

(1)

❖ Shooting and photographing of scenes in railway premises.

1. Request the authority for photographing and shooting.

If it is intended for shooting, photographing scenes inside a railway station/yard, the applicant should submit a formal letter to the relevant authority stating the locations, the dates and times of shooting. (If it is a shooting, it should be produced a script with the relevant dialogues and if it is a photography, it should be produced a description including the location, costumes and poses should also be submitted.)

The applicant should then be directed to pay for the relevant shooting only if the script/description is examined and it is confirmed that it will not lead to a problematic situation regarding aspects such as civility, state policies, state image, departmental reputation, culture, reconciliation, etc.

2. Charging for the authority for photographing and shooting.

- There is a single structure of charges for photographing and video graphing. Charges are in Five (05) types depending on the purpose of the shooting.

- I. If the authority is granted for it taking in to consideration as non-commercial purposes, it should be charged subjected to a minimum of 02 hours. (Eg: Photographing and shooting in Pre-wedding shoots (Pre Shoot), wedding ceremonies, social welfare affairs (Welfare) etc.)

(If it is taking over 02 hours for shooting, it should be charged Rs. 5,000.00 + VAT 18% + supervision charges of Rs. 500.00 per additional hour.)

02 hours x Rs.5,000.00	= Rs. 10,000.00
18% VAT	= Rs. 1,800.00
Security deposit	= Rs. 15,000.00
Supervision charges (Rs. 500.00 x 02 hours)	= Rs. 1,000.00
Total	= Rs. 27,800.00

- II. If the authority is granted for it taking in to consideration as commercial purposes, It should be charged subject to a minimum duration of 04 hours as follows. (Commercial tele-dramas, movies, music videos..... etc.)

(If it is taking over 02 hours for shooting, it should be charged Rs. 10,000.00 + VAT 18% + supervision charges of Rs. 500.00 per additional hour.)

04 hours x Rs.10,000.00	= Rs. 40,000.00
18% VAT	=Rs. 7,200.00
Security deposit	= Rs. 30,000.00
Supervision Charges (Rs. 500.00 x 04 hours)	=Rs. 2,000.00
Total	= Rs. 79,200.00

III. Railway Employee Basis: An officer serving in the Railway Department is allowed once in his/her lifetime for his/her pre-wedding photographing (Pre Shoot) and wedding ceremony shooting within the Railway Station premises subjected to a minimum of 02 hours by paying only 50% of the rental in 2(1) above. (NB: This concession fee is applicable only for pre-wedding photography (Pre Shoot) and wedding ceremony shooting and is not applicable for other shootings. Furthermore, the identity of the relevant officer should be confirmed as being in the service of the Railway Department.) The relevant charges are as follows.

02 hours x Rs 5,000.00	= Rs. 10,000.00
50% abatement	= Rs.(5,000)
	= <u>Rs. 5,000</u>
18% VAT	= Rs. 900.00
Security deposit	= Rs. 15,000.00
Supervision Charges (Rs. 500.00 x 04 hours)	= Rs. 1,000.00
Total	= <u>Rs. 21,900.00</u>

(If it is taking over 02 hours for shooting, it should be charged Rs. 2,500.00 + VAT 18% + supervision charges of Rs. 500.00 per additional hour.)

- In the payment of the charges concerned in the above 1, 2 and 3, payments should be made on 02 receipts separately as one for the security deposit and the other for the remaining payments.

IV. On academic basis: (shooting based on the academic purposes of students in the government universities/institutions)

For shooting based on the academic purposes of students in the government universities/institutions **which are free of charge for education**, the authority is granted for a minimum period of 02 hours after verifying the identity of the student who attends for shooting, by means of a letter issued on the letterhead of the relevant government university/institution with the instructions of the relevant Head of Academic Affairs (the Identity card number and the name of the student who attends for shooting are mandatory) and, only 10% of the rental in the above 01 (non-commercial shooting charging system) will be charged for this purpose and, no security deposit will be charged. Furthermore, a copy of the production should be provided to the Railways Department along with the broadcasting rights at the end of the relevant shooting, and the relevant Divisional Head who recommends the shooting will be fully liable for the responsibility.

02 hours x Rs 5,000.00	= Rs: 10,000.00
90% abatement	= Rs.(9,000)
	= <u>Rs. 1,000</u>
18% VAT	=Rs. 180.00
Supervision Charges (Rs. 500.00 x 02 hours)	= Rs. 1,000.00
Total	= <u>Rs. 2,180.00</u>

(If it is taken over 02 hours for shooting, it should be charged Rs. 500.00 + VAT 18% + supervision charges of Rs. 500.00 per additional hour.)

V. On academic basis: (shooting based on the academic purposes of students in all the semi-government or non-governmental universities/institutions)

For shooting based on the academic purposes of students in the semi-government or non-governmental universities/institutions **which charge for education**, the authority is granted for a minimum period of 04 hours after verifying the identity of the student who attends for shooting, by means of a letter issued on the letterhead of the relevant non-governmental university/institution with the instructions of the relevant Head of Academic Affairs (the Identity card number and the name of the student who attends for shooting are mandatory) and, only 10% of the rental in the above 02 (**commercial shooting charging system**) will be charged for this purpose and, no security deposit will be charged. Furthermore, a copy of the production should be provided to the Railways Department along with the broadcasting rights at the end of the relevant shooting, and the relevant Divisional Head who recommends the shooting will be fully liable for the responsibility.

04 hours x Rs 10,000.00	= Rs. 40,000.00
90% abatement	= Rs.(36,000)
	= Rs. 4,000
18% VAT	=Rs. 720.00
Supervision Charges (Rs. 500.00 x 02 hours)	=Rs. 2,000.00
Total	=Rs. 6,720.00

(If it is taken over 02 hours for shooting, it should be charged Rs. 1,000.00 + VAT 18% + supervision charges of Rs. 500.00 per additional hour.)

3. Supervision of photographing and shooting

i. Appropriate officers will be appointed for the supervision after payment of the relevant charges for shooting by the applicant. Once the shooting is conducted solely only inside a railway station, the supervision goes to the Station Master/the Station Superintendent of the relevant Railway station or, supervision goes to the in charge Station Master (Travelling) in the relevant sub-station if it is a sub-Railway station.

ii. Once the shooting is conducted outside the railway station (e.g. Railway Yard Master or Chief Supervisory Manager will be appointed for supervision if it is in a Railway yard.)

iii. Once it is not possible to deploy the officers appointed for supervision in the above I and II, the Assistant Transport Superintendent in charge of the relevant division will be deployed for supervision.

4. Issuance of authority and release of security deposit.

1) After completing the tasks 1, 2 and 3 above, an authority related to the purpose of the applicant's shooting will be issued with copies to the relevant officer-in-charge and the supervisory officer. A form for shooting supervision will be attached with the supervisory officer's copy, and the relevant supervisory officer should duly complete the form and submit it to the subject officer within 07 days.

2) The security deposit will be released upon the written recommendation of the officer, assigned to supervise the relevant shooting or photographing, made with regard of the completion of the relevant shooting or photographing without any loss or damage to the Railway Department within the approved time.

3) Once the applicant fails to complete and submit the Form of the supervision report even after 10 days, the applicant will be released his security deposit on the assumption that no loss or damage has been caused to the Railway Department due to the relevant shooting and the relevant supervisory officer will bear the responsibility once it is later disclosed that the Department had to incur a loss or damage during the shooting.

4) The applicant can apply for the security deposit after 14 days. It should be made through a formal letter and the request should be made with the attachment of the original copy of the receipt for the security deposit. The security deposit can be withdrawn within a week after the relevant documents are sent to the Chief Railway Accountant.

❖ Temporary authorization for charging on the basis of square feet of railway premises (such as commercial advertisement, circulation of leaflets and propagation of social welfare affairs)

1) In this system, a letter addressed to the Deputy General Manager (Commercial) of Railways should be submitted along with the recommendation obtained from the Station Master/Station Superintendent or, in the case of a Sub-Station, the Sub-Station Master for the relevant commercial advertisement or the social welfare affair, and the nature of the relevant commercial advertisement should also be informed. (A copy of the leaflet intended to be circulated among passengers should be submitted and, if it is a commercial advertisement, the relevant detailed description should be informed in writing)

2) After the approval, made for the request for the commercial advertisement or social welfare affair with the above recommendation by an executive officer (Deputy General Manager (Commercial) or Assistant Superintendent), the relevant parties who are intending for the relevant commercial advertisement or social welfare affair will be rendered a voucher including the relevant charges for payment.

3) The letter of authority will be issued for the relevant commercial advertisement or the social welfare affairs after the payment of the relevant charges and copies will be sent to the Station Master/Station Superintendent of the railway station or to the Sub Station Master in the case of a Sub-Station where it is intended for shooting and to the Railway Security Service.

For Temporary Authorization

For a railway station premises, for an area of one (01) square meter per day = Rs. 250.00
 18% VAT
 Service charge = Rs. 1000.00
 Fee per day for a sales promotion officer (For the promotion purpose it is allowed to deploy an officer for free of charge and the fee per day for deploying an additional officer) = Rs. 200.00

Circulation of leaflets

For one person per day = Rs. 200.00

A discount of 50% on the above fee is provided for comprehensive social welfare purposes and comprehensive government affairs and it is essential to substantiate the relevant facts through written documents.

❖ Granting temporary authority on the basis of temporary lease of railway reservations (such as commercial propagation, circulation of leaflets, festivals, meetings, temporary markets, fairs, and awareness on social welfare performances etc.)

1) If it is desired to grant temporary authority on the basis of temporary lease of railway reservation belonging to a railway station (such as commercial propagation, circulation of leaflets, fairs, meetings, temporary markets, fairs etc. and awareness of social welfare performances), a letter addressed to the Deputy General Manager (Commercial) should be submitted along with the recommendation obtained from the Master / Station Superintendent or, in the case of a sub-station, the Station Master (Tourist) of the railway station where the reservation is intended to be carried out, and from the Supervisory Manager (ways) if the relevant task is carried out outside a railway station belonging to the Railway Department.

2) With the above recommendation after the approval of the Deputy General Manager (Commercial) or an Assistant Superintendent for the request for the temporary authorization for temporary lease of Railway reservations, the relevant parties who are intending for the relevant task will be rendered a voucher including the relevant charges for payment.

3) The letter of authority will be issued for temporary authorization for temporary lease of Railway reservations after the payment of the relevant charges and it will be informed with copies to the Station Master/Station Superintendent of the railway station or to the Sub Station Master in the case of a Sub-Station where it is intended for the said task and to the Railway Security Service.

4) When it is difficult to supervise by the Station Master/Station Superintendent or the Sub Station Master if it is a sub-station, the Assistant Transport Superintendent in charge of the relevant division will be deployed for supervision.

Temporary lease of railway reservations

Fee per day = Rs. 5,000.00
 18% VAT
 Service charge = Rs. 1,000.00

Transferred by

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