

2nd August 2021

To
Maniksha Bakshi (Dy. Manager)
Delhi Tourism & Transportation development corporation Ltd
18-A, D.D.A. SCO Complex, Defence Colony, New Delhi - 110024

Dear Maniksha,

Reference to the mail received on 28th July, 2021 from Delhi Tourism, we would like to share the details requested that were discussed during the virtual meeting conducted on 28th July, 2021 regarding Single Window Clearance for Film shooting permission in Delhi
The details as requested are as below:

1. Name of the Agency – Delhi International Airport Limited
2. Name / Designation of Nodal officer – Chandramani Gautam (AGM) // Mob no. – 09717393608
Email Id 1: Dial.cms@gmrgroup.in
Email Id 2: chandramani.gautam@gmrgroup.in
3. Policy Document for Film Shooting Permission: as per point 4.
4. Application Form / SOP /Process been followed for issuing permission
 - a) Interested Party to obtain the DGCA permission and make a request to DIAL along with details of the shoot (by Mail or letter)
 - b) Interested Party to share exact details of the shoot like the date, time, location, scene to be shot, crew members and other requirements
 - c) Interested Party to make the payment to DIAL as per the rates shared
 - d) NOC/Permission from DIAL provided to the party
 - e) CISF permission, BCAS permission and Airport entry passes to be taken by the party under guidance of DIAL
 - f) Permission from Delhi police, Customs and Immigration are taken by Interested Party (depending on location of shoot) and information is given by DIAL to respective authorities for permission.
5. Approval Letter format – Enclosed as Annexure A
6. Fee charged for each location – Rate are shared basis the request made by the party who wants to do the shoot
7. Present Mode of Payment / refund for location charges: RTGS/ OR Demand Draft

Look forward to rollout of the policy.

Thank You
For Delhi International Airport Ltd



Tarun Arora
Chief Commercial Officer - Non Aero



/DelhiAirport



@DelhiAirport



/DelAirport



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Annexure A

Date:
To
Name/Address of the company

Subject: Permission to undertake the film shooting at _____ of IGI Airport

Dear Sir

This bears reference to your request dated _____ for grant of permission undertake the below mentioned activity at _____ of IGI Airport

Permitted activity: Permission for Video-shoot / Film shoot at _____ of IGI Airport

Permitted timing:

Start date and time of Video shoot:

Video-shoot End date and time:

Duration: _____

We are pleased to grant you the permission for undertaking the aforesaid activity against the payment of Rs. _____ (excluding taxes) complying with necessary approvals, permissions and authorizations from the appropriate and relevant authority and with the following terms of this letter:

1. You hereby agree that the permission given to you by DIAL is only for the permitted activity and any other activity at the airport by you shall be deemed to be an unauthorized activity.
2. You shall not use the photograph/video taken during the permitted activity for any purpose other than mentioned in your request mail that may be derogatory or against public interest, or national security or against the GMR Group in any manner whatsoever.
3. You shall not photograph any logos or brands belonging to DIAL, GMR group and shall not use them for any purpose and in any manner whatsoever.
4. You agree that during the performance of permitted activity you shall not cause any hindrance inconvenience at the airport or its users. The permitted Activity shall not adversely affect the safety and the orderly and efficient operation of the Airport, disrupt travel, impair Airport security measures or cause congestion at the Airport.
5. You agree the permitted Activity and the use of photograph shall not be against any applicable laws regulations or standards, including but not limited to regulations promulgated by DGCA, BCAS and CISF.
6. You undertake that this is your responsibility to complete all the necessary formalities and obtain all necessary approvals to carry out the activity at the Airport from the relevant authorities including but not limited to DGCA, CISF, BCAS and Delhi Police.
7. You shall indemnify and hold harmless DIAL, its officials, employees, officers, Directors from any claims, losses and/or damages (including but not limited to any damage to the property) either directly or indirectly, third party claims, expenses or any obligations incurred by DIAL due to your acts or default or your part to comply with the terms and the conditions of this letter or any other permissions granted to you by an authority with regards to the subject matter of this letter.
8. You hereby unconditionally and unequivocally accept the terms and conditions of this letter and undertake to comply with the terms and conditions contained herein and further agree to have the understanding contained herein being made effective from the date of this letter.
9. A Copy of the recording/shooting must be provided to the DIAL for previewing before screening/telecast and any omissions/alterations suggested by DIAL shall be binding on the producers.
10. This NOC is issued conditionally- subject to __company Name__ obtaining writing permissions from the relevant authorities.

As an acknowledgement, please sign a copy of this letter and return to DIAL.

Thank you
For Delhi International Airport Ltd