

**OPERATIONAL GUIDELINES FOR CAPITAL SUBSIDY TO FILM MAKERS TO SHOOT IN ODISHA  
UNDER ODISHA STATE FILM POLICY2019**

**(See Para 7,8& 9 of OSFP 2019)**

**1. Short Title**

Operational guidelines for Capital Subsidy to Film Makers to shoot in Odisha under the Odisha State Film Policy(OSFP) 2019.

**2 Commencement:**

It shall come into force from the "Effective Date" of Odisha State Film Policy2019 i.e. March 2, 2019.

**3 Policy Provisions**

**OSFP 2019 Para 7. Encouraging filmmakers to shoot in Odisha**

To encourage filmmakers to shoot in Odisha, the following subsidy shall be provided:

**OSFP 2019 Para 7.1.** A subsidy of 25% of the total cost of the film shall be provided to English/ Hindi/ International/ other language films which '*promote Odisha, its culture, heritage, tourist destinations, etc.*' This subsidy shall be –

- i. Limited to INR 1.25 crore, for films which have a minimum of 5% of the screen time '*promoting Odisha, its culture, heritage, tourist destinations, etc.*'
- ii. Limited to INR 2.50 crore, for films which have a minimum of 10% of the screen time '*promoting Odisha, its culture, heritage, tourist destinations, etc.*'

**OSFP 2019 Para 7.2.** A subsidy of 25% of the total cost of the film shall be provided to Odia films which convey '*aesthetic excellence, high technical standards and social relevance*'. This subsidy shall be –

- i. Limited to INR 1.25 crore, for films with at least 50% of the total shooting days in Odisha
- ii. Limited to INR 2.50 crore, for films with at least 90% of the total shooting days in Odisha

**OSFP 2019 Para 7.3.** Subsequent films by the same producer meeting the above criteria shall be provided with the following quantum of subsidy:

Shooting in the State	<p><i>'English, Hindi, International, other language films' which have a minimum of 5% of the screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.'</i></p> <p>OR</p> <p><i>'Odia films' with at least 50% of the total shooting days in Odisha, limited to the following amount</i></p>	<p><i>'English, Hindi, International, other language films' which have a minimum of 10% of the screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.'</i></p> <p>OR</p> <p><i>'Odia films' with at least 90% of the total shooting days in Odisha, limited to the following amount</i></p>
2 <sup>nd</sup> film	INR 1.50 crore	INR 3.00 crore
3 <sup>rd</sup> film	INR 2.00 crore	INR 4.00 crore

**OSFP 2019 Para 7.4.** A scrutiny committee shall be constituted headed by the Managing Director (MD), Odisha Film Development Corporation (OFDC) and experts from the Film industry, experts on Odisha and Odia culture to screen applications for this incentive. The committee will provide the approval after the release of the film.

**OSFP 2019 Para 8. Assistance to first three big budget films**

The State Government shall provide an assistance of INR 10 crore to filmmakers, for the first three Hindi or International language films meeting the following criteria:

- i. Minimum of 10% of the screen time should *'promote Odisha, its culture, heritage, tourist destinations, etc.'*
- ii. Budget of the film needs to be a minimum of INR 50 crore
- iii. Film needs to have an Odisha specific context, in terms of *'promotion of 'Odisha' or 'its culture' or 'heritage', or 'tourist destinations', etc.*

A scrutiny committee shall be constituted headed by the Managing Director (MD), Odisha Film Development Corporation (OFDC) and experts from the Film industry, experts on Odisha and Odia culture to screen applications for this incentive. The committee will provide the approval after the release of the film.

**OSFP 2019 Para 9. Concession on stay for Shooting in Odisha**

Odisha Tourism Development Corporation (OTDC) properties, Government Guest Houses, Forest Guest Houses, Circuit Houses, etc. would be rented at official rates to film makers shooting in Odisha. 75% of actual expenditure in accommodation at OTDC properties shall be reimbursed, subject to a ceiling of INR 10 lakh.

**4. Terms and Expressions:**

- 1. 'Total cost of the film' means eligible expenditure towards making of the film for following purpose:
  - i. Charges of the Actors
  - ii. Charges of the Director

- iii. Charges for Story rights, screenplay and dialogue
- iv. Charges of the technical / production unit
- v. Charges for Music Director, song/music recording and mixing charges
- vi. Charges for Choreography & fighting
- vii. Charges for animation and special effects
- viii. Expenses for producing the film in digital format i.e. expenditure on Raw stock / Hard disc and post production charges like editing, sound work, re-recording, visual effects/animation, Digital intermediate/colour grading & other technical jobs
- ix. Charges of the location / studio
- x. Travel and freight charges
- xi. Hotel rent paid (other than OTDC properties which are covered in the Para 9 of the OSFP 2019)
- xii. Charges for Sets, Designing, Supervision including construction, models & special properties
- xiii. Other expenses towards statutory requirements like copy rights, certification, contingency, etc.

CA certificate of the audited expenditure that went into film making on the components mentioned above will be taken into account for determining 'total cost of the film' for the purpose of this policy.

2. 'Total Shooting days': The Total Shooting days shall be determined on the basis of certification of the shooting schedule in each district by the respective District Level Film Facilitation Committee (DLFFC), headed by the District Magistrate. A separate notification shall be published on the constitution of the committees at each district. The Total Shooting days in this matter will be taken as days spent on outdoor shoot.
3. **Eligibility in time frame:** The commencement of shoot in Odisha should be mandatorily within the policy period. This shall be determined basis the verification of the shooting schedule in Odisha.
4. **'Test of Suitability'** means the scoring of the film by the Film Scrutiny Committee (FSC), which will take into account several parameters to assess the suitability of the film for incentives. The scoring matrix would include the following –

	<b>Test of Suitability 1- for 'English, Hindi, International, other language films'</b>	<b>Points</b>
<b>A</b>	<b>Cultural Content and Contribution</b>	
<b>A1</b>	Film showcases places of tourism/ cultural/ heritage importance in Odisha. Shooting at tourist spots (as identified by Tourism Department, Government of Odisha or locations under the Archaeological Survey of India or designated Eco-Tourism spots identified by Forest and Environment Department, Government of Odisha) <ul style="list-style-type: none"> <li>a. More than 8 locations</li> <li>b. More than 5 locations</li> <li>c. More than 2 locations</li> </ul>	15 points 10 points 5 points
<b>A2</b>	Lead characters depicted in the story / subject matter of the movie is related to Odisha	5 points

<b>A3</b>	Include and showcase performing arts, paintings, handicrafts, etc. of Odisha	15 points
	<b>Section A (Maximum score)</b>	<b>35 points</b>
<b>B</b>	<b>Screen Coverage</b>	
<b>B1</b>	Screen time on 'promoting Odisha, its culture, heritage, tourist destinations, etc.'	25 points
	a. More than 20%	15 points
	a. 10-20%	10 points
	b. 5-10%	
	<b>Section B (Maximum score)</b>	<b>25 points</b>
<b>C</b>	<b>Technicians</b>	
<b>C1</b>	Credited Technical Staff / Technicians (Odia or residents of Odisha)	10 points
	a. More than 25%	7 points
	b. 15-25%	4 points
	c. 5%-15%	
	<b>Section C (Maximum score)</b>	<b>10 points</b>
<b>D</b>	<b>Credentials</b>	
<b>D1</b>	Credentials of the film making house in producing films of budget	10 points
	a. More than INR 50 cr-	8 points
	i. More than 10 films	6 points
	ii. More than 5 films	8 points
	iii. More than 2 films	
	b. INR 25 –50 cr	6 points
	i. More than 10 films	4 points
	ii. More than 5 films	6 points
	iii. More than 2 films	
	c. INR 10 – 25 cr	4 points
	i. More than 10 films	2 points
	ii. More than 5 films	
	iii. More than 2 films	

<b>D2</b>	Recognized international or national award winning Director  a. More than 5 awards  b. 2-5 awards  c. 1 award	10 points  7 points  4 points
<b>D3</b>	Recognized international or national award winning Producer  a. More than 5 awards  b. 2-5 awards  c. 1 award	10 points  7 points  4 points
	<b>Section D (Maximum score)</b>	<b>30 points</b>
	<b>Total all sections (Minimum 70 marks needs to be scored for suitability for incentives)</b>	<b>100 points</b>
	<b>Test of Suitability 2- for Odia films</b>	<b>Points</b>
<b>A</b>	<b>High Technical Standards</b>	
<b>A1</b>	<b>Resolution of videoshoot – Above 4K resolution</b>	10 points
<b>A2</b>	<b>Quality of Audio- Above Dolby Digital 5.1</b>	10 points
	<b>Section A (Maximum score)</b>	<b>20 points</b>
<b>B</b>	<b>Credentials</b>	
<b>B1</b>	Recognized international or national award winning Director  a. More than 5 awards  b. 2-5 awards  c. 1 award	5 points  4 points  3 points
<b>B2</b>	Recognized international or national award winning Producer  a. More than 5 awards  b. 2-5 awards  c. 1 award	5 points  4 points  3 points

<b>B3</b>	Credentials of the film making house in producing films of budget	10 points
	d. More than INR 5 cr-	8 points
	i. More than 10 films	6 points
	ii. More than 5 films	8 points
	iii. More than 2 films	6 points
	e. INR 2.5 – 5 cr	4 points
	i. More than 10 films	6 points
	ii. More than 5 films	4 points
	iii. More than 2 films	6 points
	f. INR 1 – 2.5 cr	4 points
	i. More than 10 films	2 points
	ii. More than 5 films	
	iii. More than 2 films	
	<b>Total Section B (Maximum score)</b>	<b>20 points</b>
<b>C</b>	<b>Social Relevance</b>	
<b>C1</b>	Key message/context of the film is towards topics of social relevance such as Women empowerment, Fight against superstitions, Children rights, Education, National Integration, Fight against social discrimination, Transgender issues, Environmental issues, etc.	40 points
	<b>Total Section C (Maximum score)</b>	<b>40 points</b>
<b>E</b>	<b>Aesthetic Excellence</b>	
<b>E1</b>	Aesthetic Excellence as assessed by the committee based on the script/ final film	20 points
	<b>Total Section D (Maximum score)</b>	<b>20 points</b>
	<b>Total all sections (Minimum 70 marks needs to be scored for suitability for incentives)</b>	<b>100 points</b>

5. Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in Odisha State Film Policy 2019. Doubts relating to interpretation of any term and/or dispute relating to the operation of any provision under this policy shall have to be referred to the Industries Department, Government of Odisha for clarification/resolution and the decision of Government in this regard shall be final and binding on all concerned.

#### 5. Eligibility:

Films satisfying following criteria will be eligible for incentives as per the provisions of OSFP 2019.

**5.1** Films meeting the minimum eligibility criteria as mentioned in Para 5 of OSFP 2019, which are-

- a. Shot with 4K or higher resolution with Dolby Digital 5.1 (or advanced) surround sound
- b. Minimum 90 minutes running time as mentioned in the censor board certificate
- c. Certified U or U/A by Central Board of Film Certification (CBFC)

**5.2** The film should not be under the list of ineligible films, as mentioned in Para 19 of OSFP 2019, which are-

- a. Remake of any film
- b. Dubbed version of a film or revised version of a film
- c. Films that portray Odisha, her culture/heritage/people/places, etc. in a negative light.

For English/ Hindi/ International/ other language films, the film maker should present a plan in advance as to how they are going to portray Odisha in the given screen time.

**5.3** Incentives may be availed either from this policy or from any other policy of the State, but not both.

## **6. Determination of Date of Release:**

The Date of Release (DOR) for availing subsidies shall be the date of its commercial release. This shall be verified, based on the totality of submitted documentary evidence, by the Film Scrutiny Committee (FSC).

## **7. Time frame for filing application:**

Eligible filmmakers shall apply for the subsidy in the prescribed Application Form complete in all respect within one year from the date of release of the film for post release approval for incentives as provided in Para 7,8 and 9 of OSFP 2019.

Application received after the due date/incomplete in any respect shall be liable to be summarily rejected.

## **8. Film Scrutiny Committee (FSC)**

**8.1** FSC shall be the competent authority to assess suitability of a film as per the OSFP 2019 and its operational guidelines. A separate notification shall be published on the constitution of the committee.

**8.2.** The Film Scrutiny Committee may meet monthly or as per requirement.

## **9. Procedure for Assessment, Sanction, Confirmation & Ratification Thereon:**

**9.1** Producers making films satisfying the eligibility criteria as per the OSFP 2019 and its operational guidelines can apply for the eligible incentives. Before shooting of the film, the filmmakers interested for the incentives shall apply to ODFC with a pre-shooting synopsis as appended in **Annexure 1.1**.

**9.2.** The FSC shall assess the eligibility of the proposed film based on the pre-shooting synopsis. FSC, through ODFC shall convey to the filmmaker on the suitability of the proposed film for availing the incentives under the policy, in a format as appended in **Annexure 2.1**. The film maker will be conveyed that post release, only film proposals scoring more than 70 marks in the scoring matrix

presented in **Annexure 2.2** will be deemed suitable for availing the incentives under the policy.

**9.3** While shooting for the film in Odisha, the filmmaker shall keep OFDC informed on the shooting schedule, sharing date wise details of proposed shooting schedule as per format in **Annexure 3.1**. OFDC shall share the details with the respective District Magistrate, who shall appoint a liaison officer (District Culture Officer/District Tourist Officer/DIPRO/or any other officer as designated by the DM), who shall validate the shooting at the location. The filmmaker may update the DM and the liaison officer with changes in shooting schedule, if any.

**9.4** The application should be submitted to OFDC in the format as appended to this operational guideline at **Annexure 4.1**, with details as required in the checklist as appended in **Annexure 4.2** and the required information regarding Test of Suitability as per **Annexure 4.3**. Copies of the documents as required shall be self - certified by the filmmaker. The filmmaker shall submit an overall statement of actual shooting schedule and duration along with the application, certified by the respective DMs, in a format as appended in **Annexure 3.2**.

**9.5** FSC will check the details of the final film post release, and assess its suitability for availing incentives under the OSFP 2019 as per the scoring matrix given in **Annexure 2.2**, within 15 days of receiving of the application from the Filmmaker. Only produced films scoring more than 70 marks will be deemed suitable for availing the incentives under the policy. The assessed application will be forward to Directorate of Industries (DI), Odisha, through OFDC.

**9.6** Considering the merit of each case, the DI, Odisha shall determine the eligible quantum of subsidy for the film. DI, Odisha shall also assess the amount of reimbursement towards accommodation at OTDC properties during film shooting in Odisha. The assessment shall be done in format prescribed at **Annexure 5.1**.

**9.7** The DI, Odisha will communicate the details of sanction in the format prescribed at **Annexure 6.1** to the concerned Filmmaker within 5 days.

**9.8** In case of rejection of application, the same will be communicated by the DI, Odisha to the concerned Filmmaker in the format prescribed at **Annexure 7.1**

**9.9** Director of Industries, Odisha shall ensure that the sanction of the subsidy should not take more than 30 working days from the date of application for incentives by the Filmmaker.

## **10. Disbursement of Subsidy /Reimbursement**

1. DI, Odisha shall disburse the subsidy / reimbursement to the Loan Account of the Lead Bank for the film project or the to the bank account of the Filmmaker, as the case may be.
2. Disbursement will be made on availability of funds through budgetary provision as per the modality to be decided, if necessary, by the DI, Odisha.

## **11. Funds and Audit**

### **1. Funds**

The DI, Odisha in consultation with OFDC will estimate the requirement of funds and furnish the requirement to the Industries Department for budget provision every year. The State Government will provide funds to DI, Odisha, who shall be the Disbursing Agency. The Disbursing Agency will maintain regular accounts for each case and shall be accountable to the Audit and to the State Government. DI, Odisha will furnish the utilization certificate in OGFR-VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.

### **2. Audit**



The accounts maintained by the DI, Odisha shall be audited by the Accountants General, Odisha.

## 12. Maintenance of Records

The receipt / forwarding / sanction / rejection / disbursement of the incentive/reimbursement shall be monitored at the DI, Odisha level.

## 13. Recovery of Subsidy

In case where, a project in the opinion of the SLC has availed of the Capital Investment Subsidy by misrepresentation, fraud or by furnishing false and misleading information or by suppressing facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason, the incentive provided shall be returned together with an interest of 24% per annum from the date of first disbursement.

## 14. Miscellaneous:

1. Any change in facts or circumstances affecting the eligibility of the film maker shall be intimated immediately to OFDC .
2. Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the Industries Department whose decision shall be final and binding on all the parties.
3. Time limit prescribed in this guideline is of working days only.

### Annexure 1.1

#### APPLICATION FOR SUITABILITY OF FILM SUBSIDY UNDER THE PARA 7, 8 AND 9 OF OSFP 2019

(See para 9.1 of operational guidelines)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

To

The Managing Director,

Odisha Film Development Corporation limited

Cuttack-753001.

Sub: Application for assessment of suitability of proposed film for incentives under Odisha State Film Policy 2019

Sir,

In accordance with the provisions laid down in OSFP 2019 and its Operational Guidelines, the application for assessment of suitability of proposed film for incentives under Odisha State Film Policy 2019 is submitted with following particulars:

1	<b>Applicant details</b>	
	a) Name of the Production House	
	a) Name of the Applicant/ Authorized signatory with Contact / Mobile Number and email address	
	b) Registered Address of Production House	
2	<b>Details of Film</b>	
	a) Propose title of the Film	
	b) Language of the Film	
	c) Synopsis of the film (Please Attach a synopsis of the film, in upto 2000 word, explaining how it meets the eligibility criteria mentioned in the policy)	

I, Mr/Ms \_\_\_\_\_ S/o \_\_\_\_\_ applicant for \_\_\_\_\_ (Title of the proposed Film) in Odisha, certify that the information furnished as above is true and correct to the best of my knowledge and belief. The film will meet the eligibility criteria as mentioned in the OSFP 2019.

I request you to scrutiny the script synopsis and convey the suitability of the proposed film for availing the incentives under the policy.

Date-

Signature of the Authorized Signatory in full and on behalf of

M/s-----

Place-

**Annexure 2.1**

**SUITABILITY FOR SUBSIDY UNDER THE PARA 7, 8 AND 9 OF OSFP 2019**

ODISHA FILM DEVELOPMENT CORPORATION

(See para 9.1 of operational guidelines)

**Application Number** \_\_\_\_\_

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

Dear

Mr/Ms \_\_\_\_\_

We have received your application for assessment of suitability of proposed film for incentives under Odisha State Film Policy 2019 dated \_\_\_\_\_, for subsidy to film makers under the para 7, 8 and 9 of Odisha State Film Policy 2019. We have assessed the synopsis/coverage plan for your proposed film, which was found suitable according to the eligibility criteria specified for the incentives as per OSFP 2019.

Mere Certification of suitability does not entitle the applicant for incentives under this policy. Post release of the film, the eligibility for incentives shall be assessed basis your application and the applicable guidelines.

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Managing Director, OFDC

Cuttack

**Annexure 2.2**

**SCORING MATRIX FOR TEST OF SUITABILITY FOR INCENTIVES**

(See para 9.2 of operational guidelines)

	<b>Test of Suitability 1- for 'English, Hindi, International, other language films'</b>	<b>Points</b>
<b>A</b>	<b>Cultural Content and Contribution</b>	
<b>A1</b>	Film showcases places of tourism/ cultural/ heritage importance in Odisha. Shooting at tourist spots (as identified by Tourism Department, Government of Odisha or locations under the Archaeological Survey of India or designated Eco-Tourism spots identified by Forest and Environment Department, Government of Odisha)  a. More than 8 locations  b. More than 5 locations  c. More than 2 locations	15 points  10 points  5 points
<b>A2</b>	Lead characters depicted in the story / subject matter of the movie is related to Odisha	5 points
<b>A3</b>	Include and showcase performing arts, paintings, handicrafts, etc. of Odisha	15 points
	<b>Section A (Maximum score)</b>	<b>35 points</b>
<b>B</b>	<b>Screen Coverage</b>	

<b>B1</b>	Screen time on 'promoting Odisha, its culture, heritage, tourist destinations, etc.' a. More than 20%  c. 10-20%  d. 5-10%	25 points  15 points  10 points
	<b>Section B (Maximum score)</b>	<b>25 points</b>
<b>C</b>	<b>Technicians</b>	
<b>C1</b>	Credited Technical Staff / Technicians (Odia or residents of Odisha) a. More than 25%  b. 15-25%  c. 5%-15%	10 points  7 points  4 points
	<b>Section C (Maximum score)</b>	<b>10 points</b>
<b>D</b>	<b>Credentials</b>	
<b>D1</b>	Credentials of the film making house in producing films of budget a. More than INR 50 cr- i. More than 10 films ii. More than 5 films iii. More than 2 films b. INR 25 – 50 cr i. More than 10 films ii. More than 5 films iii. More than 2 films c. INR 10 – 25 cr i. More than 10 films ii. More than 5 films iii. More than 2 films	10 points  8 points  6 points  8 points  6 points  4 points  6 points  4 points  2 points
<b>D2</b>	Recognized international or national award winning Director a. More than 5 awards  b. 2-5 awards	10 points  7 points  4 points

	c. 1 award	
<b>D3</b>	Recognized international or national award winning Producer  a. More than 5 awards  b. 2-5 awards  c. 1 award	10 points  7 points  4 points
	<b>Section D (Maximum score)</b>	<b>30 points</b>
	<b>Total all sections (Minimum 70 marks needs to be scored for suitability for incentives)</b>	<b>100 points</b>
	<b>Test of Suitability 2- for Odia films</b>	<b>Points</b>
<b>A</b>	<b>High Technical Standards</b>	
<b>A1</b>	<b>Resolution of video shoot – Above 4K resolution</b>	10 points
<b>A2</b>	<b>Quality of Audio- Above Dolby Digital 5.1</b>	10 points
	<b>Section A (Maximum score)</b>	<b>20 points</b>
<b>B</b>	<b>Credentials</b>	
<b>B1</b>	Recognized international or national award winning Director  d. More than 5 awards  e. 2-5 awards  f. 1 award	5 points  4 points  3 points
<b>B2</b>	Recognized international or national award winning Producer  d. More than 5 awards  e. 2-5 awards  f. 1 award	5 points  4 points  3 points
<b>B3</b>	Credentials of the film making house in producing films of budget  d. More than INR 5 cr- i. More than 10 films ii. More than 5 films	10 points  8 points  6 points

	iii. More than 2 films	8 points
	e. INR 2.5 – 5 cr	6 points
	i. More than 10 films	4 points
	ii. More than 5 films	6 points
	iii. More than 2 films	4 points
	f. INR 1 – 2.5 cr	2 points
	i. More than 10 films	2 points
	ii. More than 5 films	
	iii. More than 2 films	
	<b>Total Section B (Maximum score)</b>	<b>20 points</b>
<b>C</b>	<b>Social Relevance</b>	
<b>C1</b>	Key message/context of the film is towards topics of social relevance such as Women empowerment, Fight against superstitions, Children rights, Education, National Integration, Fight against social discrimination, Transgender issues, Environmental issues, etc.	40 points
	<b>Total Section C (Maximum score)</b>	<b>40 points</b>
<b>E</b>	<b>Aesthetic Excellence</b>	
<b>E1</b>	Aesthetic Excellence as assessed by the committee based on the script/ final film	20 points
	<b>Total Section D (Maximum score)</b>	<b>20 points</b>
	<b>Total all sections (Minimum 70 marks needs to be scored for suitability for incentives)</b>	<b>100 points</b>

Annexure 3.1

**FORMAT FOR INFORMING SHOOTING SCHEDULE**

(See para 9.3 of operational guidelines)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

To

The Managing Director,

Odisha Film Development Corporation limited

Cuttack-753001.

Ref: Application No. \_\_\_\_\_

Sir,

We wish to inform that for the film titled \_\_\_\_\_, for which we will be applying for incentives as per the OSFP 2019, the following outdoor shooting schedule has been planned:

Date	District	Block	Town/ Village

Date-

Signature of the Authorized Signatory in full and on behalf of

M/s-----

Place-

**Annexure- 3.2**

**FORMAT FOR CERTIFICATION OF ACTUAL SHOOTING SCHEDULE**

**(See para 9.4 of operational guidelines)**

From

District Magistrate

District \_\_\_\_\_

To

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

Ref: Application No. \_\_\_\_\_

Sir,

We wish to inform that for the film titled \_\_\_\_\_, for which you are applying for incentives as per the OSFP 2019, the following shooting schedule is certified based on the actual number of days of outdoor shoot undertaken.

Date	District	Block	Town/ Village

Date-

Signature of the Authorized Signatory in full and on behalf of

Place-

**Annexure- 4.1**

**APPLICATION FOR SUBSIDY UNDER THE PARA 7, 8 and 9 OF OSFP 2019**

**(See para 9.4 of operational guidelines)**

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

To

The Managing Director,

Odisha Film Development Corporation limited

Cuttack-753001.

Sub: Application for subsidies under Odisha State Film Policy 2019

Ref: Application No. \_\_\_\_\_ (As per the Pre-shooting application for suitability of script synopsis for subsidy)

Sir,

In accordance with the provisions laid down in OSFP 2019 and its Operational Guidelines, the Application for subsidy to Film Makers shooting in Odisha is submitted with following particulars:

1	Applicant details	
	a) Name of the Production House	
	a) Name of the Applicant/Authorized signatory with Contact / Mobile Number and email address	
	b) Registered Address of Production House	



	c) PAN Details	
2	Details of Film	
	a) Title of the Film	
	b) Language of the Film	
	c) Date of Commercial Release	
3	Details of the film and shooting in Odisha– For Odia films	
	a) Total length of the film	----- hours ----- minutes
	b) Actual shooting days in Odisha (as percentage of total shooting days for the film)	<p>Total Shooting Days:  _____ days</p> <p>Shooting days in Odisha:  _____ days</p> <p>Percentage of Shooting days in Odisha:  _____ %</p>
	c) First date of shooting in Odisha	
	d) Last date of shooting in Odisha	
4	Actual screen time (as percentage of total screen time) on 'promoting Odisha, its culture, heritage, tourist destinations, etc.' (for English/ Hindi/ International/ other language films)	<p>Total Screen Time:  _____ hrs _____ minutes _____ seconds</p> <p>Screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':  ____ hrs _____ minutes _____ seconds</p> <p>Promoting Odisha, its culture, heritage, tourist destinations, etc. at</p> <p>a) ____ hrs _____ minutes _____ seconds to ____ hrs _____ minutes _____ seconds</p> <p>b) ____ hrs _____ minutes _____ seconds to ____ hrs _____ minutes _____ seconds</p> <p>c) ____ hrs _____ minutes _____ seconds to ____ hrs _____ minutes _____ seconds</p>

		Percentage of screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':  _____ %
5	a) Details of Actual Budget/Cost of Film Making (as per the eligible cost heads as below) in INR Lakh	
	i. Charges of the Actors	
	ii. Charges of the Director	
	iii. Charges for Story rights, screenplay and dialogue	
	iv. Charges of the technical / production unit	
	v. Charges for Music Director, song/music recording and mixing charges	
	vi. Charges for Choreography & fighting	
	vii. Charges for animation and special effects	
	viii. Expenses for producing the film in digital format i.e. expenditure on Raw stock / Hard disc and post production charges like editing, sound work, re-recording, visual effects/animation, Digital intermediate/colour grading & other technical jobs	
	ix. Charges of the location / studio	
	x. Travel and freight charges	
	xi. Hotel rent paid (other than OTDC properties which are covered in the Para 9 of the OSFP 2019)	

	xii. Charges for Sets, Designing, Supervision including construction, models & special properties																	
	xiii. Other expenses towards statutory requirements like copy rights, certification, contingency, etc.																	
	<b>Total Actual Budget/Film Making cost (as per the eligible cost heads) in INR Lakh</b>																	
<b>6</b>	Claims for Subsidy (Subsidy can be availed from only 1 provision among a / b/ c)																	
	a) Under Para 7.1 or 7.3 of OSFP 2019- Subsidy for screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.'	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy claimed - INR ___ lakh</li> </ul>																
	b) Under Para 7.2 or 7.3 of OSFP 2019- Subsidy for shooting in Odisha	<ul style="list-style-type: none"> <li>Percentage of Shooting in Odisha - ___%</li> <li>Subsidy claimed - INR ___ lakh</li> </ul>																
	c) Under Para 8 of OSFP 2019- Assistance to first three big budget films	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy claimed - INR ___ lakh</li> </ul>																
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OTDC Property	Location	Number of Days	Total Expenditure towards rooms															
<b>7</b>	Bank Details (as applicable)  i) Loan Account of the Lead Bank (if applicable)																	

a) Name of the Bank b) A/c No. c) IFSC Code ii) Account details of Filmmaker a) Name of the Bank b) A/c No. c) IFSC Code	
--	--

I, Mr/Ms \_\_\_\_\_ S/o \_\_\_\_\_ applicant for incentives under the Odisha State Film Policy 2019 for \_\_\_\_\_ (Title of the Film), certify that the information furnished as above is true and correct to the best of my knowledge and belief.

- i. I / We hereby undertake that claim for incentives under the Odisha State Film Policy 2019 is for INR. - ----- (in words).
- ii. I / We shall abide by the terms and conditions prescribed under the provisions of Odisha State Film Policy 2019 and its operational guidelines.
- iii. I / We shall repay the incentives or any part thereof with penal interest as decided by the authority, if the information stated in the application and supporting documents is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason, we shall repay the Subsidy or any part there of with 24 % interest per annum.
- iv. I / We have not applied / availed for similar incentives in any manner under any other scheme of the State Government
- v. I / we shall furnish information as and when required by OFDC / Directorate of Industries, Odisha during the policy period.

Date-

Signature of the Authorized Signatory in full and on behalf of

M/s-----

Place-

**Annexure 4.2**

**CHECK LIST**

**(See para 9.4 of operational guidelines)**

1.	PAN Details
2.	Actual copy of the film as per the technical requirements of the eligibility criteria
3.	Self-certification by film maker on how the script meets the eligibility requirements as per OSFP 2019
4.	Certification of actual shooting schedule in Odisha provided by concerned DLFFC(s), as applicable
5	Actual Budget/Cost of Film Making covering each individual cost component, with proofs in forms of receipts and bills, duly certified by Chartered Accountant
6	CBFC certificate
7.	Proof of date of commercial release of the film
8	Self-certification by the film maker that the film has been shot with 4K or higher resolution with Dolby Digital 5.1 (or advanced) surround sound
9	Details and receipts of stay at OTDC properties (if applicable)
10	Sanction letter of Loan from Lead Bank (if applicable)

#### Annexure 4.3

### TEST OF SUITABILITY FOR INCENTIVES –INFORMATION FROM FILM MAKERS AND CHECKLIST TO BE SUBMITTED WITH APPLICATION

(See para 9.4 of operational guidelines)

Tick the applicable and provide details

	Test of Suitability 1- for 'English, Hindi, International, other language films'	Details
<b>A</b>	<b>Cultural Content and Contribution</b>	
<b>A1</b>	<p>Film showcases places of tourism/ cultural/ heritage importance in Odisha. Shooting at tourist spots (as identified by Tourism Department, Government of Odisha or locations under the Archaeological Survey of India or designated Eco-Tourism spots identified by Forest and Environment Department, Government of Odisha)</p> <p>a. More than 8 locations</p> <p>b. More than 5 locations</p> <p>c. More than 2 locations</p>	Details of locations with proof of shooting
<b>A2</b>	Lead characters depicted in the story / subject matter of the movie is	Details from script/story

	related to Odisha	
<b>A3</b>	Include and showcase performing arts, paintings, handicrafts, etc. of Odisha	Details from script/story with screen time coverage of these items
<b>B</b>	<b>Screen Coverage</b>	
<b>B1</b>	Screen time on 'promoting Odisha, its culture, heritage, tourist destinations, etc.'  a. More than 20%  e. 10-20%  f. 5-10%	Details with screen time coverage
<b>C</b>	<b>Technicians</b>	
<b>C1</b>	Credited Technical Staff / Technicians (Odia or residents of Odisha)  a. More than 25%  b. 15-25%  c. 5%-15%	Details with names of Odia technical staff credited in the film
<b>D</b>	<b>Credentials</b>	
<b>D1</b>	Credentials of the film making house in producing films of budget  a. More than INR 50 cr- i. More than 10 films ii. More than 5 films iii. More than 2 films  b. INR 25 – 50 cr i. More than 10 films ii. More than 5 films iii. More than 2 films  c. INR 10 – 25 cr i. More than 10 films ii. More than 5 films iii. More than 2 films	Details of films as per declared categories
<b>D2</b>	Recognized international or national award winning Director	

	<ul style="list-style-type: none"> <li>a. More than 5 awards</li> <li>b. 2-5 awards</li> <li>c. 1 award</li> </ul>	Details of the Director and awards won
<b>D3</b>	<p>Recognized international or national award winning Producer</p> <ul style="list-style-type: none"> <li>a. More than 5 awards</li> <li>b. 2-5 awards</li> <li>c. 1 award</li> </ul>	Details of the Producer and awards won
	<b>Test of Suitability 2- for Odia films</b>	<b>Points</b>
<b>A</b>	<b>High Technical Standards</b>	
<b>A1</b>	<b>Resolution of video shoot</b> – Above 4K resolution	Details of the technology used
<b>A2</b>	<b>Quality of Audio-</b> Above Dolby Digital 5.1	Details of the technology used
<b>B</b>	<b>Credentials</b>	
<b>B1</b>	<p>Recognized international or national award winning Director</p> <ul style="list-style-type: none"> <li>a. More than 5 awards</li> <li>b. 2-5 awards</li> <li>c. 1 award</li> </ul>	Details of the Director and awards won
<b>B2</b>	<p>Recognized international or national award winning Producer</p> <ul style="list-style-type: none"> <li>a. More than 5 awards</li> <li>b. 2-5 awards</li> <li>c. 1 award</li> </ul>	Details of the Producer and awards won
<b>B3</b>	<p>Credentials of the film making house in producing films of budget</p> <ul style="list-style-type: none"> <li>a. More than INR 5 cr- <ul style="list-style-type: none"> <li>i. More than 10 films</li> <li>ii. More than 5 films</li> <li>iii. More than 2 films</li> </ul> </li> </ul>	Details of films as per declared categories

	b. INR 2.5 – 5 cr i. More than 10 films ii. More than 5 films iii. More than 2 films  c. INR 1 – 2.5 cr i. More than 10 films ii. More than 5 films iii. More than 2 films	
<b>C</b>	<b>Social Relevance</b>	
<b>C1</b>	Key message/context of the film is towards topics of social relevance such as Women empowerment, Fight against superstitions, Children rights, Education, National Integration, Fight against social discrimination, Transgender issues, Environmental issues, etc.	Detailed note on the social relevance of the plot in the film
<b>E</b>	<b>Aesthetic Excellence</b>	
<b>E1</b>	Aesthetic Excellence as assessed by the committee based on the script/ final film	Detailed note on the aesthetic excellence of film

**Annexure 5.1**

**ASSESSMENT OF DETAILS SUBMITTED BY THE FILM MAKER BY THE SANCTIONING AUTHORITY**

(See para 9.6 of operational guidelines)

I have verified the details for the film titled \_\_\_\_\_, as applied by M/s. \_\_\_\_\_ At/PO \_\_\_\_\_ Dist. \_\_\_\_\_, through the application number \_\_\_\_\_ dated \_\_\_\_\_. The details are as below:

1	Actual shooting days in Odisha (as percentage of total shooting days for the film)	Total Shooting Days: _____ days  Shooting days in Odisha: _____ days  Percentage of Shooting days in Odisha: _____ %	Total Shooting Days: _____ days  Shooting days in Odisha: _____ days  Percentage of Shooting days in Odisha: _____ %
2	Actual screen time (as percentage of total screen time) on	Total Screen Time: _____ hrs _____ minutes	Total Screen Time: _____ hrs _____ minutes



	<p>'promoting Odisha, its culture, heritage, tourist destinations, etc.' (for English/ Hindi/ International/ other language films)</p>	<p>Screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':</p> <p>___ hrs ___ minutes</p> <p>Percentage of screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':</p> <p>___ %</p>	<p>Screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':</p> <p>___ hrs ___ minutes</p> <p>Percentage of screen time 'promoting Odisha, its culture, heritage, tourist destinations, etc.':</p> <p>___ %</p>
3	<p>a) Details of Actual Budget/Cost of Film Making (as per the eligible cost heads as below) in INR Lakh</p>		
	<p>i. Charges of the Actors</p>		
	<p>ii. Charges of the Director</p>		
	<p>iii. Charges for Story rights, screenplay and dialogue</p>		
	<p>iv. Charges of the technical / production unit</p>		
	<p>v. Charges for Music Director, song/music recording and mixing charges</p>		
	<p>vi. Charges for Choreography &amp; fighting</p>		
	<p>vii. Charges for animation and special effects</p>		
	<p>viii. Expenses for producing the film in digital format i.e.</p>		

	<p>expenditure on Raw stock / Hard disc and post production charges like editing, sound work, re-recording, visual effects/animation, Digital intermediate/colour grading &amp; other technical jobs</p>		
	<p>ix. Charges of the location / studio</p>		
	<p>x. Travel and freight charges</p>		
	<p>xi. Hotel rent paid (other than OTDC properties which are covered in the Para 9 of the OSFP 2019)</p>		
	<p>xii. Charges for Sets, Designing, Supervision including construction, models &amp; special properties</p>		
	<p>xiii. Other expenses towards statutory requirements like copy rights, certification, contingency, etc.</p>		
	<p>b) Total Actual Budget/Film Making cost (as per the eligible cost heads) in INR Lakh</p>		
<b>5</b>	<p>Claims for Subsidy (Subsidy can be availed from only 1 provision among a / b/ c)</p>		

<p>a) Under Para 7.1 or 7.3 of OSFP 2019-</p> <p>Subsidy for screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.'</p>	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy claimed –</li> </ul> <p>INR ___ lakh</p>	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy eligible–</li> </ul> <p>INR ___ lakh</p>																																																				
<p>b) Under Para 7.2 or 7.3 of OSFP 2019-</p> <p>Subsidy for shooting in Odisha</p>	<ul style="list-style-type: none"> <li>Percentage of Shooting in Odisha - ___%</li> <li>Subsidy claimed - INR ___ lakh</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of Shooting in Odisha - ___%</li> <li>Subsidy eligible–</li> </ul> <p>INR ___ lakh</p>																																																				
<p>c) Under Para 8 of OSFP 2019-</p> <p>Assistance to first three big budget films</p>	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy claimed –</li> </ul> <p>INR ___ lakh</p>	<ul style="list-style-type: none"> <li>Percentage of screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.' - ___%</li> <li>Subsidy eligible –</li> </ul> <p>INR ___ lakh</p>																																																				
<p>d) Under Para 9 of OSFP 2019-</p> <p>Concession on stay for Shooting in Odisha</p>	<p>Details of stay at Odisha Tourism Development Corporation (OTDC) properties while shooting in Odisha</p> <table border="1" data-bbox="555 1129 1125 1537"> <thead> <tr> <th>OTDC Property</th> <th>Location</th> <th>Number of Days</th> <th>Total Expenditure towards rooms</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Reimbursement claimed - INR _____ lakh</li> </ul>	OTDC Property	Location	Number of Days	Total Expenditure towards rooms																					<p>Details of stay at Odisha Tourism Development Corporation (OTDC) properties while shooting in Odisha</p> <table border="1" data-bbox="1157 1129 1596 1537"> <thead> <tr> <th>OTDC Property</th> <th>Location</th> <th>Number of Days</th> <th>Total Expenditure towards rooms</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Reimbursement eligible - INR ___ lakh</p>	OTDC Property	Location	Number of Days	Total Expenditure towards rooms																								
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3. Based on the assessment, the film maker is eligible to get Subsidy as below

<p style="text-align: center;"><b>Subsidy Reference</b></p> <p style="text-align: center;">(Subsidy can be availed from only 1 provision among a / b/ c)</p>	<p style="text-align: center;"><b>Eligible Subsidy in Rs</b></p>
<p>a) Under Para 7.1 or 7.3 of OSFP 2019-</p> <p>Subsidy for screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.'</p>	
<p>b) Under Para 7.2 or 7.3 of OSFP 2019-</p> <p>Subsidy for shooting in Odisha</p>	
<p>c) Under Para 8 of OSFP 2019-</p> <p>Assistance to first three big budget films</p>	
<p>d) Under Para 9 of OSFP 2019-</p> <p>Concession on stay for Shooting in Odisha</p>	

Signature & Designation of Officer

Directorate of Industries, Odisha

**Annexure6.1**

**SANCTION LETTER**

(See para 9.7 of operational guidelines)

Lt. No. ----- Dt-----

To

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

Sub: Sanction of Subsidy under Odisha State Film Policy 2019

Ref: Your application dated -----

Dear Sir,

1. We are pleased to inform you that the following amount of incentives has been sanctioned for your film project, under the Odisha State Film Policy 2019

<p style="text-align: center;"><b>Subsidy Reference</b></p> <p style="text-align: center;">(Subsidy can be availed from only 1 provision among a / b/ c)</p>	<p style="text-align: center;"><b>Sanctioned Subsidy/Reimbursement in Rs</b></p>
<p>a) Under Para 7.1 or 7.3 of OSFP 2019-</p> <p>Subsidy for screen time towards 'promoting Odisha, its culture, heritage, tourist destinations, etc.'</p>	
<p>b) Under Para 7.2 or 7.3 of OSFP 2019-</p> <p>Subsidy for shooting in Odisha</p>	
<p>c) Under Para 8 of OSFP 2019-</p> <p>Assistance to first three big budget films</p>	
<p>d) Under Para 9 of OSFP 2019-</p> <p>Concession on stay for Shooting in Odisha</p>	

2. The above sanctioned incentives shall be disbursed to the Loan Account of the Lead Bank for the film project or to the bank account of the Filmmaker, as provided by you in your application.

3. Disbursement shall be subject to availability of funds allocated for incentives as per OSFP 2019.

4. In case any information stated in the application and supporting documents is found to be false/ incorrect / misleading or miss-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason, you shall have to repay the Subsidy or any part there of with 24 % interest per annum.

Director of Industries, Odisha

**Annexure7.1**

### LETTER OF REJECTION

(See para 9.7 of operational guidelines)

Lt. No. \_\_\_\_\_ Dt\_\_\_\_\_

To

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

Sir,

This is to inform that your application for sanction/ reimbursement \_\_\_\_\_ filed on dt. \_\_\_\_\_ under Odisha State Film Policy 2019, is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Director of Industries, Odisha