

User Manual : CBFC Officials

**ecinepramaan**

Central Board Of Film Certification (CBFC)



**NSDL e-Governance Infrastructure Limited**

November 30, 2020

## **Index**

1.	Background.....	4
2.	Login to ecinepramaan .....	5
3.	Scrutiny Officer .....	6
3.1.	Dashboard .....	6
3.2.	Scrutiny of Producer Registration Application .....	7
3.3.	Film Certification Application (Form-I, Form-IA, Form-II and Form-IIA) .....	10
3.4.	Scrutiny of Application for Modification in Film Certificate .....	13
4.	Regional Officer .....	16
4.1.	Dashboard .....	17
4.2.	Approval of Producer Registration Application .....	18
4.3.	Approval of Film Certification Application (Form-I, Form-IA, Form-II and Form-IIA) .....	20
4.4.	Approval of Application for Modification in the Film Certificate.....	23
4.5.	Approval of Application for Duplicate Certificate.....	27
4.6.	Approval of Application Through FCAT / Court.....	29
4.7.	Committee Formation .....	32
4.7.1.	Examination Committee.....	32
4.7.2.	Revising Committee .....	36
4.7.3.	Committee for Representation.....	41
4.7.4.	Cut Verification Committee .....	43
4.7.5.	Committee For Verification of Film due to FCAT / Court Order.....	46
4.7.6.	Verification of Modification Request.....	46
4.8.	Review of Examination Report .....	46
4.9.	Review of Revising Committee Report.....	47
4.10.	Issuance of Show cause Notice.....	48
4.11.	Cancellation of Scheduled Screening.....	49
4.12.	Representation Report Modification .....	51
4.13.	Schedule CD Sealing.....	52
4.14.	CD Sealing.....	53
4.15.	Certificate Issuance .....	54
4.16.	Certificate Issuance .....	56

## User Manual: ecinepramaan -Ver. 1.0

5.	Chairman.....	57
5.1.	Review of Examination / Revising Committee Report .....	57
5.2.	Refer Application for Revising committee. ....	58
5.3.	Submission of Revising Committee report. ....	59
5.4.	Approval of Cut Verification Committee Report. ....	59
5.5.	Permission to apply to other Regional Office. ....	60
5.6.	Re-initiate the Closed Applications. ....	62
6.	Examination Officer (EO) / Presiding Officer (PO) .....	63
6.1.	Generate and Submit the examination / revising Committee Report.....	63
6.2.	Submit the examination / revising Committee Report prepared by RGO.....	67
7.	Editor.....	69
8.	Report Generation Officer (RGO) .....	71
9.	Certificate Issuance Officer (CIO).....	74
9.1.	Certificate Upload .....	74
9.2.	Duplicate Certificate Issuance .....	75
9.3.	Certificate Handover.....	76

## **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
- Facility to e-Sign the Film certification application along with its supporting documents online
- 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

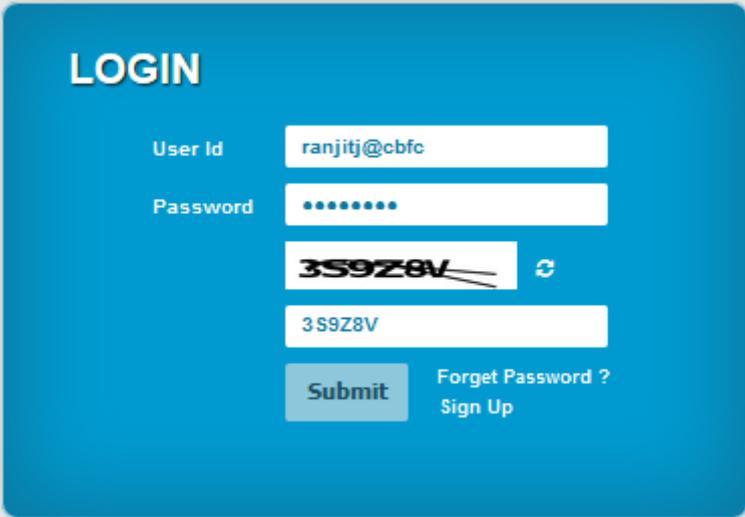
Following Functions will be available for CBFC Officials to process the requests raised by Applicants.

- 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



**LOGIN**

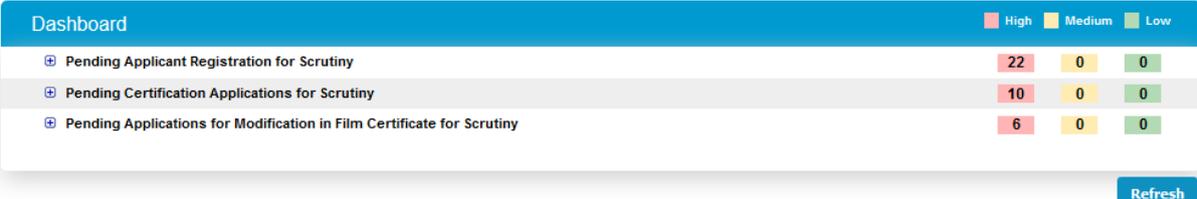
User Id: ranjitj@cbfc

Password: .....

Captcha: 359Z8V

Submit | Forget Password ? | Sign Up

- After login User specific Dashboard will be displayed



Dashboard	High	Medium	Low
Pending Applicant Registration for Scrutiny	22	0	0
Pending Certification Applications for Scrutiny	10	0	0
Pending Applications for Modification in Film Certificate for Scrutiny	6	0	0

Refresh

- User will be able to view Applications in various buckets pending for his/her action
- User may click on the Application displayed on the screen to take any further action

## User Manual: ecinepramaan -Ver. 1.0

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type
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

- 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 (Form-I, Form-IA, Form-II and Form-IIA)
- III. Application for Modification to the film Certificate

#### 3.1. Dashboard

Welcome SO\_mumbai Jadhav

Change Password Logout

Dashboard

	High	Medium	Low
Pending Applicant Registration for Scrutiny	22	0	0
Pending Certification Applications for Scrutiny	10	0	0
Pending Applications for Modification in Film Certificate for Scrutiny	6	0	0

Refresh

- 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.

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- 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.

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

- 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”

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
  - **Application Details**

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Application Details

Acknowledgement No. [013101201700004](#)

#	Group Name	Value	Incorrect	
1	Title	Mr.	<input type="checkbox"/>	▲
2	First Name	Yash	<input type="checkbox"/>	
3	Middle Name		<input type="checkbox"/>	
4	Last Name	Chopra	<input type="checkbox"/>	
5	Production House Name	Yash Limited	<input type="checkbox"/>	
6	CBFC Office Location	Mumbai	<input type="checkbox"/>	
7	Email	yash@gtest.com	<input type="checkbox"/>	
8	Mobile	7506817835	<input type="checkbox"/>	▼

- 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.

### ○ Check List

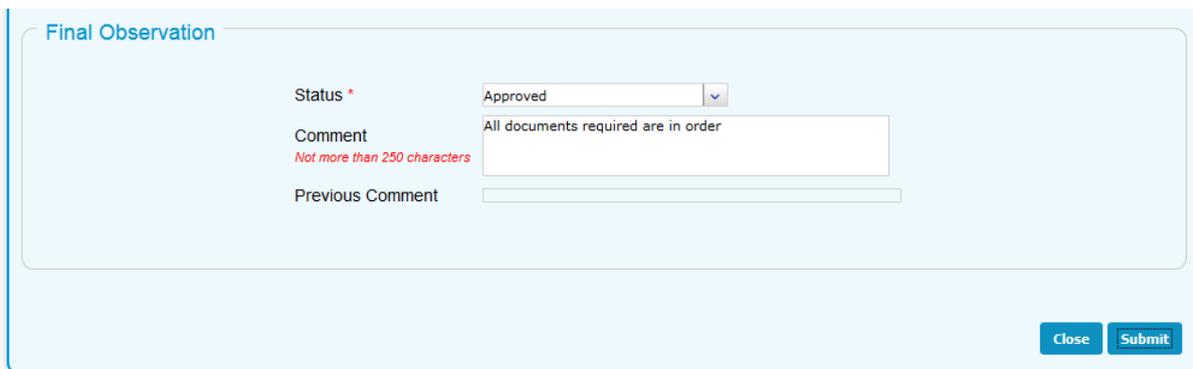
Check List

#	Question	Yes	No	
1	Does the full name entered by the applicant match with the full name in identity proof attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	▲
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	▼

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- 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

### ○ Final Observation



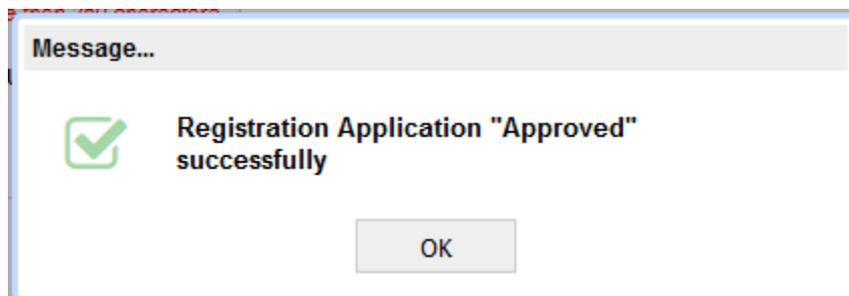
Final Observation

Status \*

Comment   
Not more than 250 characters

Previous Comment

- 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 (Form-I, Form-IA, Form-II and Form-IIA)

- Click on the bucket “Pending Certification Application for Scrutiny”

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type
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

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

#### ○ Application Details

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

- 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.

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- 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	<input type="checkbox"/>	^
2	Application for Certification for public exhibition Of a Film produced in India at	Mumbai	<input type="checkbox"/>	
3	Name Of The Film	MOTHER INDIA	<input type="checkbox"/>	
4	Language of the film	Marathi	<input type="checkbox"/>	
5	Other Language of the film		<input type="checkbox"/>	
6	Number of DVD	5	<input type="checkbox"/>	
7	Running Time (MM)	008	<input type="checkbox"/>	v

- 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	<input type="checkbox"/>	^
10	Have any cuts been made voluntarily by the applicant	No	<input type="checkbox"/>	
11	Cut Detail	Voluntary ( Click Here To Open Detail ).	<input type="checkbox"/>	
12	Type Of The Film	Cinemascope	<input type="checkbox"/>	
13	WheTher The Film is silent or talkie	Talkie	<input type="checkbox"/>	
14	Colour Of The Film	Color	<input type="checkbox"/>	
15	Producer Detail	Producer Detail ( Click Here To Open Detail ).	<input type="checkbox"/>	
16	Name Of The Director	Karan Johar	<input type="checkbox"/>	v

- 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](#)

### ○ Check List

Check List

#	Question	Yes	No
1	Is Declaration Regarding Use Of Animal (NOC from AWBI) submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Is Title Letter Registration Form submitted along with application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Has Soft Copy Of Synopsis Cast And Credit been submitted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Is Laboratory Letter submitted along with the application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Is Application form filled up correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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

### ○ Final Observation

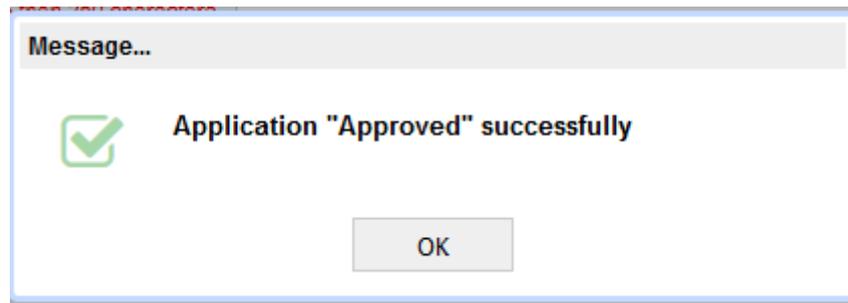
Final Observation

Status \*

Comment   
Not more than 250 characters

Previous Comment

- 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

- Click on the bucket “Pending Application for Modification in Film Certificate for Scrutiny”

Acknowledgement No.	Certificate No.	Name of the Film	Date Of Application	Comment
03010302201717673	VIL/4/1/2017-MUM	DON-I AIRLIFT	03/02/2017	-
03010402201717790	CFL/4/1/2017-MUM		04/02/2017	-

- 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

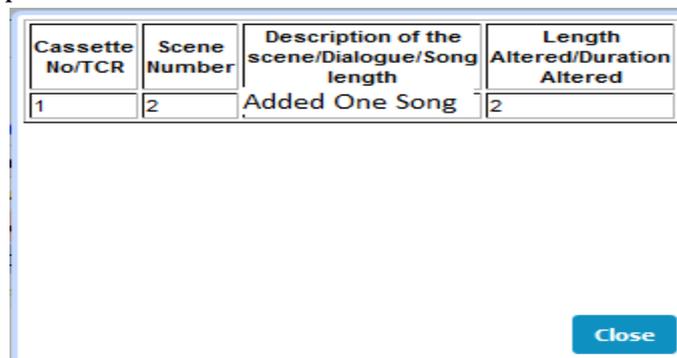
- **Application Details**

#	Group Name	Value	Incorrect
1	Application Through The Regional Office	Mumbai	<input type="checkbox"/>
2	Supporting Documents	<a href="#">Click here to view documents</a>	<input type="checkbox"/>
3	Modification Details	<a href="#">( Click Here To Open Detail )</a>	<input type="checkbox"/>
4	Whether the film is to be screened at CBFC	Yes	<input type="checkbox"/>

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

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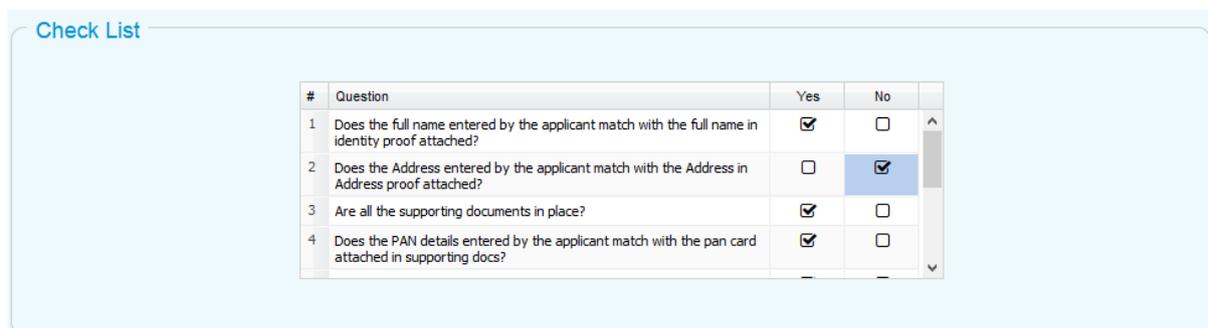
- The grid provided displays all the form fields along with the values provided by the Applicant.
- In front of each field in the grid there is provision of checkbox. Scrutiny Officer can mark any individual field as Incorrect.
- In case if Scrutiny Officer marks any field as Incorrect, in that case 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

### ○ Check List



#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

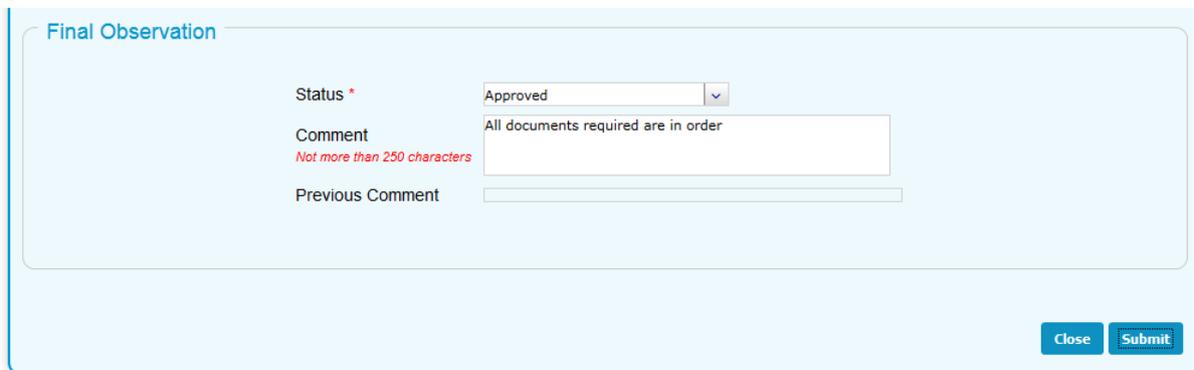
- Check List will contain the list of activities which Scrutiny Officer needs to perform as a part of Scrutiny of the Modification Application. Each Activity is presented in the form of questioner

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and Scrutiny Officer needs to check the same and confirm “Yes” or “No”.

- Providing inputs to the check list is mandatory

### ○ Final Observation



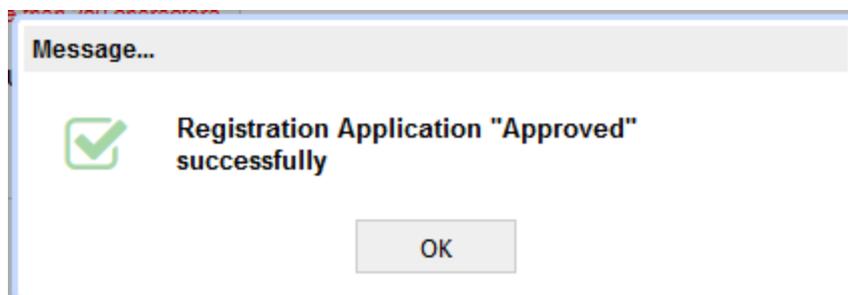
Final Observation

Status \*

Comment   
Not more than 250 characters

Previous Comment

- 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 (Form-I, Form-IA, Form-II and Form-IIA)
- 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

Dashboard	High	Medium	Low
⊕ Pending Registrations for Scrutiny	9	0	0
⊕ Pending Certification Applications for Scrutiny	4	0	0
⊕ Pending Certification Application Through FCAT/Court Orders	1	0	0
⊕ Pending Applications for Duplicate Certificate	10	0	0
⊕ Pending Applications for Modification in Film Certificate	1	0	0
⊕ Pending for Examination Committee Formation	8	0	0
⊕ Pending for Representation Committee Formation	2	0	0
⊕ Pending for Review of Examination Report	4	0	0
⊕ Pending for Revising Committee Formation	4	0	0
⊕ Pending for Issuance of Show Cause Notice for Referred to RC	3	0	0
⊕ Pending For Submission Examination Report	0	0	10

[Refresh](#)

- 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.

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																																						
<table border="1"> <thead> <tr> <th>Acknowledgement No.</th> <th>Name of the Film</th> <th>Language Of the Film</th> <th>Type of the Film</th> <th>Name of the Producer</th> <th>Certificate T</th> </tr> </thead> <tbody> <tr> <td>1A010202201717164</td> <td>Race_Form</td> <td>Hindi</td> <td>Cinemascope</td> <td>Amit urunkar</td> <td>U</td> </tr> <tr> <td>1A011502201700066</td> <td>REHAN DUBBEDL</td> <td>English</td> <td>2-D</td> <td>Anuj gfn shah</td> <td>UA</td> </tr> <tr> <td>01011502201700041</td> <td>Form One Promo</td> <td>Hindi</td> <td>Cinemascope</td> <td>Ranjit Shivajirao Jadhav</td> <td>U</td> </tr> <tr> <td>02011302201716920</td> <td>FRESH2L</td> <td>Hindi</td> <td>2-D partly 3-D</td> <td>Anuj gfn shah</td> <td>U</td> </tr> <tr> <td>02012202201716953</td> <td>Hera Feri</td> <td>Marathi</td> <td>2-D partly 3-D</td> <td>Kukreja Mukharji</td> <td>U</td> </tr> </tbody> </table>	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 gfn shah	UA	01011502201700041	Form One Promo	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	U	02011302201716920	FRESH2L	Hindi	2-D partly 3-D	Anuj gfn shah	U	02012202201716953	Hera Feri	Marathi	2-D partly 3-D	Kukreja Mukharji	U			
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 gfn shah	UA																																		
01011502201700041	Form One Promo	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	U																																		
02011302201716920	FRESH2L	Hindi	2-D partly 3-D	Anuj gfn 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

## 4.2. Approval of Producer Registration Application

- Click on the bucket “Pending Registration for Scrutiny”

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
  - Application Details
  - Check List
  - Final Observation
  - Application Details**

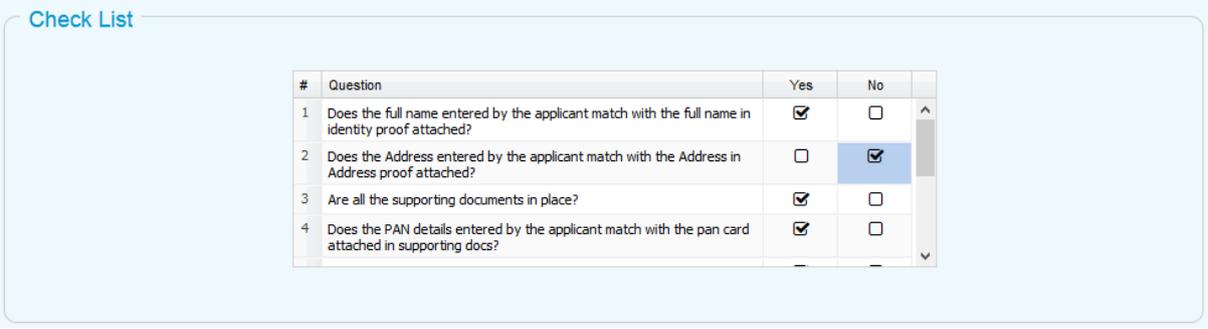
#	Group Name	Value	Incorrect	
1	Title	Mr.	<input type="checkbox"/>	^
2	First Name	Yash	<input type="checkbox"/>	
3	Middle Name		<input type="checkbox"/>	
4	Last Name	Chopra	<input type="checkbox"/>	
5	Production House Name	Yash Limited	<input type="checkbox"/>	
6	CBFC Office Location	Mumbai	<input type="checkbox"/>	
7	Email	yash@gtest.com	<input type="checkbox"/>	
8	Mobile	7506817835	<input type="checkbox"/>	v

- 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.

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- 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.

### ○ Check List

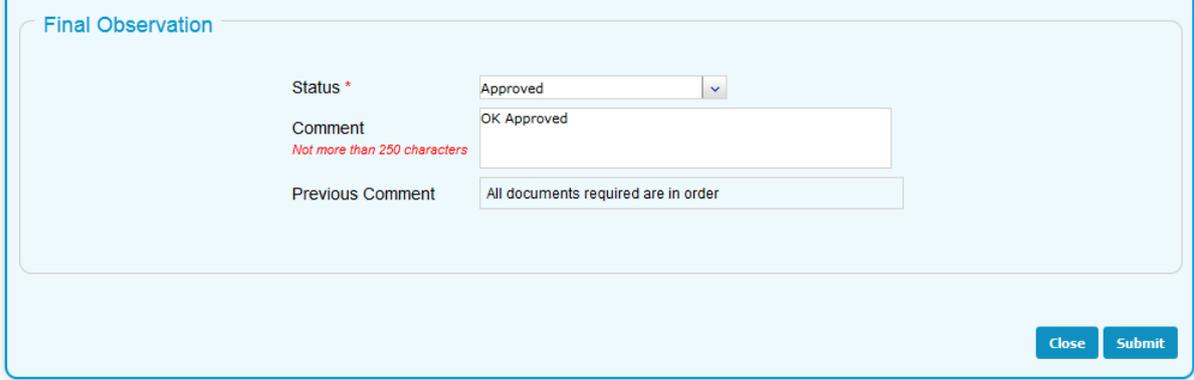


Check List

#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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

### ○ Final Observation



Final Observation

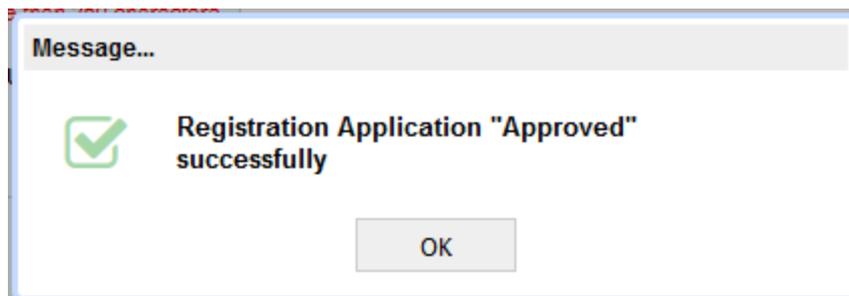
Status \*

Comment   
Not more than 250 characters

Previous Comment

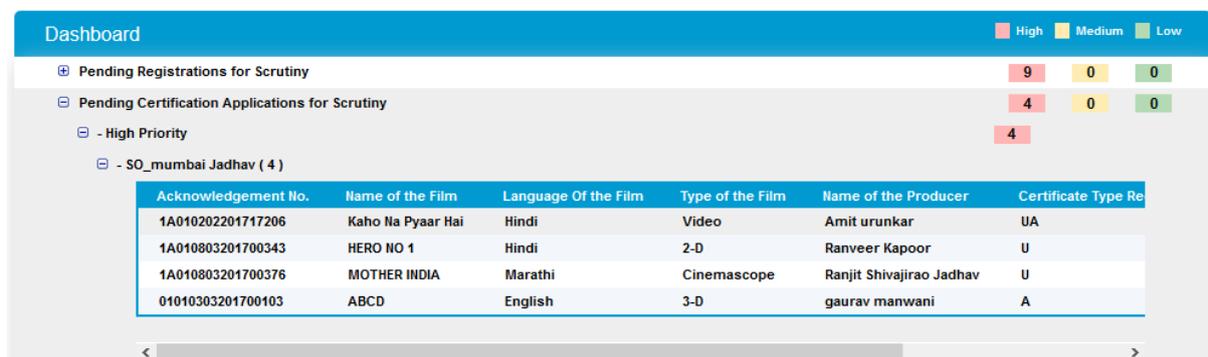
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- Options available for Status will be “Approved”, “Incorrect/Incomplete”.
- Regional Officer can provide the comments which will be displayed to Applicant in case if Application is marked as Incorrect or Incomplete.
- When Regional Officer clicks 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 (Form-I, Form-IA, Form-II and Form-IIA)

- 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.



The screenshot shows a dashboard with a blue header. Below the header, there are several sections with counts for High, Medium, and Low priority applications. The first section is "Pending Registrations for Scrutiny" with 9 High, 0 Medium, and 0 Low. The second section is "Pending Certification Applications for Scrutiny" with 4 High, 0 Medium, and 0 Low. Underneath, there is a sub-section for "SO\_mumbai Jadhav (4)" with 4 High priority applications. A table lists these applications with columns for Acknowledgement No., Name of the Film, Language Of the Film, Type of the Film, Name of the Producer, and Certificate Type Re.

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Re
1A010202201717206	Kaho Na Pyaar Hai	Hindi	Video	Amit urunkar	UA
1A010803201700343	HERO NO 1	Hindi	2-D	Ranveer Kapoor	U
1A010803201700376	MOTHER INDIA	Marathi	Cinemascope	Ranjit Shivajirao Jadhav	U
01010303201700103	ABCD	English	3-D	gaurav manwani	A

- 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

- Application Details

Application Details

Acknowledgement No. [1A010803201700376](#)

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

- 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.

Application Details

Acknowledgement No. [1A010803201700376](#)

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

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

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### Application Details

Acknowledgement No. 1A010803201700376

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

- 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](#)

### Check List

#### Check List

#	Question	Yes	No
1	Is Application form filled up correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Is Laboratory Letter submitted along with the application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Has Soft Copy Of Synopsis Cast And Credit been submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Is Title Letter Registration Form submitted along with application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Is Declaration Regarding Use Of Animal (NOC from AWBI) submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

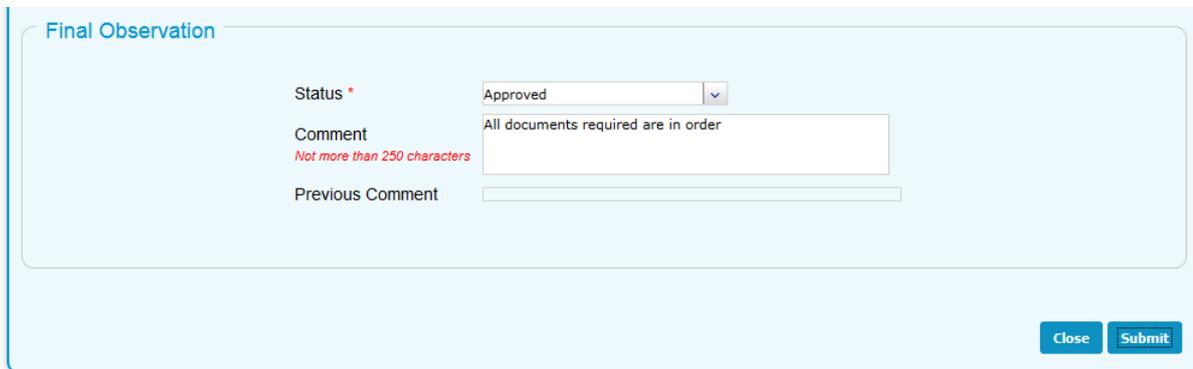
- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Film Certification Application. Each Activity is presented in the form of questioner

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and Regional Officer needs to check the same and confirm “Yes” or “No”.

- Providing inputs to the check list is mandatory

### ○ 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

- Click on the bucket “Pending Application for Modification in Film Certificate for Scrutiny”

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Dashboard				High	Medium	Low
⊕ Pending Registrations for Scrutiny	9	0	0			
⊕ Pending Certification Applications for Scrutiny	4	0	0			
⊕ Pending Certification Application Through FCAT/Court Orders	1	0	0			
⊕ Pending Applications for Duplicate Certificate	10	0	0			
⊕ Pending Applications for Modification in Film Certificate	1	0	0			
⊖ - High Priority	1					

Acknowledgement No.	Certificate No.	Name of the Film	Date Of Application	Comment
03010903201700025	VIL/1/11/2017-MUM	JEET_1A_LONG	09/03/2017	ok

- 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
- **Application Details**

Application Details			
Acknowledgement No.	03010903201700025		
#	Group Name	Value	Incorrect
1	Application Through The Regional Office	Mumbai	<input type="checkbox"/>
2	Supporting Documents	Click here to view documents	<input type="checkbox"/>
3	Modification Details	( Click Here To Open Detail )	<input type="checkbox"/>
4	Whether the film is to be screened at CBFC	Yes	<input type="checkbox"/>

- 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.

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- 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](#)

### ○ 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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

### ○ Final Observation

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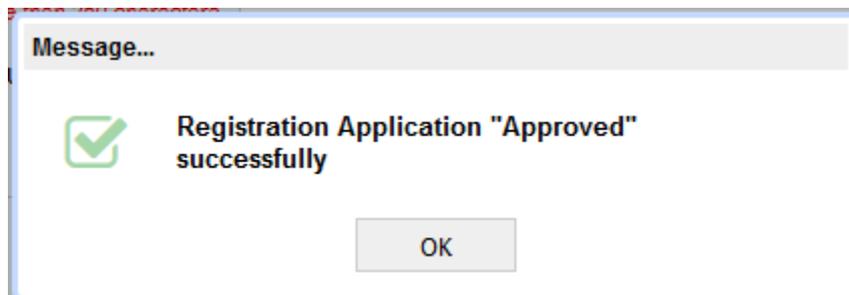
Final Observation

Status \*

Comment   
Not more than 250 characters

Previous Comment

- 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

- Click on the bucket “Pending Application for Duplicate Certificate”

Acknowledgement No.	Certificate No.	Name of the Film	Date Of Application	Pending From	Comment
100010351700000003	CFL/2/1/2017-MUM	KING KONG FRESH L	02/02/2017	02/02/2017	-
100010351700000006	VIL/2/2/2017-MUM	AANKHE	03/02/2017	03/02/2017	-
100010351700000007	VIS/1/1/2017-MUM	First	03/02/2017	03/02/2017	-

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

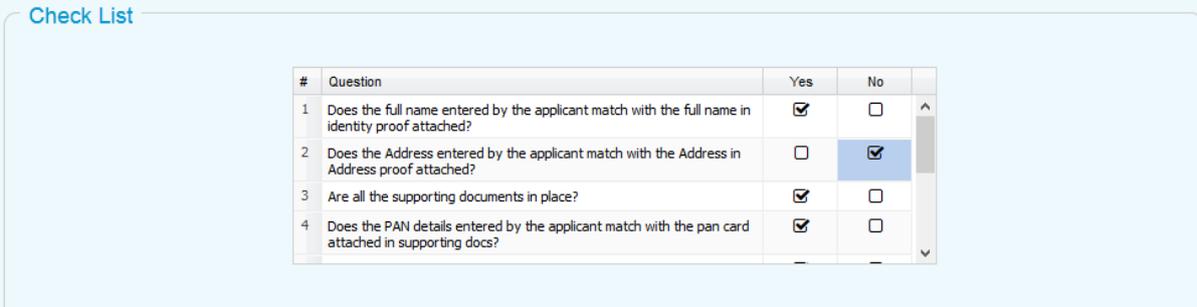
#	Group Name	Value	Incorrect
1	Application Through The Regional Office	Mumbai	<input type="checkbox"/>
2	Certificate Number	CFL/2/1/2017-MUM	<input type="checkbox"/>
3	Supporting Documents	<a href="#">Click here to view documents</a>	<input type="checkbox"/>
4	Fees	105	<input type="checkbox"/>

- 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.

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- 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.

### ○ Check List

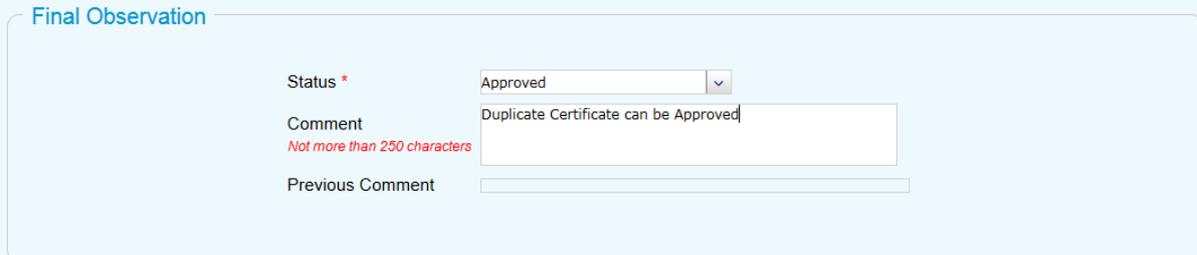


Check List

#	Question	Yes	No
1	Does the full name entered by the applicant match with the full name in identity proof attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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

### ○ Final Observation



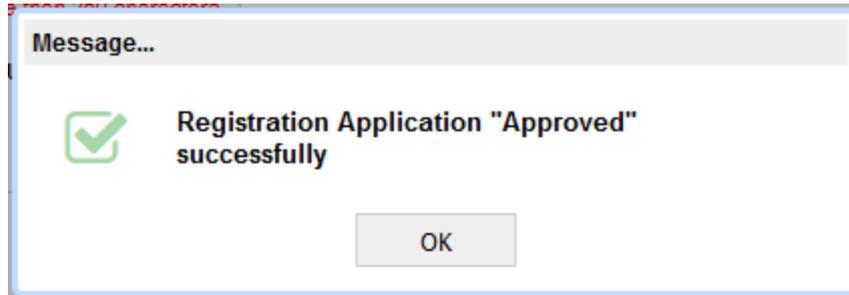
Final Observation

Status \*

Comment   
Not more than 250 characters

Previous Comment

- 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.



#### 4.6. Approval of Application Through FCAT / Court

- Click on the bucket “Pending Certification Application Through FCAT/Court Orders”

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

- 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

- **Application Details**

#	Group Name	Value	Incorrect
1	Supporting Documents	Click here to view documents	<input type="checkbox"/>
2	Court/FCAT Committee Member Details	( Click Here To Open Detail )	<input type="checkbox"/>
3	Cuts Details	( Click Here To Open Detail )	<input type="checkbox"/>

- 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.

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- 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 guidelines	Cut

[Close](#)

### ○ 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does the Address entered by the applicant match with the Address in Address proof attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are all the supporting documents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the PAN details entered by the applicant match with the pan card attached in supporting docs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

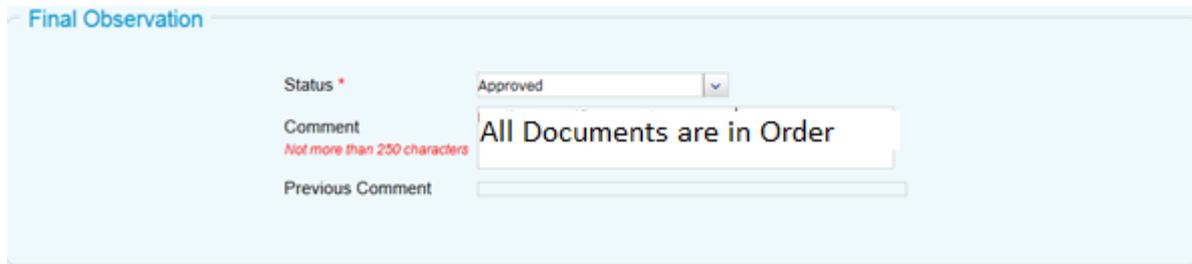
- Check List will contain the list of activities which Regional Officer needs to perform as a part of Approval of the Application for

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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

### ○ Final Observation



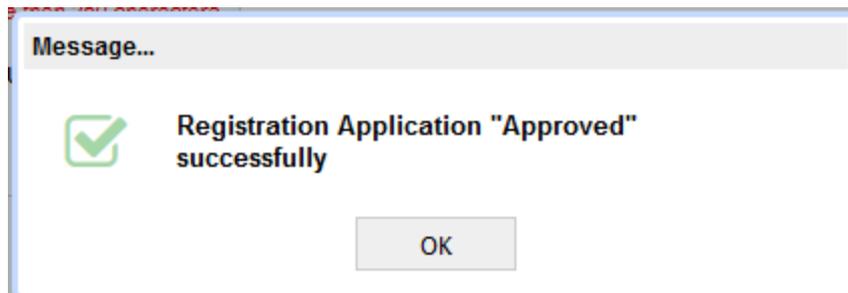
Final Observation

Status \* Approved

Comment  
Not more than 250 characters All Documents are in Order

Previous Comment

- 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”

Pending for Examination Committee Formation 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
1A010603201700056	MOHRA	Hindi	2-D	Anuj gfh shah	UA
03010803201700013	ROCKET SINGH	Hindi	2-D		UA
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA
1A010903201700401	LONDAON DREAMS	Hindi	Cinemascope	Karan Johar	A
1A011003201700014	JEENA ISI KA NAAM HAI	Hindi	2-D	Karan Johar	U

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

**Examination Committee Formation**

Acknowledgement Number	1A010603201700056
Date	06/03/2017
Name of the Applicant	Anuj gfh shah
Name of the Film	MOHRA
Language of the Film	Hindi
Certificate Type	UA
Film Type	2-D
Examination Officer *	EO_Mumbai Nikam
Gender *	Male
Assistant to the Committee *	RG0_mumbai test

- 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.

Examination Venue *	<input type="text"/>
Examination Date *	<input type="text"/>
Event Start Time *	<input type="text"/>
Event End Time *	<input type="text"/>

PANEL MEMBERS

#	CBFC ID	Panel Member	Gender	Is stand By

No. of Panel Members : 0

EXPERT MEMBERS

#	CBFC ID	Expert Member	Gender	Is stand By

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- 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.

1 (Wednesday)	2 (Thursday)	3 (Friday)	4 (Saturday)	5 (Sunday)	6 (Monday)	7 (Tuesday)	8 (Wednesday)
16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30			18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30	08.30 - 09.30	10.00 - 11.00 08.00 - 09.00
9 (Thursday)	10 (Friday)	11 (Saturday)	12 (Sunday)	13 (Monday)	14 (Tuesday)	15 (Wednesday)	16 (Thursday)
07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	15.03 - 16.00 12.00 - 15.00	14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	07.00 - 08.00 00.00 - 00.00		12.00 - 13.00 10.00 - 11.00	13.00 - 15.00 10.00 - 12.00	12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	

- 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.

1 (Wednesday)	2 (Thursday)	3 (Friday)	4 (Saturday)	5 (Sunday)	6 (Monday)	7 (Tuesday)	8 (Wednesday)
16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30			18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30	08.30 - 09.30	10.00 - 11.00 08.00 - 09.00
9 (Thursday)	10 (Friday)	11 (Saturday)	12 (Sunday)	13 (Monday)	14 (Tuesday)	15 (Wednesday)	16 (Thursday)
07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	15.03 - 16.00 12.00 - 15.00	14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	07.00 - 08.00 00.00 - 00.00		12.00 - 13.00 10.00 - 11.00	13.00 - 15.00 10.00 - 12.00	12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	

## User Manual: ecinepramaan -Ver. 1.0

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

Examination Venue *	CBFC walkeshwar
Examination Date *	13/03/2017
Event Start Time *	12.00
Event End Time *	14.00

PANEL MEMBERS				
#	CBFC ID	Panel Member	Gender	Is stand By

No. of Panel Members : 0

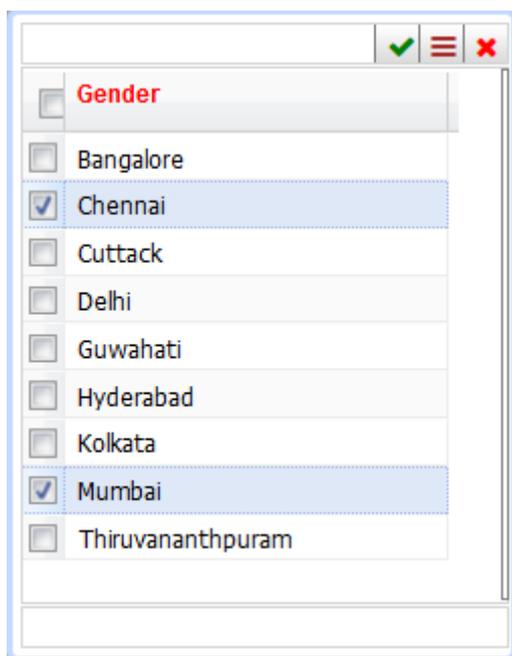
EXPERT MEMBERS				
#	CBFC ID	Expert Member	Gender	Is stand By

- 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.

Member Details								
Gender	<input type="text"/>	Religion	<input type="text"/>					
Qualification	<input type="text"/>	Mother Tongue	<input type="text"/>					
Experties	<input type="text"/>	Category	<input type="text"/>					
<input type="checkbox"/> Regional Office								
<input type="button" value="Fill"/>								
MEMBERS								
Select	CBFC ID	Member Name	Gender	Mobile No.	Qualification	Mother Tongue	Expiry Date	Total Da
<input checked="" type="checkbox"/>	NMUM201700...	Somesh test	Male	7506817835		Hindi	03/02/2017	3
<input checked="" type="checkbox"/>	NMUM2017000...	Sachin Mishra	Male	9410092274	B.E	Hindi		5
<input type="checkbox"/>	NMUM201700...	PM_sachin gore	Male	7977195362	B.Com	English	02/02/2017	5
<input type="checkbox"/>	NMUM2017000...	pm_mahesh shah	Male	7977195362	B.A	Marathi	31/01/2018	11
<input checked="" type="checkbox"/>	NMUM2017000...	PM_SMITA Joshi	Female	7977195362	B.Com	Marathi	28/02/2018	11
<input checked="" type="checkbox"/>	NMUM2017000...	PM_MITA RAY	Female	7977195362	B.A	English	31/01/2018	11
<input type="checkbox"/>	NMUM2017000...	pm RAM RAY	Male	7977195362	Doctor	Hindi	31/01/2018	11
<input type="button" value="Close"/> <input type="button" value="Select"/>								

- Regional Officer may select Panel members by applying filters (Gender, religion, Qualification, Mother Tongue, 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.

## User Manual: ecinepramaan -Ver. 1.0



- 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.

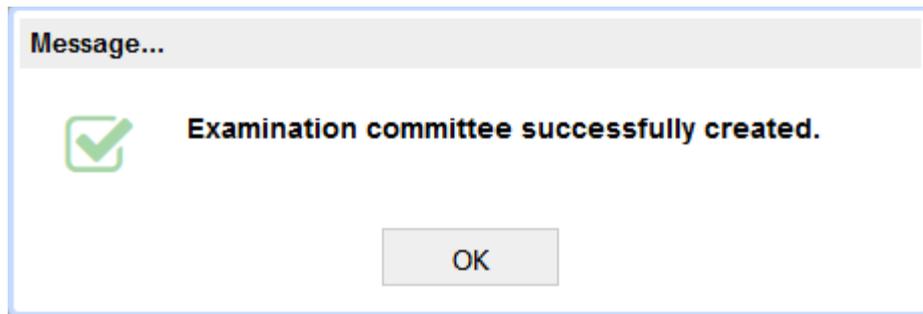
PANEL MEMBERS				
#	CBFC ID	Panel Member	Gender	Is stand By
1	NMUM2017000205	Somesh test	Male	<input type="checkbox"/>
2	NMUM2017000196	Sachin Mishra	Male	<input type="checkbox"/>
3	NMUM2017000130	PM_SMITA Joshi	Female	<input type="checkbox"/>
4	NMUM2017000104	PM_MITA RAY	Female	<input type="checkbox"/>

No. of Panel Members : 4

EXPERT MEMBERS				
#	CBFC ID	Expert Member	Gender	Is stand By
1	EMUM2017000023	EM_MKUND SHAF	Male	<input type="checkbox"/>
2	EMUM2017000012	EM_mRAJ kumar	Male	<input type="checkbox"/>

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.



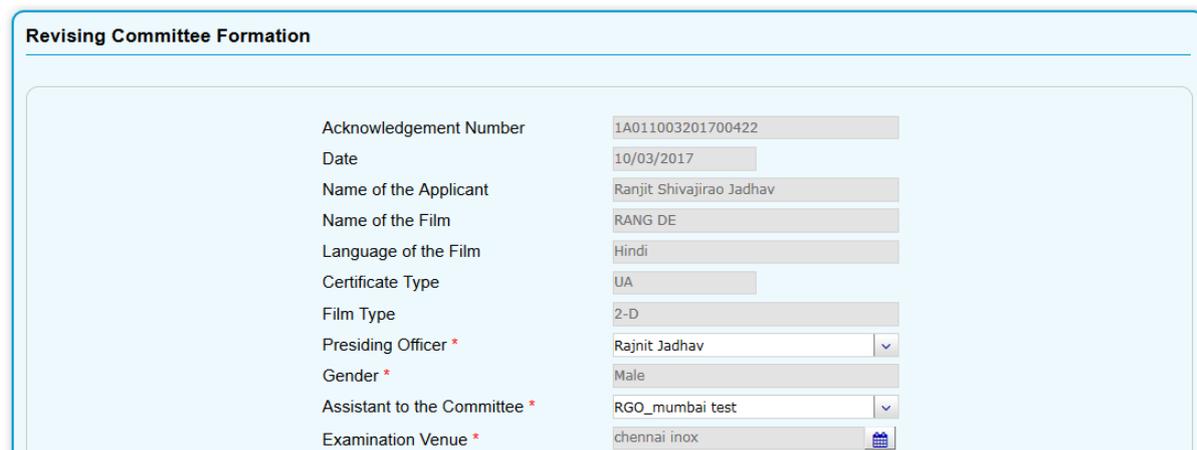
#### 4.7.2. Revising Committee

- Click on the bucket “Pending for Revising Committee Formation”



Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
1A011003201700422	RANG DE	Hindi	2-D	Ranjit Shivajirao Jadhav	UA

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



Acknowledgement Number	1A011003201700422
Date	10/03/2017
Name of the Applicant	Ranjit Shivajirao Jadhav
Name of the Film	RANG DE
Language of the Film	Hindi
Certificate Type	UA
Film Type	2-D
Presiding Officer *	Rajnit Jadhav
Gender *	Male
Assistant to the Committee *	RGO_mumbai test
Examination Venue *	chennai inox

- 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.

## User Manual: ecinepramaan -Ver. 1.0

Examination Venue \*  

Examination Date \*

Event Start Time \*

Event End Time \*

PANEL MEMBERS				
#	CBFC ID	Panel Member	Gender	Is stand By
				No. of Panel Members : 0

EXPERT MEMBERS				
#	CBFC ID	Expert Member	Gender	Is stand By

- 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.

Venue\* CBFC walkeshwar  Month\* March  

1 (Wednesday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	2 (Thursday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	3 (Friday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	4 (Saturday) 18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	5 (Sunday) 09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	6 (Monday) 20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30	7 (Tuesday) 08.30 - 09.30	8 (Wednesday) 10.00 - 11.00 08.00 - 09.00
9 (Thursday) 07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	10 (Friday) 15.03 - 16.00 12.00 - 15.00	11 (Saturday) 14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	12 (Sunday) 07.00 - 08.00 00.00 - 00.00	13 (Monday) 07.00 - 08.00	14 (Tuesday) 12.00 - 13.00 10.00 - 11.00	15 (Wednesday) 13.00 - 15.00 10.00 - 12.00	16 (Thursday) 12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	



- 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.

## User Manual: ecinepramaan -Ver. 1.0

Venue\* CBFC walkeshwar Month\* March Fill 13/03/2017 Start Time\* 12.00 End Time\* 14.00 Submit

1 (Wednesday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30 10.00 - 10.00	2 (Thursday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30 10.00 - 10.00	3 (Friday)	4 (Saturday) 18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	5 (Sunday) 09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	6 (Monday) 20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30 09.00 - 09.00	7 (Tuesday) 08.30 - 09.30	8 (Wednesday) 10.00 - 11.00 08.00 - 09.00
9 (Thursday) 07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	10 (Friday) 15.03 - 16.00 12.00 - 15.00	11 (Saturday) 14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	12 (Sunday) 07.00 - 08.00 00.00 - 00.00	13 (Monday)	14 (Tuesday) 12.00 - 13.00 10.00 - 11.00	15 (Wednesday) 13.00 - 15.00 10.00 - 12.00	16 (Thursday) 12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	

Close

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

Examination Venue \* CBFC walkeshwar  
Examination Date \* 13/03/2017  
Event Start Time \* 12.00  
Event End Time \* 14.00

PANEL MEMBERS

#	CBFC ID	Panel Member	Gender	Is stand By
---	---------	--------------	--------	-------------

No. of Panel Members : 0

EXPERT MEMBERS

#	CBFC ID	Expert Member	Gender	Is stand By
---	---------	---------------	--------	-------------

- 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.

## User Manual: ecinepramaan -Ver. 1.0

### Member Details

Gender  Relegion

Qualification  Mother Tongue

Experties  Category

Regional Office

**Fill**

#### MEMBERS

Select	CBFC ID	Member Name	Gender	Mobile No.	Qualification	Mother Tongue	Expiry Date	Total Da
<input checked="" type="checkbox"/>	NMUM201700...	Somesh test	Male	7506817835		Hindi	03/02/2017	3
<input checked="" type="checkbox"/>	NMUM2017000...	Sachin Mishra	Male	9410092274	B.E	Hindi		5
<input type="checkbox"/>	NMUM201700...	PM_sachin gore	Male	7977195362	B.Com	English	02/02/2017	5
<input type="checkbox"/>	NMUM2017000...	pm_mahesh shah	Male	7977195362	B.A	Marathi	31/01/2018	11
<input checked="" type="checkbox"/>	NMUM2017000...	PM_SMITA Joshi	Female	7977195362	B.Com	Marathi	28/02/2018	11
<input checked="" type="checkbox"/>	NMUM2017000...	PM_MITA RAY	Female	7977195362	B.A	English	31/01/2018	11
<input type="checkbox"/>	NMUM2017000...	pm RAM RAY	Male	7977195362	Doctor	Hindi	31/01/2018	11

**Close** **Select**

- 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.

Gender

Bangalore

Chennai

Cuttack

Delhi

Guwahati

Hyderabad

Kolkata

Mumbai

Thiruvananthpuram

- 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.

## User Manual: ecinepramaan -Ver. 1.0

- 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	<input type="checkbox"/>
2	NMUM2017000196	Sachin Mishra	Male	<input type="checkbox"/>
3	NMUM2017000130	PM_SMITA Joshi	Female	<input type="checkbox"/>
4	NMUM2017000104	PM_MITA RAY	Female	<input type="checkbox"/>

No. of Panel Members : 4

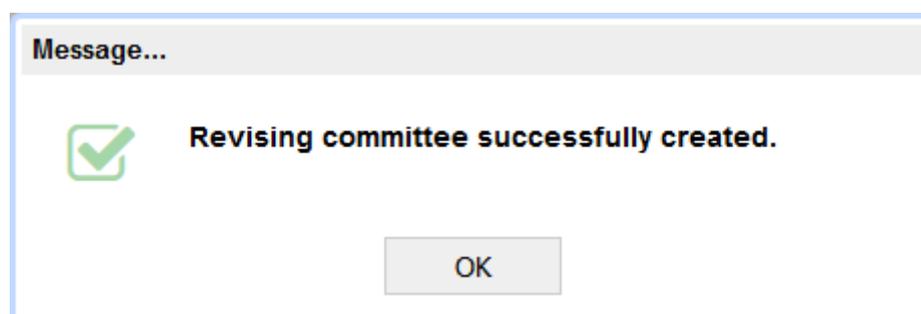
EXPERT MEMBERS				
#	CBFC ID	Expert Member	Gender	Is stand By
1	EMUM2017000023	EM_MKUND SHAF	Male	<input type="checkbox"/>
2	EMUM2017000012	EM_mRAJ kumar	Male	<input type="checkbox"/>

No. of Expert Members : 2

BOARD MEMBERS				
#	CBFC ID	Board Member	Gender	Is stand by
1	BMUM2017000016	Smita Singh	Female	<input type="checkbox"/>
2	BMUM2017000075	bm_ravina test	Female	<input type="checkbox"/>

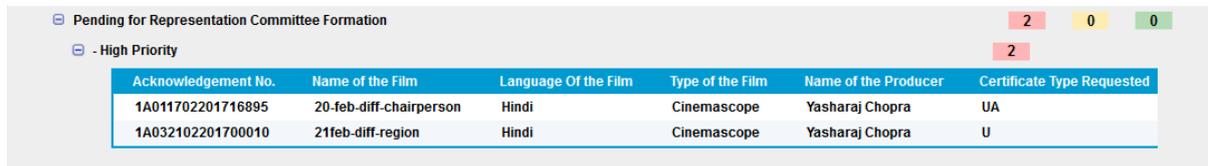
No. of Board Members : 2

- 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.



### 4.7.3. Committee for Representation

- Click on the bucket “Pending for Representation Committee Formation”



Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
1A011702201716895	20-feb-diff-chairperson	Hindi	Cinemascope	Yasharaj Chopra	UA
1A032102201700010	21feb-diff-region	Hindi	Cinemascope	Yasharaj Chopra	U

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

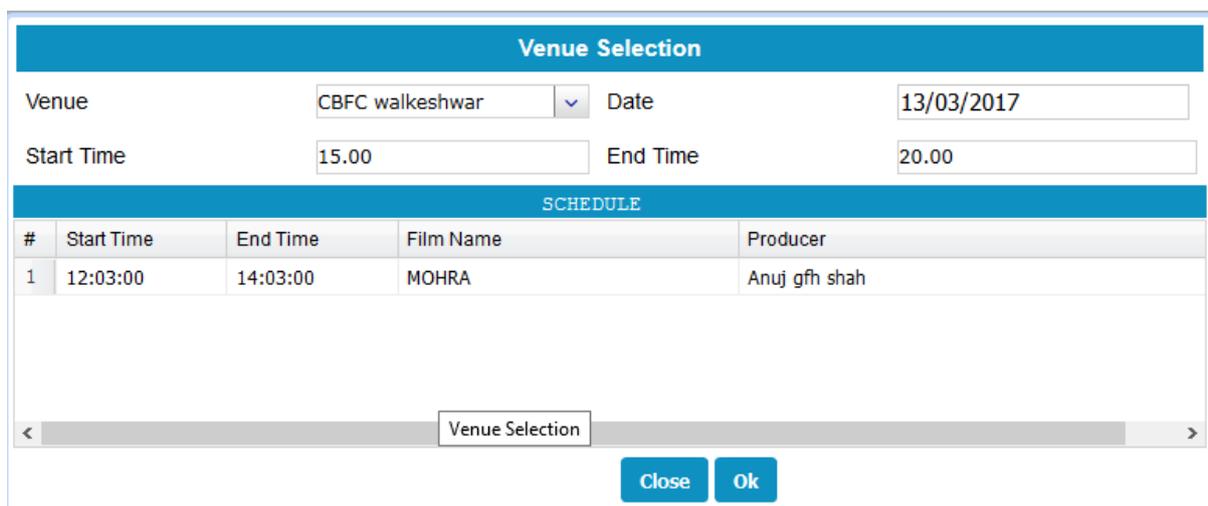


Representation Committee Formation

Acknowledgement Number: 01032002201700013  
Date: 21/02/2017  
Name of the Applicant: Yasharaj Chopra  
Name of the Film: 20-feb-diff-chairperson  
Language of the Film: Hindi  
Certificate Type: UA  
Examination Venue \*  
Examination Date \*  
Event Start Time \*  
Event End Time \*

MEMBERS DETAILS

- 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.



Venue Selection

Venue: CBFC walkeshwar Date: 13/03/2017  
Start Time: 15.00 End Time: 20.00

SCHEDULE

#	Start Time	End Time	Film Name	Producer
1	12:03:00	14:03:00	MOHRA	Anuj gfh shah

Venue Selection

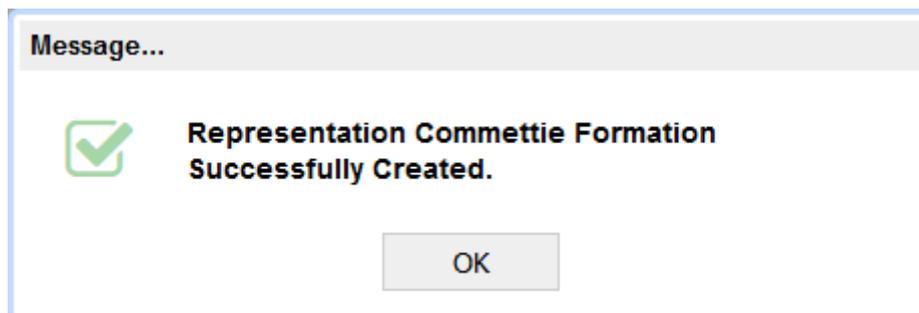
Close Ok

## User Manual: ecinepramaan -Ver. 1.0

- 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.

#	CBFC Id	Member Name	Member Type	Mobile Number	Select
1	DMUM2017000044	RO_mumbai RO	RO	9821145384	<input checked="" type="checkbox"/>
2	DCHE2017000030	EO_Chennai Roy	EO	9821145384	<input type="checkbox"/>
3	NCHE2017000011	PMrajan Male	Panel Member	7977195362	<input type="checkbox"/>
4	NCHE2017000160	pm_shivani test	Panel Member	7506817835	<input type="checkbox"/>
5	NCHE2017000182	pm_rushali shah	Panel Member	7506817835	<input type="checkbox"/>
6	NCHE2017000145	pm_rushali shah	Panel Member	7506817835	<input type="checkbox"/>

- 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”



Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
01011502201700052	Form One Promo	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	S

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



**Committee Formation for Cut Verification**

Acknowledgement Number: 01011502201700052  
Date: 15/02/2017  
Name of the Applicant: Ranjit Shivajirao Jadhav  
Name of the Film: Form One Promo  
Language of the Film: Hindi  
Certificate Type: S  
Film Type: Cinemascope  
Examination Officer \*: EO\_Mumbai Nikam  
Gender \*: Male  
Examination Venue \*: CBFC walkeshwar

- 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.

## User Manual: ecinepramaan -Ver. 1.0

Venue\* CBFC walkeshwar Month\* March

1 (Wednesday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	2 (Thursday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	3 (Friday)	4 (Saturday) 18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	5 (Sunday) 09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	6 (Monday) 20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30	7 (Tuesday) 08.30 - 09.30	8 (Wednesday) 10.00 - 11.00 08.00 - 09.00
9 (Thursday) 07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	10 (Friday) 15.03 - 16.00 12.00 - 15.00	11 (Saturday) 14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	12 (Sunday) 07.00 - 08.00 00.00 - 00.00	13 (Monday)	14 (Tuesday) 12.00 - 13.00 10.00 - 11.00	15 (Wednesday) 13.00 - 15.00 10.00 - 12.00	16 (Thursday) 12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	

- 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.

Venue\* CBFC walkeshwar Month\* March  13/03/2017 Start Time\* 12.00 End Time\* 14.00

1 (Wednesday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	2 (Thursday) 16.30 - 16.30 16.00 - 16.00 15.00 - 15.00 14.30 - 14.30 12.30 - 13.30	3 (Friday)	4 (Saturday) 18.00 - 18.00 16.00 - 17.00 00.00 - 13.00	5 (Sunday) 09.00 - 10.00 07.00 - 08.00 02.00 - 02.00 01.00 - 01.00	6 (Monday) 20.00 - 21.00 17.00 - 18.00 15.00 - 16.00 13.00 - 14.00 11.30 - 12.30	7 (Tuesday) 08.30 - 09.30	8 (Wednesday) 10.00 - 11.00 08.00 - 09.00
9 (Thursday) 07.00 - 08.00 04.00 - 05.00 01.00 - 02.00	10 (Friday) 15.03 - 16.00 12.00 - 15.00	11 (Saturday) 14.00 - 15.00 12.00 - 13.00 09.00 - 10.00 07.00 - 08.00	12 (Sunday) 07.00 - 08.00 00.00 - 00.00	13 (Monday)	14 (Tuesday) 12.00 - 13.00 10.00 - 11.00	15 (Wednesday) 13.00 - 15.00 10.00 - 12.00	16 (Thursday) 12.00 - 13.00
17 (Friday)	18 (Saturday)	19 (Sunday)	20 (Monday)	21 (Tuesday)	22 (Wednesday)	23 (Thursday)	24 (Friday)
25 (Saturday)	26 (Sunday)	27 (Monday)	28 (Tuesday)	29 (Wednesday)	30 (Thursday)	31 (Friday)	

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

## User Manual: ecinepramaan -Ver. 1.0

Examination Venue \* CBFC walkeshwar

Examination Date \* 13/03/2017

Event Start Time \* 14.01

Event End Time \* 16.00

PANEL MEMBERS				
#	Select	CBFC ID	Panel Member	Gender
1	<input type="checkbox"/>	NMUM2017000163	PM_sachin gore	Male
2	<input type="checkbox"/>	NMUM2017000073	PM_sita joshi	Female
3	<input type="checkbox"/>	NMUM2017000084	pm_rita joshi	Female
4	<input type="checkbox"/>	NMUM2017000095	PM_Shyam rao	Male

No. of Panel Members : 0

OTHER MEMBERS				
#	CBFC ID	Member	Board Member	Ge

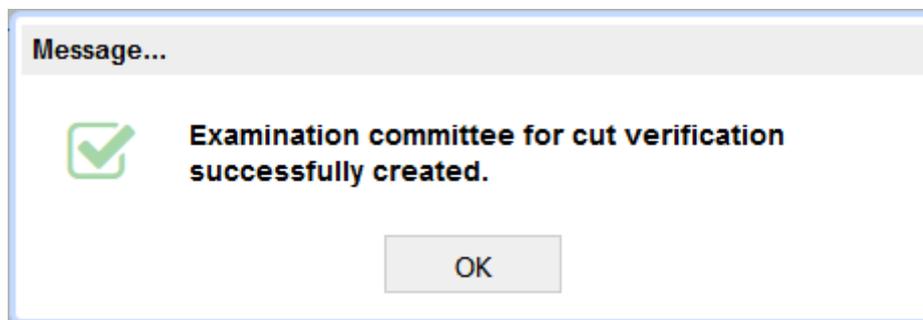
- Regional Officer can select Members for list of Committee Members who were part of the previous committee. Any one Member is required.
- In case if Regional Officer wants to add some other member who was not part of the earlier Committee same can be done from the grid “Other Members”. Procedure to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

OTHER MEMBERS				
#	CBFC ID	Member	Board Member	Ge
1	BMUM2017000042	Board Member	bm_sarika test	Fer
2	BMUM2017000075	Board Member	bm_ravina test	Fer
3	BMUM2017000110	Board Member	janki mehta	Fer
4	BMUM2017000020	Board Member	Shweta	Fer

No. of Board Members : 4

Close Submit

- 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”

⊖ Pending for Review of Examination Report 4 0 0

⊖ - High Priority 4

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	Yashraj 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.

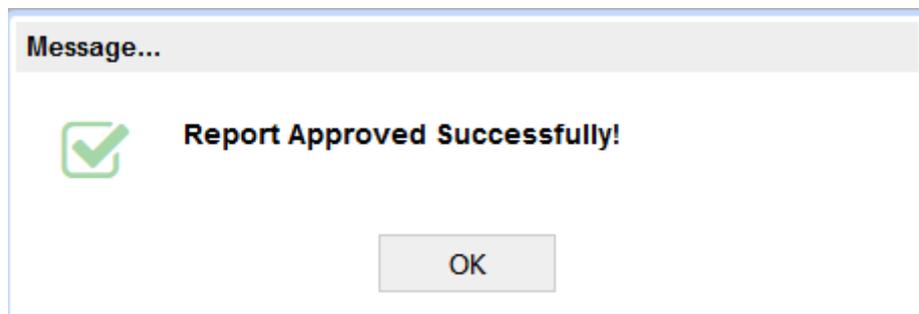
## User Manual: ecinepramaan -Ver. 1.0

**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 *	asf

(Not more than 250 characters)

- 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.



### 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.

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

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

Notice Issue

Acknowledgement Number: 1A010803201700380  
Date: 09/03/2017  
Name of the Film: MAINE PYAAR KIYA  
Notice Type: Notice Issue For Cut Submission

Regd A.D /By Hand/ CBFC Portal  
U With Cuts  
No : {noticenumber}  
CENTRAL BOARD OF FILM CERTIFICATION

Close Print

- 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.

## User Manual: ecinepramaan -Ver. 1.0

- 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**

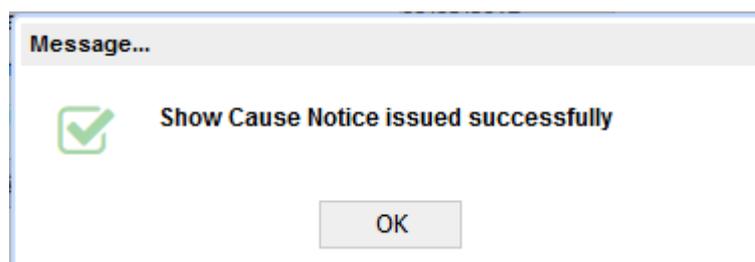
**Mumbai 400013**

**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.



### 4.11. Cancellation of Scheduled Screening

## User Manual: ecinepramaan -Ver. 1.0

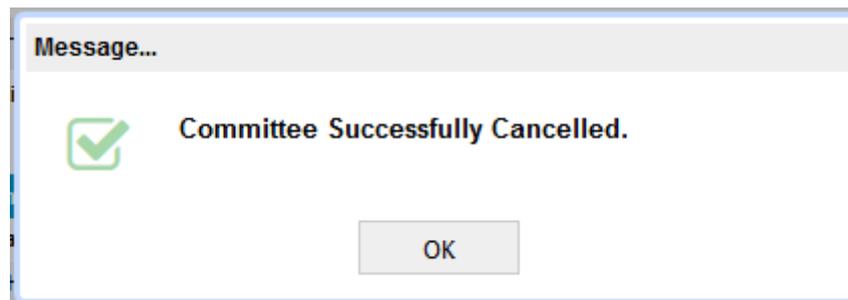
- Click on the Menu “Screenings Scheduled” . List can be selected by providing screening date range as input or search by Name and Language of the film or option to search on basis of Producer.
- List of films scheduled for screening will appear. Click on the list Film for which screening needs to be 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 *	Producer didn't turn up at the Venue on Time

Not more than 250 characters

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



## 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.

☐ Pending for Representation Report Modification 1 0 0

☐ - High Priority 1

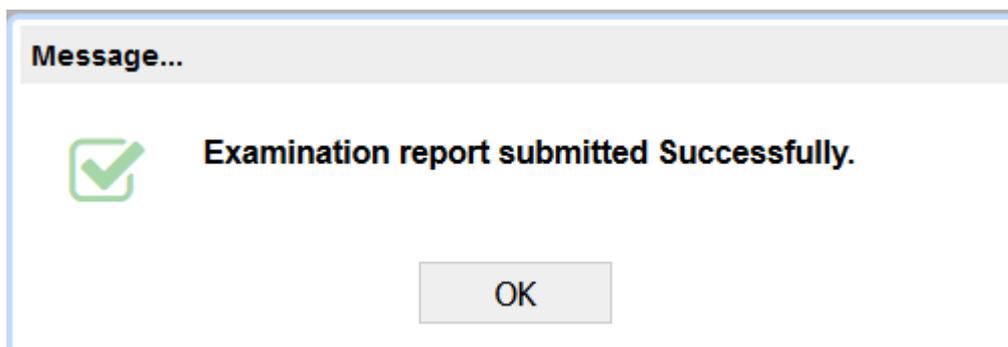
Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Request
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA

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

**Submission of Examination Report**

Acknowledgement Number	1A010803201700380
Name of the Applicant	Ranjit Shivajirao Jadhav
Name of the Film	MAINE PYAAR KIYA
Name of the Producer	Ranjit Shivajirao Jadhav
Language of the Film	Hindi
Type of the Film	Cinemascope
Screening Location	CBFC walkeshwar
Date of Screening *	16/03/2017
Examination Officer Name	EO_Mumbai Nikam
Committee Tyne	Submission of Examination Report

- 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 dashboard. List of cases will be displayed fpr which CD sealing needs to be scheduled.

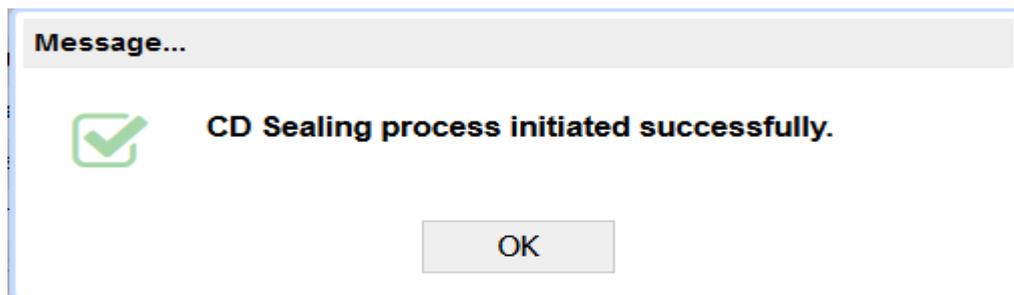
Pending for CD Sealing Schedule						1	0	0
- High Priority						1		
Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Request			
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA			

- 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

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



### 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.

☰ Pending for CD Sealing 1 0 0

☰ - High Priority 1

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

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

#### CD Sealing

Acknowledgement Number: 1A010803201700380

Date: 09/03/2017

Name of the Applicant: Ranjit Shivajirao Jadhav

Name of the Film: MAINE PYAAR KIYA

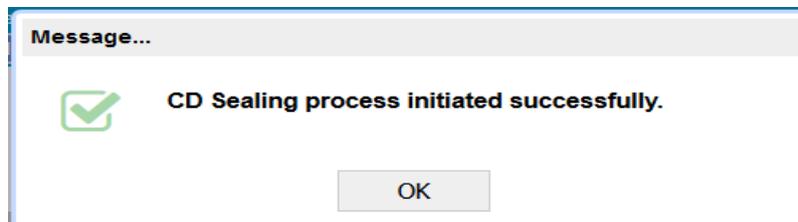
Name of the Producer: Ranjit Shivajirao Jadhav

Remark \*  
*(Not more than 250 characters)*  
Contents of the CD are same as provided for Screening

QUESTION DETAILS

#	Question	Yes	No
1	Has the media been submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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.

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

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

**Certificate Issue**

Acknowledgement Number: 1A010803201700380  
Date: 09/03/2017  
Name of the Applicant: Ranjit Shivajirao Jadhav - Mumbai  
Name of the Film: MAINE PYAAR KIYA  
Certificate Type: U  
Name of the Signatory \*: Abhiram Naik  
Producer Display Option \*: Name  
Producer Detail \*: RANJIT SHIVAJIRAO JADHAV - MUMBAI

- 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.

Producer Display Option \*  
Producer Detail \*  
Applicant Display Option \*  
Applicant Detail \*  
(Not more than 250 characters)  
Remark \*

Dropdown menu options:  
Name  
Company Name  
Name  
Name (Company)

## User Manual: ecinepramaan -Ver. 1.0

- 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 any 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 * <i>(Not more than 250 characters)</i>	Ranjit Shivajirao Jadhav - Mumbai
Remark * <i>(Not more than 250 characters)</i>	Approved

[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)**

Duration **000.00** min:sec

निम्नलिखित परीक्षण समिति के सदस्यों द्वारा परीक्षण के पश्चात तथा उक्त परीक्षण समिति की सिफारिशों पर बोर्ड एतद्वारा यह प्रमाणित करता है कि पीछे संलग्न भाग -२ में उपदिष्ट कट-छांट और उपान्तरों के अधीन फिल्म इस चेतावनी के प्रफ़ॉकन के साथ सार्वजनिक प्रदर्शन के लिए उपयुक्त है कि १२ वर्ष से कम आयु के किसी बालक को फिल्म देखने की अनुज्ञा दी जा नहीं, इस प्रश्न 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 endorsement 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 कट-छांट और उपान्तरों को वास्तव में कार्यान्वित किया गया है।  
Further certified that the excision and modification imposed by the Board have actually been carried out.

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

अध्यक्ष

(AKASH SHAH)

निर्माता का नाम

Name of Producer **KARAN JOHAR - MUMBAI**

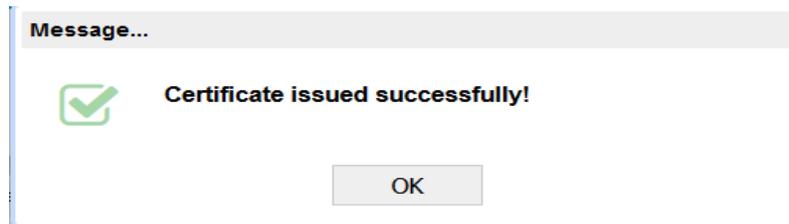
For Chairman

CIO

CBFC ,MUMBAI

## User Manual: ecinepramaan -Ver. 1.0

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



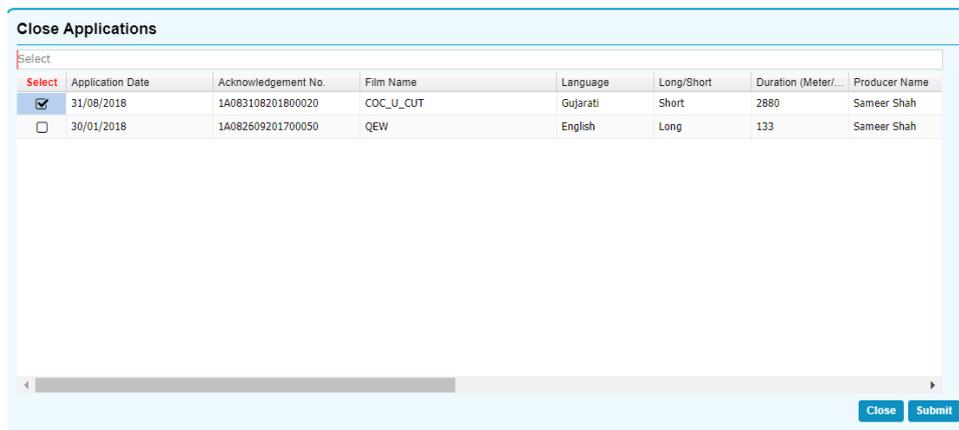
### 4.16. Close Expired Committee

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.

Expired Examination Committee Formations							2	0	0
Fresh Theatrical Long							1	0	0
- High Priority							1		
Name of the Film	Duration (Meter/Minute)	Long/Short	Form Type	Language Of the Film	Pending Here Since	Date Of Applicat			
QEW	133.00	Long	Fresh	English	23/02/18	30/01/2018			

- 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.

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Reque
1A010303201700031	Agent Vinod	English	Cinemascope	Karan Johar	A
1A010303201700016	HINDUSTANI	Hindi	Cinemascope	Karan Johar	A
1A011103201700026	CP_RC_CUT	English	2-D	Anuj gfh shah	UA
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA

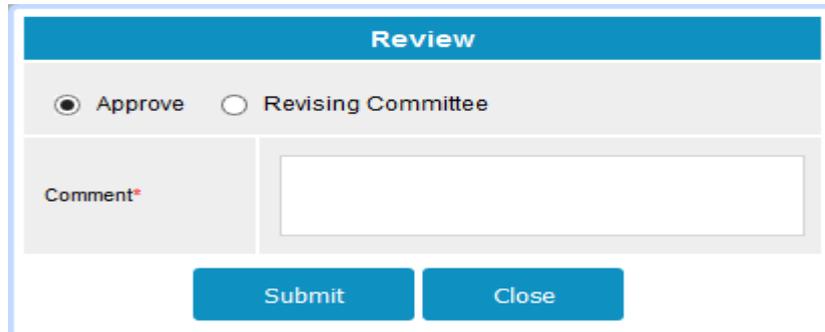
- Click on the application for which Examination Report needs to be reviewed. Examination Report will be displayed in non-editable form as shown below.

#### Review of Examination Report

Acknowledgement Number	1A010803201700380
Name of the Applicant	Ranjit Shivajirao Jadhav
Name of the Film	MAINE PYAAR KIYA
Name of the Producer	Ranjit Shivajirao Jadhav
Language of the Film	Hindi
Type of the Film	Cinemascope
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)	Film is about a Real Life Incidence
Content *	Suitable for all Viewers

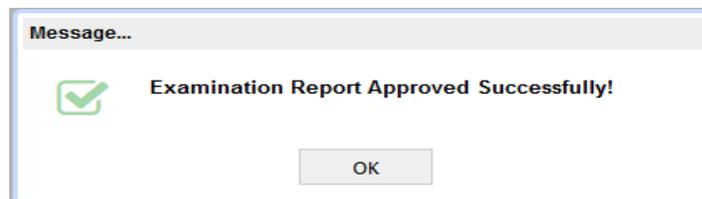
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- Chairman can view scanned copied of the examination report uploaded for individual committee members.
- When chairman clicks on submit, following screen will be displayed.



The screenshot shows a 'Review' form with a blue header. Below the header, there are two radio buttons: 'Approve' (selected) and 'Revising Committee'. To the left of a text input field is the label 'Comment\*'. At the bottom of the form are two blue buttons: 'Submit' and 'Close'.

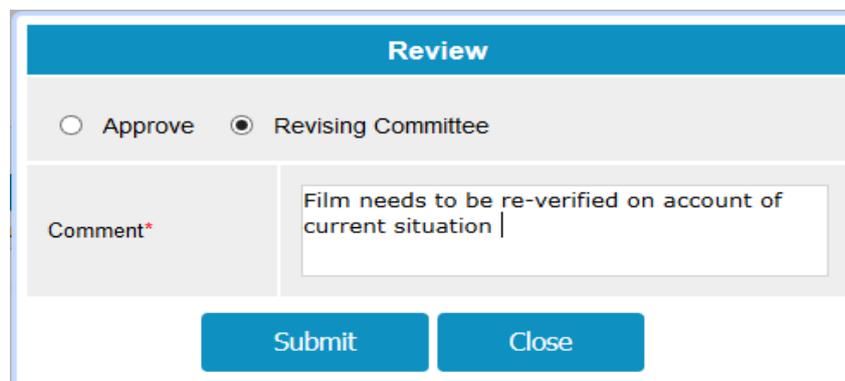
- Chairman can click on Approve check box, provide comments and click on submit. Case will be forwarded to Ro for further action. Following success message will be displayed.



The screenshot shows a 'Message...' dialog box with a green checkmark icon. The text inside the dialog reads 'Examination Report Approved Successfully!'. At the bottom center of the dialog is an 'OK' button.

### 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.



The screenshot shows the 'Review' form with the 'Revising Committee' radio button selected. The 'Comment\*' field contains the text 'Film needs to be re-verified on account of current situation |'. The 'Submit' and 'Close' buttons are visible at the bottom.

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- 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.



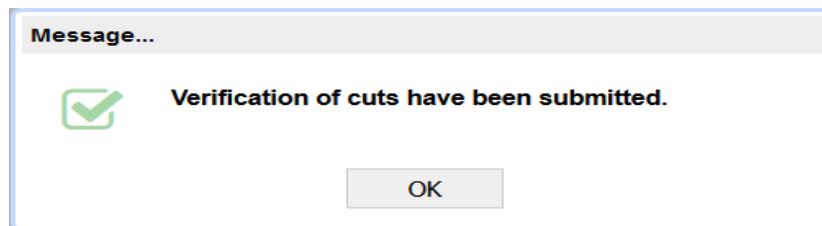
Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type
02011702201718421	Serial killer p2	malyalam	2-D	Anuj gfh shah	UA

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

## User Manual: ecinepramaan -Ver. 1.0

Verification of Cuts	
Acknowledgement Number	02011702201718421
Name of the Applicant	Anuj gfh shah
Name of the Film	Serial killer p2
Name of the Producer	Anuj gfh shah
Language of the Film	Other
Type of the Film	2-D
Screening Location	CBFC walkeshwar
Date of Screening	04/03/2017
Examination Officer Name	ranjit Jadhav
Certificate Type	U

- 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.

Pending For Permission To Change The Regional Office						6	0	0
- High Priority						6		
Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type	Re		
02030102201717025	Kun fu Panda	English	2-D	Anuj gfh shah	UA			

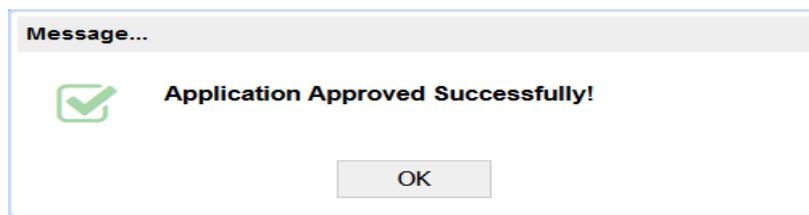
- Click on the request for which permission needs to be granted. Following screen will appear.

## User Manual: ecinepramaan -Ver. 1.0

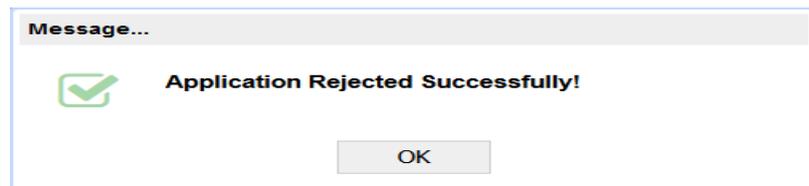
**Change CBFC Office**

Acknowledgement No.	02030102201717025
Application Date	01/02/2017
Name of the Film	Kun fu Panda
Action	<input checked="" type="radio"/> Approve <input type="radio"/> Reject
Remark	OK

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



- If Rejected following message will be displayed



## 5.6. Re-initiate the Closed Applications.

In response to 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.

[-] Closed Applications 4

[-] - Mumbai 4

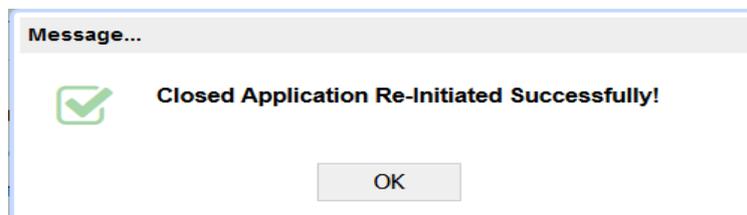
Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
02010202201717114	Rancho fresh L	English	2-D	Anuj gfh shah	UA

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

### Re-Initiation of Closed Application

Acknowledgement No.	1A010803201700275
Application Date	08/03/2017
Name of the Film	3 IDIOTS
Remark *	Ok Approved

- 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)

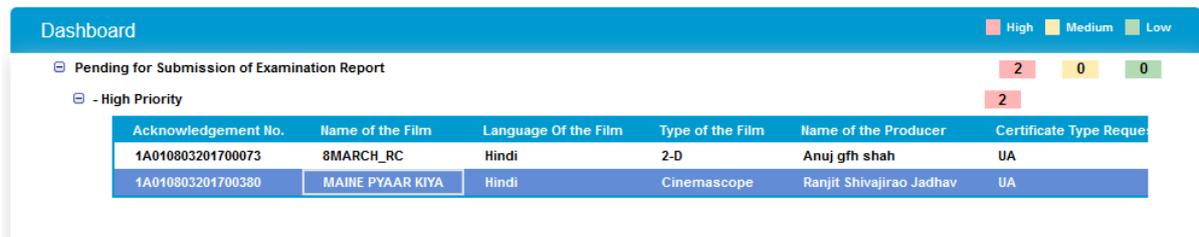
Examination / Presiding Officer can perform following two tasks on the eCinePramaan system.

- 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.



The screenshot shows a dashboard with a blue header. On the right, there are three colored boxes: a red box labeled 'High' with the number '2', a yellow box labeled 'Medium' with the number '0', and a green box labeled 'Low' with the number '0'. Below this, there is a section titled 'Pending for Submission of Examination Report' with a red box containing the number '2'. Underneath, there is a sub-section titled '- High Priority' with a red box containing the number '2'. A table is displayed with the following columns: Acknowledgement No., Name of the Film, Language Of the Film, Type of the Film, Name of the Producer, and Certificate Type Reque. The table contains two rows of data.

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Reque
1A010803201700073	8MARCH_RC	Hindi	2-D	Anuj gfh shah	UA
1A010803201700380	MAINE PYAAR KIYA	Hindi	Cinemascope	Ranjit Shivajirao Jadhav	UA

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

## User Manual: ecinepramaan -Ver. 1.0

**Submission of Examination Report**

Acknowledgement Number	1A010803201700380
Name of the Applicant	Ranjit Shivajirao Jadhav
Name of the Film	MAINE PYAAR KIYA
Name of the Producer	Ranjit Shivajirao Jadhav
Language of the Film	Hindi
Type of the Film	Cinemascope
Screening Location	CBFC walkeshwar
Date of Screening *	16/03/2017
Examination Officer Name	EO_Mumbai Nikam
Committee Type	Examination Committee Formation
Background * <i>(Not more than 250 characters)</i>	Film is about a Real Life Incidence
Content *	Suitable for all Viewers

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

Initial Reaction *	Clear U
Discussion <i>(Not more than 250 characters)</i>	
Hearing <i>(Not more than 250 characters)</i>	
Reason for Recommendation * <i>(Not more than 250 characters)</i>	Content is suitable for all type of Viewers
Final Certificate Type *	U
Overall Opinion of Panel Members	Unanimous

MEMBER DETAILS						
#	CBFC ID	Member Name	Member Type	Present	Is Stand By	Report
1	NMUM2017000216	mahesh Test	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	NMUM2017000205	Somesh test	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	NMUM2017000126	pm_HITA RAI	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	NMUM2017000104	PM_MITA RAY	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

No. of Members : 4

- 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.

## User Manual: ecinepramaan -Ver. 1.0

### Supporting Documents

**Upload Documents**

Document Type: EC/RC Reports

Document: Form-VIII

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**Available Documents (1)**

EC/RC Reports                      - Form-VIII                      dup.pdf (21.88KB)

- 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.

### OTHER MEMBERS

#	CBFC ID	Member Name	Member Type	Present	Is Stand By	Report
1	DMJM2017000303	Mumbai_ro test	RO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Report"/>
2	DMJM2017000224	Swati Sachan	CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Report"/>

Submission of Examination Report                      No. of Members : 2

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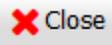
### CUTS DETAILS

#	Cut No	Cut/Insertion	Location	Description	Guidelines
1					

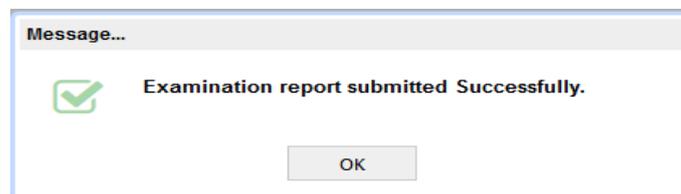
No. of Cuts : 0

- 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 Manual: ecinepramaan -Ver. 1.0

 Ok	 New	 Delete	 Close
Cuts No *	1		
Cuts / Insertion *	Cut 		
Location *	12		
Description *	Remove the Song		
Guidelines *	As per the Guidelines for U song is not suitable		

- .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.

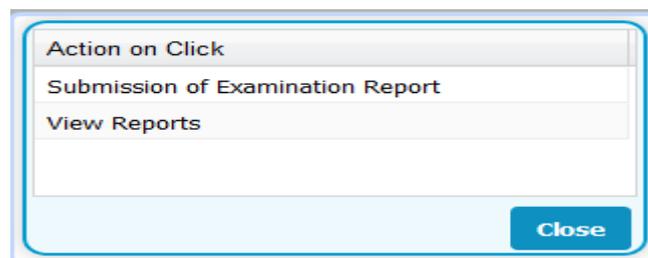
- Report generated by RGO will be displayed to the EO / PO under the bucket “Pending for Submission of Examination report.

☰ Pending for Submission of Examination Report 4 0 0

☰ - High Priority 4

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requ
1A010803201700290	KHUBSOORAT	Hindi	2-D	vinod khanna	UA

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



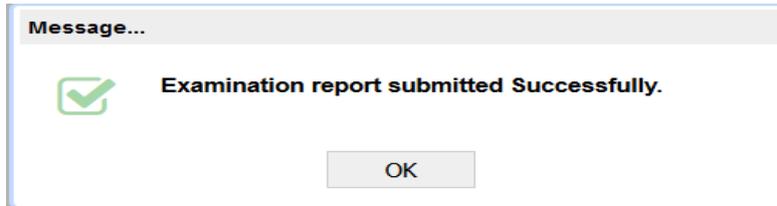
- If user selects View report option, Examination report will be displayed in non-editable format as filled by Report Generation Officer.
- For Report submission User needs to select “Submission of Examination report” option. Following screen will be displayed.

**Submission of Examination Report**

Acknowledgement Number	1A010803201700290
Name of the Applicant	vinod khanna
Name of the Film	KHUBSOORAT
Name of the Producer	vinod khanna
Language of the Film	Hindi
Type of the Film	2-D
Screening Location	Banglor INOX
Date of Screening *	13/03/2017
Examination Officer Name	ranjit Jadhav

- 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.

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## 7. Editor

Editor is required to prepare the Cut Register and enter the final duration of the film which will actually get printed on the certificate.

- Editor needs to click on the bucket with the label “Pending For Verification of cuts”

The screenshot shows a dashboard with a blue header. On the right, there are three colored boxes: a red box with '2', a yellow box with '0', and a green box with '0'. Below this, there is a section titled 'Pending for Verification of Cuts' with a red box containing '2'. Underneath, there is a sub-section '- High Priority' with a red box containing '2'. A table lists two entries:

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer	Certificate Type Requested
1A011702201700024	17_feb_RC	Hindi	Cinemascope	Karan Johar	U
1A010802201718120	1A-jan-	Hindi	Cinemascope	Yashraj Chopra	A

At the bottom right of the dashboard area, there is a blue button labeled 'Refresh'.

- List of films for which Cut Register preparation is pending will be displayed. Editor can click on the film for which he/she wants to prepare Cut Register. Following screen will appear.

The screenshot shows a 'Cut Chart' interface. It displays the following details:

- Acknowledgement Number: 1A011702201700024
- Date: 17/02/2017
- Name of the Film: Don-IV
- Language of the Film: Hindi
- Last Screening Date/Time: 14/03/2017

Below this, there is a section titled 'CUTS DETAILS' with a table:

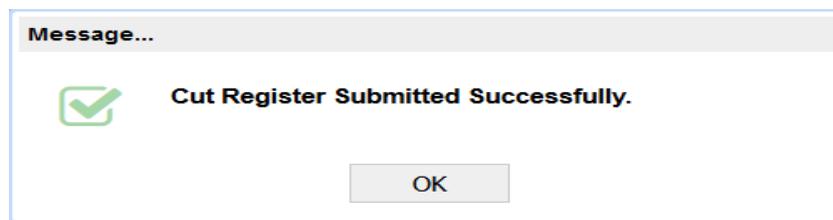
#	CutNo	Cut/Insertion	Location	Description	GuideLines
1	1	Cut	2	Remove inappropriate Scenan in Song	cuts

- When Editor clicks on the Cuts provided in the “Cut Details” grid, following screen will appear.

## User Manual: ecinepramaan -Ver. 1.0

✓ Ok	✗ Close
Cut No *	1
Cut / Insertion *	Cut
Location *	2
Description *	cuts
Guidelines *	cuts
Comments *	mm
Cut Type *	Sound
Time Elapsed *	12
Cassette No./TCR *	2
Cut Start Time *	32
Duration Deleted *	44
Replaced Start Time *	
Duration Replaced *	

- Editor needs to enter the actual duration details for each cut in the grid and submit. Following message will appear.



## 8. 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.



The screenshot shows a dashboard with a blue header. On the right, there are three colored boxes: High (red), Medium (yellow), and Low (green). Below the header, there are two expandable buckets. The first bucket is 'Revising Committee Report' with a red box containing the number '6', a yellow box with '0', and a green box with '0'. The second bucket is '- High Priority' with a red box containing '6'. Below these buckets is a table with the following data:

Acknowledgement No.	Name of the Film	Language Of the Film	Date Of Application	Name of EO/PO
1A010803201700290	KHUBSOORAT	Hindi	08/03/2017	ranjit Jadhav

- 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.



The screenshot shows a form titled 'Submission of Examination Report'. The form contains the following fields and values:

Acknowledgement Number	1A010803201700290
Name of the Applicant	vinod khanna
Name of the Film	KHUBSOORAT
Name of the Producer	vinod khanna
Language of the Film	Hindi
Type of the Film	2-D
Screening Location	Banglor INOX
Date of Screening *	13/03/2017
Examination Officer Name	ranjit Jadhav

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

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<b>Committee Type</b>	Revising Committee
<b>Background *</b> <i>(Not more than 250 characters)</i>	Film is about a Real Life Incidence
<b>Content *</b> <i>(Not more than 250 characters)</i>	Contents are based on a Novel with the same title as Film
<b>Initial Reaction *</b>	U with Cuts <span style="float: right;">▼</span>
<b>Discussion</b> <i>(Not more than 250 characters)</i>	
<b>Hearing</b> <i>(Not more than 250 characters)</i>	
<b>Reason for Recommendation *</b> <i>(Not more than 250 characters)</i>	Some contents in the Item song are not suitable for U

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

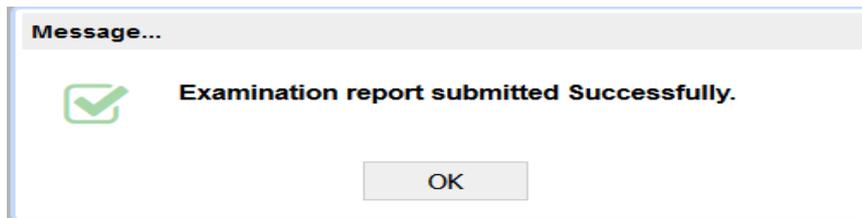
<b>Final Certificate Type *</b>	U <span style="float: right;">▼</span>						
<b>Overall Opinion of Panel Members</b>							
MEMBER DETAILS							
#	CBFC ID	Member Name	Member Type	Present	Is Stand By	Report	
1	NMUM2017000196	Sachin Mishra	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	NMUM2017000152	PM_ISHIKA JOSHI	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	NMUM2017000062	PM_Gita joshi	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	NMUM2017000073	PM_sita joshi	Panel Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>No. of Members : 8</b>							
OTHER MEMBERS <span style="float: right;">🔍</span>							
#	CBFC ID	Member Name	Member Type	Present	Is Stand By	Report	
1	DMUM2017000022	Rajnit Jadhav	Chairman	<input type="checkbox"/>	<input type="checkbox"/>		
2	DMUM2017000070	RO_Amrut rathore	RO	<input type="checkbox"/>	<input type="checkbox"/>		

- 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.

## User Manual: ecinepramaan -Ver. 1.0

 Ok	 New	 Delete	 Close
Cuts No *	1		
Cuts / Insertion *	Cut 		
Location *	12		
Description *	Remove few suggested Steps from the Item Song		
Guidelines *	Suggestions are as per the guidelines for U certificate		

- 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 .



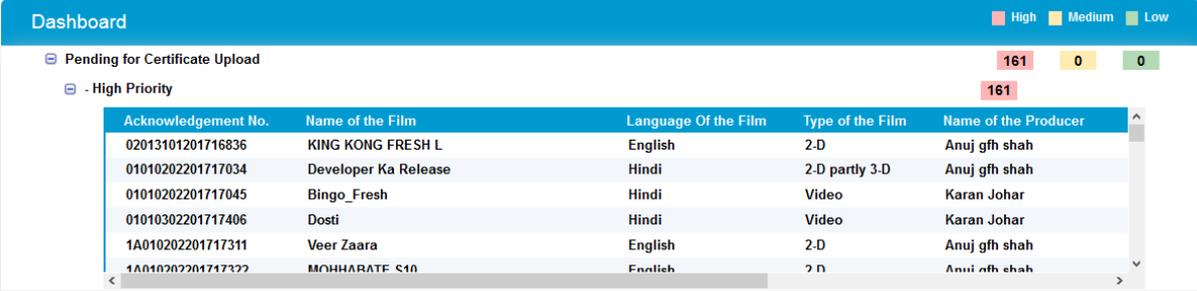
## 9. Certificate Issuance Officer (CIO)

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

### 9.1. Certificate Upload

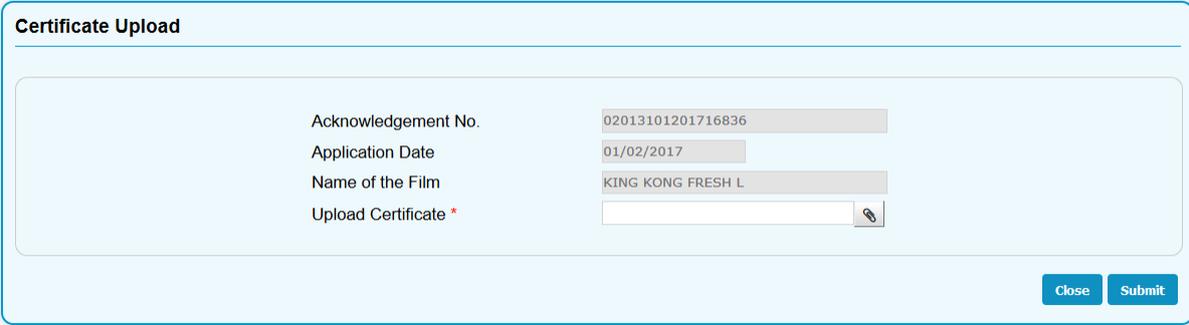
- Click on the bucket named “Pending for Certificate Upload” on the Dashboard.



The screenshot shows a dashboard with a blue header. Below the header, there are two expandable sections: 'Pending for Certificate Upload' with a count of 161, and '- High Priority' with a count of 161. A table is displayed below these sections with the following columns: Acknowledgement No., Name of the Film, Language Of the Film, Type of the Film, and Name of the Producer. The table contains several rows of data.

Acknowledgement No.	Name of the Film	Language Of the Film	Type of the Film	Name of the Producer
02013101201716836	KING KONG FRESH L	English	2-D	Anuj gfh shah
01010202201717034	Developer Ka Release	Hindi	2-D partly 3-D	Anuj gfh shah
01010202201717045	Bingo_Fresh	Hindi	Video	Karan Johar
01010302201717406	Dosti	Hindi	Video	Karan Johar
1A010202201717311	Veer Zaara	English	2-D	Anuj gfh shah
1A010202201717322	MOHARATE S10	English	2-D	Anuj gfh shah

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

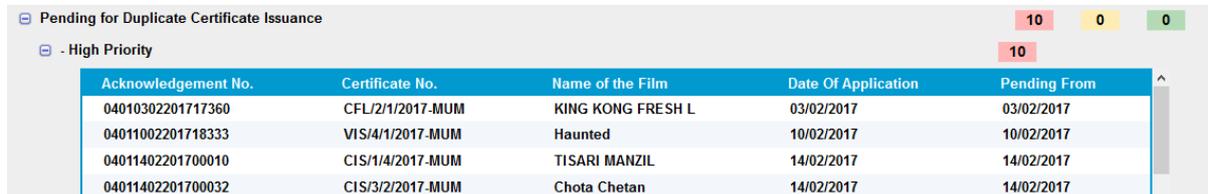


The screenshot shows a 'Certificate Upload' form with the following fields: Acknowledgement No. (02013101201716836), Application Date (01/02/2017), Name of the Film (KING KONG FRESH L), and Upload Certificate \* (with a browse button). There are 'Close' and 'Submit' buttons at the bottom right.

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

## 9.2. Duplicate Certificate Issuance

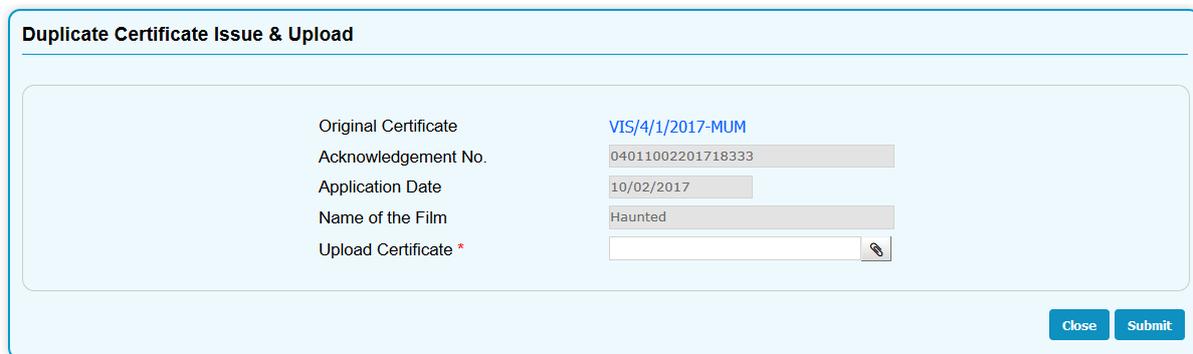
- Click on the bucket named “Pending for Duplicate Certificate Issuance” on the Dashboard.



Dashboard showing 'Pending for Duplicate Certificate Issuance' with 10 items. A sub-section for 'High Priority' also shows 10 items. The table below lists the details of these pending applications.

Acknowledgement No.	Certificate No.	Name of the Film	Date Of Application	Pending From
04010302201717360	CFL/2/1/2017-MUM	KING KONG FRESH L	03/02/2017	03/02/2017
04011002201718333	VIS/4/1/2017-MUM	Haunted	10/02/2017	10/02/2017
04011402201700010	CIS/1/4/2017-MUM	TISARI MANZIL	14/02/2017	14/02/2017
04011402201700032	CIS/3/2/2017-MUM	Chota Chetan	14/02/2017	14/02/2017

- 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.



The form displays the following information for a selected application:

Original Certificate	<a href="#">VIS/4/1/2017-MUM</a>
Acknowledgement No.	04011002201718333
Application Date	10/02/2017
Name of the Film	Haunted
Upload Certificate *	<input type="text"/>

Buttons: Close, Submit

- 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.

### 9.3. Certificate Handover

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

☰ Pending for Certificate Handover 15 0 0

☰ - High Priority 15

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.

