

Government of Rajasthan
Department of Tourism, Jaipur

No. F8 (47)Film Shooting/DT/2020/ 4853

Jaipur, Dated : 22.7.2020

Circular

To promote shooting of films in the State during Corona Pandemic, "The Standard Operating Procedures (SOPs) & General Guidelines for Film Shooting in the State of Rajasthan during the Pandemic Covid-19" as per Annexure appended to this circular is hereby issued for information and compliance.

This Standard Operating Procedures shall come into force with immediate effect.

(Alok Gupta)

Commissioner and
Principal Secretary, Tourism

No. F8 (47)Film Shooting/DT/2020/

Jaipur, Dated :

Copy for information and necessary action to :-

1. Principal Secretary to the Chief Minister, Government of Rajasthan, Jaipur.
2. Sr. Deputy Secretary to the Chief Secretary, Government of Rajasthan, Jaipur.
3. P.S. to the Additional Chief Secretary, Home Department, Government of Rajasthan, Jaipur.
4. All Administrative Secretaries to the Government in Rajasthan
5. All District Collectors in Rajasthan
6. All Commissioner of Police/ Superintendent of Police in Rajasthan
7. Commissioner/Director, Department of Information and Public Relations, Rajasthan, Jaipur.
8. Additional Director (Administration/Development), Department of Tourism, Rajasthan, Jaipur.
9. Joint Director (F&F/Trade/Admn./Dev./General/Mktg./Publicity) Department of Tourism, Rajasthan, Jaipur.
10. Deputy Director (TAF), Department of Tourism, Rajasthan, Jaipur.
11. ACP (Dy. Director), Department of Tourism, Rajasthan, Jaipur to ensure uploading SOPs on Departmental website.
12. Dy. Director/Asstt. Director, Tourist Reception Centre.

(Dr. Punita Singh)

Joint Director (Investment)

Department of Tourism
Government of Rajasthan

**STANDARD OPERATING PROCEDURES (SOPs) & GENERAL GUIDELINES
FOR FILM SHOOTING IN THE STATE OF RAJASTHAN DURING THE
PANDEMIC COVID-19**

1. Generic Preventive Measure

1. Washing and sanitizing hands as a mandatory step for everyone on entry, exit & during the shoot. Provision for thermal screening would be made.
2. Minimize the people on the sets as much as possible, keep social distancing and wherever possible, technicians/sections which can work remotely should be allowed to do so.
3. Each crew member to be provided with proper mask & gloves which will be mandatory to wear during the entire shoot indoors and outdoors.
4. The production house will also have to take charge of assigning designated people to open doors, to ensure used masks are disposed properly and not left unattended, food items are handled in a proper manner, etc.
5. Sufficient space to be made available during shooting so as to ensure that the crew members can be separated.
6. Aspects like preparing posters, floor markings, use of portable chairs and furniture needs to be taken into consideration. Maintaining social distancing is mandatory for all.
7. Sanitization will be given utmost importance and the set will be sanitized every day, before and after the shoot of all equipments, shooting floors, rooms etc.
8. Every set will have 3 types of sanitizers available - hand sanitizer, surface sanitizer & space sanitizer, which members will have to study and use appropriately
9. Use of mobile Toilets, portable washbasin is advised and it should be strategically placed and if possible, bathing arrangements should be provided. All these facilities should be separate for ladies and gents. These facilities should be manned and sanitized continuously
10. Every set will now have a dedicated COVID-19 helpdesk, with at least one trained member, who will keep a check on all the necessary aspects,



thereby, maintain a record and supervise anti-contagion measures. This desk will monitor the people of the crew. In case, any crew member is found ill, same to be reported to the nearest health centre immediately.

11. Besides this, every member will have to follow the COVID-19 protocol, by submitting the consent form about fitness and health declaration, also to declare if he/she has been attending to Covid 19 Positive patient/s and travel history.
12. Actors and crew members will have to adhere to filming protocols, both for fiction and non-fiction shows with proper zoning, scheduling of the shifts, social distancing.
13. Zones in the Shooting area to be defined as per the requirement of the Shooting respectively taking into consideration the social distancing norms
14. Casting will be conducted online and the respective teams can follow one of the two options, where the candidate can either tape or send their audition (which can be checked later by the team) or through video-calls. These conversations with casting director or team have to be recorded and stored safely in drives or computers,
15. Locations will be chosen taking into consideration if the locality falls in or near containment zones. Permissions and approvals shall be given only for safe zones.
16. Any pre-production work and scouting location should be done with minimum staff and vehicles can be shared keeping government guidelines in mind,
17. Entire crew to be well educated in regards to rules and regulations that are to be followed on sets while shooting.
18. All the departments working on set should follow social distancing, health and safety measures as defined by the Government for COVID-19. The Manpower/Crew members to be assigned to these departments taking into consideration these parameters.
19. Any pregnant employee should not be allowed on the set.
20. Crew coming from outside state should follow all the SOP's /rules and regulations pertaining to the entry in the state as defined by the Government of Rajasthan at the time of entry to the State.
21. The number of crew members should not exceed 50, as has been prescribed for other social, cultural and religious functions.

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2. Shooting Related Permissions.

- a. Permissions required for the shooting shall be the responsibility of the concerning Line Producers and in case of production houses of Rajasthan, the responsibility lies with film producer.
- b. All the necessary permissions shall be taken as per the Film shooting permissions norms of the Department of Tourism, Govt. of Rajasthan. However, the Film shooting norms, SOP's applicable for the shooting during pandemic as stated / notified should be followed strictly.
- c. Line Producer / Producer is responsible to ensure that all the necessary precautions as defined and all the rules and regulations are followed and carried out without any deviation.
- d. Film shooting permissions are applicable for both private or public places and the same is also applicable for the production houses of Rajasthan.
- e. Film Shootings in the Containment zones, Buffer Zones and any other such area as decided by the government will not be permitted and if any area is declared so after the permission has been granted, the same will stand withdrawn immediately from the date of issue of such Order
- f. Shooting may be preferred in the open areas, away from the residential areas and densely populated areas
- g. Installation of the Aarogya Setu app on mobile phones shall be mandatory for all persons involved in shooting, shooting permissions and related ancillary activities
- h. Permissions issued for the shooting will be based on the situation of the area where the shoot is requested.
- i. Permissions will be withdrawn if the production house fails to abide by the defined rules and regulations



3. Documents Required

Following documents to be submitted while acquiring permissions for shooting apart from existing procedure and documentation

1. Shooting Schedule
2. Details of the Crew Travelling from out of State. Permissions and Clearance document from the competent authority to be submitted.
3. Names and details of the all the crew members
4. Undertaking to be submitted by the production houses for abiding to all the rules & regulation / SOP of the Government of Rajasthan.
5. All the permissions and approvals required for the travel, transport, health and safety etc. as per the Government to be acquired and the copy of the same to be attached to the Shooting permission request form

All the terms and conditions, SOP's & Guidelines that are defined by the Ministry of Home Affairs, Gol & Department of Home, Government of Rajasthan on rules and regulations that are applicable for film shooting such as Health & Safety, Travel and transport etc. should be followed without any deviation.

Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation.

4. Filming at Private Locations

1. Shootings can be carried out in private locations, subject to agreement with / consent of the property owner.
2. The production House shall ensure that the location is disinfected/ sanitized, before, during and after filming.
3. The access of technical and artistic team employees shall be limited and specified well in advance.


(Alok Gupta)

Commissioner and
Principal Secretary, Tourism