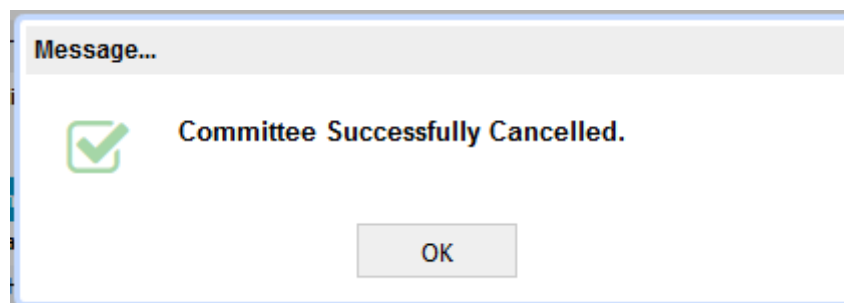
4.12. Representation Report Modification

During representation meeting with the Applicant if there are any changes to be made to the original Committee report same is allowed for RO. Following are the steps.

- Click on the bucket " Pending for Representation Report Modification" . Lick of films foe which Representation has been scheduled will be displayed.

- RO may click on the application for which committee report needs to be odified. Following screen will appear.

- Original Committee report will be displayed in editable mode. Regional Officer may make necessary changed and submit the report. Report will fall in the bucket "Pending for review of Examination report" for RO and then chairman.
- On submission of modified report, following message will be displayed.

4.13.   Schedule CD Sealing

Regional Office needs to schedule date and time for CD sealing. Same will be intemited to the Producer through SMS, email and also displayed on his or her Dashboard. Following are the steps to Schedule CD Sealing.

- Click on the bucket " Pending for CD Sealing Schedule" on the dashboatd. List of cases will be displayed fpr which CD sealing needs to be scheduled.

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requeste
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA

- Click on the Application for which CD sealing needs to be scheduled. Following screen will appear.

CD Sealing Schedule

Acknowledgement Number	1A010803201700380
Date	09/03/2017
Schedule Date/Time *	03/14/2017 14.30

Submit   Close

- RO is required to select the date and enter the time for CD Sealing and click on submit. Following success message will be displayed.

Message...

CD Sealing process initiated successfully.

OK
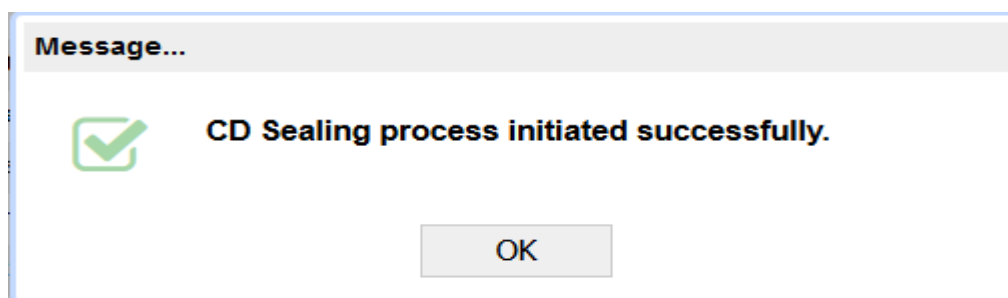
4.14.   CD Sealing

- Click on the bucket "Pending for CD Sealing" on the dashboard. List of cases which are pending for CD sealing will be displayed.

- Click on the application for which CD sealing needs to be done. Following screen will appear..

- Enter the remarks and click on submit. Following success message will be displayed.

4.15.   Certificate Issuance

After final approval by Chairman, RO will issue the Film Certificate. Following are the steps.

- Click on the bucket " Pending for Certificate Issuance" on the Dashboard. List of applications pending for certificate issuance will be displayed.

- Click on the Application for which certificate needs to be issued. Following screen will be displayed. Application related details will be auto-populated.

- Ro needs to select the Signing Authority who is going to sign the certificate. His/her name along with designation will be printed on the certificate.

- Based on Producers request, RO can either print only Name of the Producer on the Certificate or Producers Company Name along with his Name or ony Company Name. RO needs to choose option from the dropdown. Accordingly Producers Names will be modified.

Name of the Signatory *	Abhiram Naik
Producer Display Option *	Name (Company)
Producer Detail *	RANJIT SHIVAJIRAO JADHAV(RJ PRODUCTIONS LIMITED)
Applicant Display Option *	Name
Applicant Detail * (Not more than 250 characters)	Ranjit Shivajirao Jadhav - Mumbai
Remark * (Not more than 250 characters)	Approed

Close   Submit

- Same options available for Applicants Name. finally RO will add some remarks and click on Submit. Certificate will be generated which can be printed on a Pre-printed stationary.
- Following is the Certificate generated.

1A010803201700216 Feature

प्रमाणपत्र सं. Certificate No. VIL/2/16/2017-MUM	तारीख Dated 09/03/2017	श्रेणी Categor

अभिभावक मार्गदर्शन वीडियो
PARENTAL GUIDANCE VIDEO

फिल्म
Film : **TITANIC (HINDI) (Color) (2-D)**

Duratio **000.00**   min:sec

निम्नलिखित परीक्षण समिति के सदस्यों द्वारा परीक्षण के पश्चात तथा उक्त परीक्षण समिति की सिफारिशों पर बोर्ड एतद्द्वारा यह प्रमाणित करता है कि पीछे संलग्न भाग –२ में उपदर्षित काट-छांट और उपान्तरौं के अधीन फिल्म इस चेतावनी के प्रष्ठांकन के साथ सार्वजनिक प्रदर्शन के लिए उपयुक्त है कि १२ वर्ष से कम आयु के किसी बालक को फिल्म देखने की अनुज्ञा दी या नहीं , इस प्रष्न पर उस बालक के माता पिता या संरक्षक द्वारा विचार किया जाना चाहिए ।

After examination of the film by the members of the **Examining Committee** mentioned below and on the recommendation of the said **Examining Committee**, the Board hereby certifies that the film is fit for **public exhibition** with an endorsment of caution that the question as to whether any **child below the age of 12 years may be allowed to see the film should be considered by the parents or guardian of such child** , and also subject to excision and modification listed in part II on the reverse :

1   PM_SURESH SHAH
2   PM_GITA JOSHI
3   PM_ISHIKA JOSHI
4   PM_SHYAM RAO
5   **EO_MUMBAI NIKAM (E.O.)**

यह और प्रमाणित किया जाता है कि उपरोक्त बोर्ड द्वारा अधिरोपित काट-छांट और उपोन्तरों को वास्तव में कार्यान्वित किया गया है ।
Further certified that the excision and modification imposed by the Board have actully been carrieed out.

आवेदक का नाम
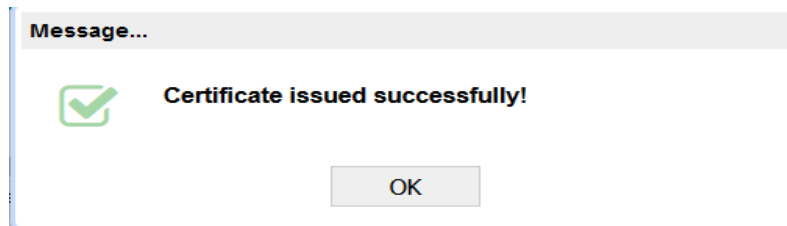Name of Applicant   **KARAN JOHAR(DHARMA PRODUCTION LIMITED)**

निर्माता का नाम
Name of Producer   **KARAN JOHAR - MUMBAI**

अध्यक्ष

For Chairman

(AKASH SHAH)

CIO

CBFC ,MUMBAI

- After Certificate generation, following success message will be displayed.


4.16.   Close Expired Committee

If any committee expires after postponing the same by more than 90 days, RO can close such applications. Following are the steps.

- Click on the bucket " Expired Examination Committee Formation" on the Dashboard. List of applications for which examination committee has been expired will be displayed.

- Click on the Application for which certificate needs to be issued. Following screen will be displayed. RO can select multiple application and click on submit button to close the application.
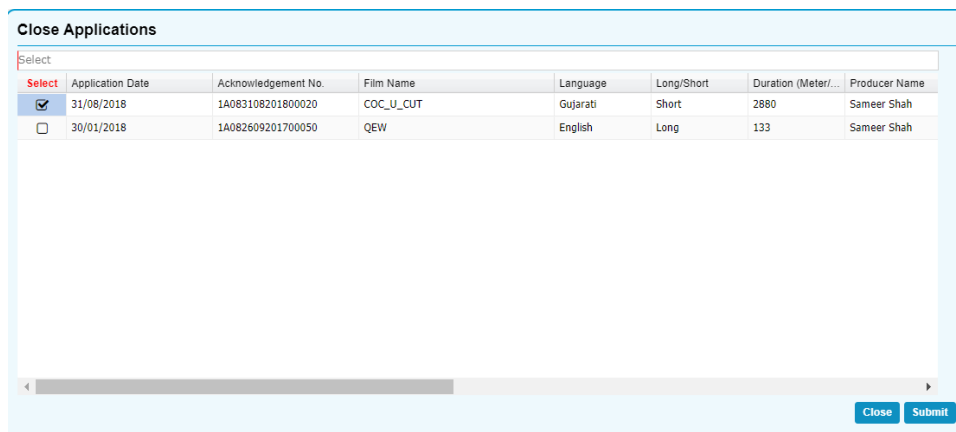
5. Chairman

Chairman can perform following tasks on the eCinePramaan System

I. Review of Examination / Revising Committee Report
II. Refer Application for Revising committee.
III. Submission of Revising Committee report.
IV. Approval of Cut Verification Committee Report.
V. Permission to apply to other Regional Office.
VI. Reinitiate the Closed Applications.

5.1. Review of Examination / Revising Committee Report

Chairman can review and approve the Committee Reports. Review of Examination report has been demonstrated below. Following are the steps.

- Click on the bucket "Pending for review of Examination Report". List of applications for which Examination report has been approved by Regional Officers will be displayed.

- Click on the application for which Examination Report needs to be reviewed. Examination Report will be displayed in non-editable form as shown below.

- Chairman can view scanned copied of the examination report uploaded for individual committee members.
- When chairman clicks on submit, following screen will be displayed.

- Chairman can click on Approve check box, provide comments and click on submit. Case will be forwarded to Ro for further action. Following success message will be displayed.

5.2. Refer Application for Revising committee.

- Steps will be same as shown above for review of Examination report. After Final submit following option needs to be selected.

- Chairman can provide the reason why he/she is referring the case for Revising committee in the Comments and click on Submit button. Following success message will be displayed. Case will be forwarded to RO for issuance of Show cause notice to the Applicant.
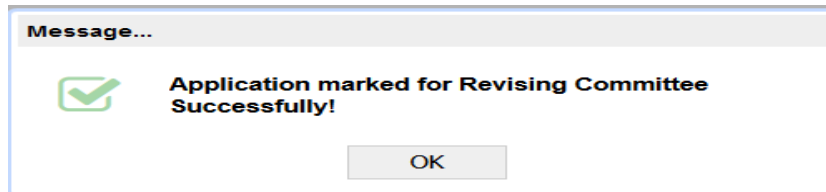
5.3.   Submission of Revising Committee report.

- When Chairman is appointed as Presiding Officer for a Revising committee then in that case Report generation officer will generate the Revising committee report and Chairman will just approve. Steps to be followed have been explained under the section "Examination officer(EO)/ Presiding Officer (PO).

5.4.   Approval of Cut Verification Committee Report.

Following type of Cut verifications will be approved by chairman.

   I.   Cut Submitted by the Applicant in response to Show cause notice for Cuts
  II.   Cuts suggested by FCAT / Court Order
 III.   Request for Modification to the Film Certification

Following are the steps for approval of Cut Verification Committee Report.

- Click on the bucket with the label "Pending for Verification Of Cuts" List of applications for which approval is pending will be displayed.

- Chairman can select the application for which report needs to be approved. Following screen will be displayed.

- Cut verification report generated by Examination officer will be displayed in non-editable format.
- After review, chairman can click on submit button and approved the report. Following success message will be displayed.
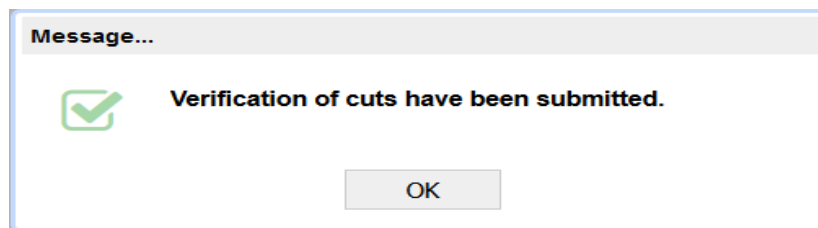
5.5. Permission to apply to other Regional Office.

If Applicant applies for Other CBFC Office than to which he/she is affiliated, such cases will be marked to chairman. After approval of chairman such applications will be forwarded to the respective CBFC offices to which application has been made. Following are the steps for approval of such cases.

- Click on the bucket with the Label "Pending for Permission to change the CBFC Office" List of requests will be displayed on the Dashboard.

- Click on the request for which permission needs to be granted. Following screen will appear.

Change CBFC Office

Acknowledgement No.	02030102201717025
Application Date	01/02/2017
Name of the Film	Kun fu Panda
Action	◉ Approve ○ Reject
Remark	OK

Close   Submit

- Chairman may accept or reject the case by providing appropriate comments.
- On approved following success message will be displayed

Message...

Application Approved Successfully!

OK

- If Rejected following message will be displayed

Message...

Application Rejected Successfully!

OK

5.6.   Re-initiate the Closed Applications.

In response t Show cause Notice, Applicant may close the application. Such cases can be re-initiated after approval from Chairman. Applicant can continue with the application from the stage where the same was closed earlier. Following are the steps.

- Click on the bucket with the label " Closed Applications" on the dashboard. List of such cases will be displayed.

- Click on the application which needs to be re-initiated. Following screen will appear.

- Chairman can provide the remark and click on submit button to approve the case. Following success message will be displayed.

.
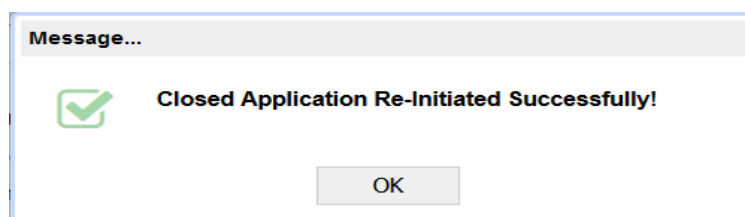
6. Examination Officer (EO) / Presiding Officer (PO)
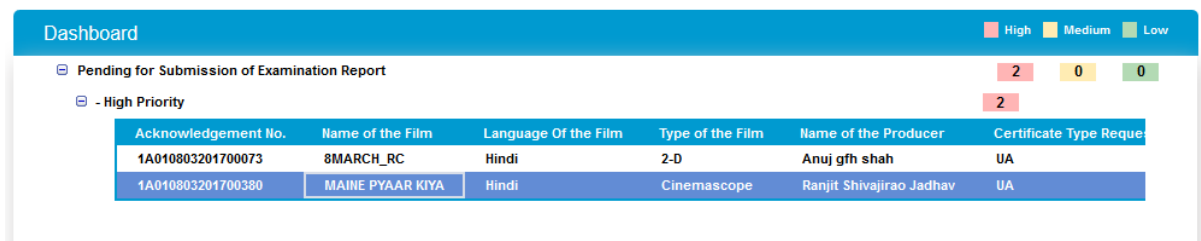
Examination / Presiding Officer can perform following two tasks on the eCinePramaan system.

I.   Generate and Submit the examination / revising Committee Report
II. Submit the examination / revising Committee Report prepared by RGO.

6.1.   Generate and Submit the examination / revising Committee Report

Generation and Submission of Examination report is shown below. Same steps needs to be followed by Presiding officer for generation and submission of Revising committee Report.

- Click on the Bucket with the label "Pending For Submission of Examination Report". List of the films will be displayed for which generation and submission of examination report is pending.

- Click on Film for which Examination Report needs to be generated. Following screen will appear.

- Film related details will be auto-populated. Other Mandatory fields needs to be filled.

- Examination officer can download the AD/CC files uploaded by applicant for multiple language films.

- Attendance of the Committee members can be marked as shown in the above screen. Committee formation logic such as Male –female ratio, number of committee members applicable will be checked for the members who are marked as present.

- In case of Feature film where decision is not unanimous, scanned images of Examination reports of individual committee members needs to be uploaded. User can click on the icon in the reports column for each member. Following screen will appear to select the scanned copy and upload the same.

- In case screening was attended by any other members who were not part of the original committee can be added in the "Other Members" Grid.
- To add Cuts, click on the "Cut Details Grid' Following screen will pop-up.

- .User can enter multiple cut details one by one and keep on adding the same to the "Cut Details" grid on the main page.
- After all the entries made, User can click on Submit button to finally submit the Examination Committee Report. Following success message will be displayed.

6.2. Submit the examination / revising Committee Report prepared by RGO.

- Report generated by RGO will be displayed to the EO / PO under the bucket "Pending for Submission of Examination report.

- Click on the application for which report needs to be submitted. Following screen will appear.

- If user selects View report option, Examination report will be displayed in non-editable format as filled by Report Generation Officer.
- For Report submission User needs to select "Submission of Examination report" option. Following screen will be displayed.

- Complete report generated by Report generation officer will be displayed in editable form. User can make changes if required and click on submit button. Following success message will be displayed.

Message...

Examination report submitted Successfully.

OK
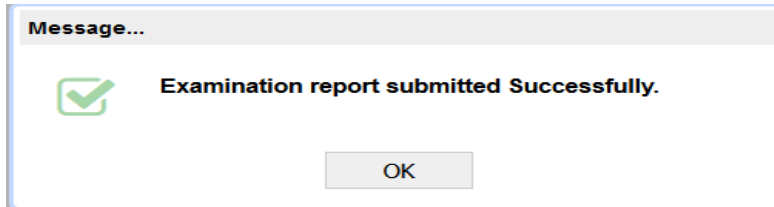
7. Report Generation Officer (RGO)

Report Generation Officer can generate the Examination report or Revising Committee Report for which he/she had been appointed while committee formation. Following are the steps for generating Revising Committee Report. Same steps needs to be followed for generation of examination Report.

- Click on the bucket named "Revising Committee Report" on the Dashboard.

- List of films will be displayed for which Revising committee report generating is pending.
- Select the film for which Revising Committee Report needs t be prepared. Following screen will be displayed.


- Fields related to Film details will be auto-populated as shown above
.

Committee Type	Revising Committee
Background * (Not more than 250 characters)	Film is about a Real Life Incidence
Content * (Not more than 250 characters)	Contents are based on a Novel with the same title as Film
Initial Reaction *	U with Cuts
Discussion (Not more than 250 characters)	
Hearing (Not more than 250 characters)	
Reason for Recommendation * (Not more than 250 characters)	Some contents in the Item song are not suitable for U

- RGO need to provide inputs for all the mandatory fields as shown above.

- RGO can add list of Other members who have attended the screening but were not part of the committee.
- In case of Feature film and if decision is not unanimous RGO needs to click on the icon provided in the report column of the "Member Details" grid in front of each committee member and browse and upload the scanned copy of the Examination report submitted by Individual Committee Members.
- To add CUT details, RGO needs to click on the Cut details Grid. Following screen will appear.

- RGO can enter the CUT details and click on "OK" button. Details will be populated in the Cut Details grid on the main page.
- After filling up the report, when RGO clicks on Submit, following message will appear .
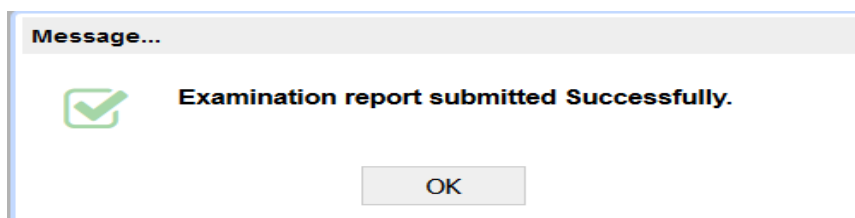
8. Certificate Issuance Officer (CIO)

Certificate Issuance Officer can perform following tasks on eCinePramaan

    I.   Upload the scanned copy of the signed Certificate

    II.   Handover the signed Certificate to the Producer

    III.   Print the Duplicate Certificate, Upload the scanned copy of the same and Handover the Duplicate certificate to the Producer

8.1.   Certificate Upload

- Click on the bucket named "Pending for Certificate Upload" on the Dashboard.

- Click on the list of films displayed on the Dashboard for which Certificate needs to be uploaded. Following screen will appear.

- Click on the browse button, select the certificate and click on Submit button. Certificate will be uploaded back into the system for future reference.

8.2.   Duplicate Certificate Issuance

- Click on the bucket named "Pending for Duplicate Certificate Issuance" on the Dashboard.

- List of films pending for duplicate certificate issuance will be displayed. Click on the film for which duplicate certificate needs to be issued. Following screen will appear.

- Click on the link provided as Original Certificate Number. Scanned copy of the signed Original certificate will be displayed.
- CIO will print the same, apply rubber stamp as duplicate, sign the same, scan the same.
- Scanned copy of duplicate certificate needs to be uploaded back into the system.
- Click on submit to close the case.

8.3.   Certificate Handover

- Click on the bucket named "Pending for Certificate Handover" on the Dashboard.

Acknowledgement No.	Certificate No.	Name of the Film	Date Of Application	Pending From
04011402201700032	CIS/3/2/2017-MUM	Chota Chetan	14/02/2017	02/03/2017
04010303201700020	CIS/3/6/2017-MUM	Badlapur	03/03/2017	03/03/2017

- List of films for which Certificate needs to be handover will be displayed. User can select the film for which he/she wants to handover the certificate to the Producer/ Following screen will be displayed.

Certificate Handover

Certificate No. *	CIS/3/2/2017-MUM
Certificate Date	13/02/2017
Original Language of Film	Hindi
Name of the Film	Chota Chetan
Remark *	Certificate handed over to the Authorized Representative of Producer

- CIO needs to Provide remarks and click on "Submit" button to mark the certificate as Handed Over to the Applicant. Following message will be displayed.

Message...

Certificate Handover Successfully!

OK