

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER
REVENUE DEPARTMENT, LICENSING BRANCH
5, SHAM NATH MARG, DELHI-110054**

F. No. RD-Lice./2/2025-LICENSING-REVENUE DEPARTMENT/ 17 Dated: 25/8/26

ORDER

In pursuance of the provisions of the Cinematograph Act, 1952, the Delhi Cinematograph Rules, 2008, and the orders/notifications issued by the competent authority from time to time regarding grant, renewal and regulation of Cinematograph Licenses in the National Capital Territory of Delhi, the Revenue Department, GNCTD has formulated a comprehensive Standard Operating Procedure (SOP) for Grant, Renewal and Inspection of Cinematograph Licenses in NCT of Delhi.

Further, the said SOP has been formulated with the objective of ensuring a transparent, time-bound, accountable and streamlined mechanism for processing of applications for Cinematograph Licenses, renewal thereof, inspections and compliance with the prescribed safety and statutory requirements.

The said SOP has been approved by the Competent Authority i.e. Hon'ble Lieutenant Governor of Delhi for implementation.

Accordingly, all concerned Deputy Commissioners (Revenue), concerned Sub-Divisional Magistrates, members of the District Licensing Committees/District Inspection Committees and other concerned departments/agencies are hereby directed to ensure strict implementation of the said SOP in a time-bound manner and in letter as well as spirit. The following directions shall be complied with on priority: -

Constitution/Functioning of District Licensing Committee (DLC):

The District Licensing Committee (DLC) shall function in each Revenue District in accordance with the composition and responsibilities prescribed in the approved SOP. The concerned Deputy Commissioner (Revenue) shall ensure its effective functioning and timely disposal of matters relating to Cinematograph Licensing.

Constitution/Functioning of District Inspection Committee (DIC):

The concerned District Inspection Committee shall be constituted and shall function in accordance with the approved SOP for carrying out the prescribed pre-license, renewal and other inspections of cinema premises. The inspection shall cover all relevant statutory, safety and operational requirements as prescribed under the applicable provisions.

Online Processing of Applications:

All applications for grant and renewal of Cinematograph Licenses shall be submitted and processed through the existing offline/manual mode in accordance with the prescribed procedure and timelines until the development and operationalisation of the online mechanism on e-District

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Delhi portal for the said services. Upon development and operationalisation of the online mechanism, all such applications shall thereafter be processed through the **e-District Delhi portal**, in accordance with the procedure and timelines laid down in the approved SOP.

The concerned officers shall ensure scrutiny of applications, communication of deficiencies, scheduling/conduct of inspection, uploading of inspection reports and issuance of the final decision/license within the prescribed timelines.

Unified Inspection Report:

The District Inspection Committee shall submit a unified, duly signed/e-signed inspection report covering the prescribed parameters and requirements.

The inspection mechanism shall ensure coordination amongst the concerned departments/agencies and avoid unnecessary duplication in the inspection process, without diluting any mandatory statutory or safety requirement.

Compliance with Safety Requirements:

The concerned Licensing Authority and inspecting officers shall ensure strict compliance with all mandatory requirements relating to fire safety, structural safety, electrical safety, emergency exits/evacuation, public safety and other applicable statutory requirements before recommending/granting/renewing a Cinematograph License.

Time-bound Disposal of Applications:

All concerned officers shall strictly adhere to the Service Level Agreements (SLAs)/timelines prescribed in the approved SOP.

Any deficiency noticed in an application shall be communicated to the applicant within the prescribed period and the application shall thereafter be processed expeditiously in accordance with the SOP.

Inspection and Monitoring:

The concerned Deputy Commissioners (Revenue) shall ensure periodic inspections, renewal inspections, surprise inspections and other inspections prescribed under the SOP.

The prescribed mechanism for annual joint inspection and periodic/mock-drill requirements, wherever applicable, shall also be strictly followed and properly documented.

Monitoring of Pending Cases:

The concerned Deputy Commissioners (Revenue) shall undertake regular monitoring of pending applications, inspections, deficiencies and licenses due for renewal and shall ensure that no application remains pending beyond the prescribed timeline without recorded reasons.



Reporting and Compliance:

District-wise information regarding the status of applications received, disposed of, pending applications, inspections conducted, licenses granted/renewed and deficiencies noticed shall be maintained in the prescribed manner.

The concerned District Magistrates/Deputy Commissioners (Revenue) shall furnish such reports to Revenue Headquarters within the timelines prescribed in the SOP or as and when called for.

Existing/Pending Applications:

All applications pending as on the date of commencement of the SOP shall be examined and processed in accordance with the approved SOP, to the extent legally and administratively permissible, without prejudice to any action already validly taken under the applicable statutory provisions.

Supersession of Earlier Instructions:

The approved SOP shall be followed in respect of grant, renewal, inspection and regulation of Cinematograph Licenses. Any earlier departmental instructions/orders/circulars inconsistent with the provisions of the approved SOP shall stand superseded to the extent of such inconsistency.

It is, however, reiterated that the SOP is supplementary to the Cinematograph Act, 1952 and the Delhi Cinematograph Rules, 2008 and shall not be construed to dilute, modify or override any statutory requirement. In case of any inconsistency between the SOP and the provisions of the Act/Rules or any statutory direction of the competent authority, the provisions of the Act/Rules/statutory direction shall prevail.

All concerned officers/authorities are, therefore, directed to ensure immediate and strict compliance of the aforesaid directions and the approved SOP.

This issues with the approval of the Competent Authority/Hon'ble Lieutenant Governor of Delhi.

Encl.: Standard Operating Procedure for Grant, Renewal and Inspection of Cinematograph Licenses in NCT of Delhi.


(Neeraj Semwal)
Secretary (Revenue)-Cum-
Divisional Commissioner
Govt. of NCT of Delhi

Copy to:

1. Principal Secretary (Home), GNCTD – for information.
2. Commissioner of Police, Delhi Police – for information and necessary coordination.
3. All District Magistrates/Deputy Commissioners (Revenue), GNCTD – for immediate implementation.
4. All concerned Sub-Divisional Magistrates – for strict compliance.

5. Chief Fire Officer, Delhi Fire Service – for information and necessary action.
6. Commissioner, Municipal Corporation of Delhi – for information and necessary coordination.
7. Vice Chairman, Delhi Development Authority – for information and necessary coordination.
8. Chief Executive Officer, Delhi Jal Board – for information and necessary coordination.
9. All other concerned Departments/Agencies represented in the District Licensing Committee/District Inspection Committee – for information and necessary compliance.
10. IT Branch, Revenue Department, GNCTD – for necessary configuration/implementation on the e-District portal.
11. Law Department, GNCTD – for information and record.
12. System Analyst, IT Branch, Revenue Department, GNCTD – for uploading the order and SOP on the Departmental Website.
13. Guard File.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT
(Licensing Branch)

NOTIFICATION

No. RD-Lice/2/2025-LICENSING-REVENUE
DEPARTMENT/ 18

Delhi, dated the 25/08, 2026

In furtherance of the provisions of Sections 10, 11 & 12 of the Cinematograph Act, 1952 (37 of 1952), read with Ministry of Home Affairs Notification SRO 1312 dated 23rd July, 1952, and the Delhi Cinematograph Rules, 2008, vide Notification F. No. PS/DC/(N)/12-13/1855/5372-74 dated 09.01.2015, and in supersession of all earlier administrative/standing orders and instructions issued by Delhi Police on the subject, the following Standard Operating Procedure (SOP) is hereby issued, to lay down the procedure for grant, renewal, inspection and regulation of cinematograph Licenses in the National Capital Territory of Delhi.

PART I — PRELIMINARY

1. Short Title, Extent and Commencement

1.1 This Standard Operating Procedure shall be called the "**Standard Operating Procedure for Grant, Renewal and Inspection of Cinematograph Licenses in the National Capital Territory of Delhi, 2026**" (hereinafter referred to as "**this SOP**").

1.2 This SOP shall extend to the whole of the National Capital Territory of Delhi.

1.3 This SOP shall come into force on the date of its issuance under the authority of the Secretary (Revenue)-cum-Divisional Commissioner, GNCTD, after obtaining the approval of the Hon'ble Lieutenant Governor, Delhi.

2. Objectives

This SOP is issued with the following objectives:

- (a) to give effect to the directions of the Hon'ble Supreme Court of India in Municipal Corporation of Delhi vs Association of Victims of Uphaar Tragedy (AIR 2012 SC 100) and to the 2015 Notification and the Hon'ble Lieutenant Governor, Delhi Order;
- (b) to establish a single-window, transparent, time-bound, and accountability-driven system for the grant, renewal, inspection, and monitoring of Cinematograph Licenses in the NCT of Delhi;
- (c) to ensure that all processes are conducted exclusively through the e-District Delhi portal with online payments, e-signed inspection reports, and downloadable e-licenses; and
- (d) to safeguard the safety, security, and convenience of cinema-going members of the public, in particular with reference to fire safety, structural integrity, electrical safety, and emergency evacuation.

3. Definitions

In this SOP, unless the context otherwise requires:

Term / Expression	Meaning
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Term / Expression	Meaning
Act	The Cinematograph Act, 1952 (37 of 1952)
Rules	The Delhi Cinematograph Rules, 2008
2015 Notification	Notification No.PS/DC(N)/12-13/1855/5372-74 dated 09.01.2015 issued by Revenue Department, GNCTD
LG Order	Order issued by the Hon'ble Lieutenant Governor, Delhi vide F.No.49(1)/RN-2025/A-1644-45 dated 25.07.2025
Licensing Authority / DC	Deputy Commissioner (Revenue) of the concerned Revenue District of National Capital Territory of Delhi, appointed as Licensing Authority under the proviso to Section 11 of the Act read with the 2015 Notification
DLC	District Licensing Committee constituted under paragraph 4 of this SOP
DIC	District Inspection Committee constituted under paragraph 5 of this SOP
FPO	File Processing Officer (ASO / Senior Assistant rank) designated by the DC (Revenue) for processing cinema license applications
e-District Portal	The e-District Delhi portal (https://edistrict.delhigovt.nic.in) maintained by the Department of IT, GNCTD
License	A license granted under Section 10 of the Act read with the Rules, authorising exhibition of cinematograph films
Working Day	A day on which the offices of the Revenue Department, GNCTD are open for regular work, excluding gazetted holidays and Sundays
SCN	Show Cause Notice issued under Rule 9 of the Delhi Cinematograph Rules, 2008

Words and expressions not defined herein shall have the meanings assigned to them in the Cinematograph Act, 1952 and the Delhi Cinematograph Rules, 2008.

PART II — INSTITUTIONAL FRAMEWORK

4. District Licensing Committee (DLC)

4.1 Constitution. There shall be constituted in each Revenue District of the NCT of Delhi a District Licensing Committee (DLC) with the following composition:

S. No.	Role	Designation	Responsibilities/Functions
1	Chairperson	Deputy Commissioner (Revenue) of the concerned Revenue District	Licensing Authority; chairperson of DLC; final approval authority
2	Member-Secretary	Sub-Divisional Magistrate (Licensing) of the concerned Revenue District	Convene DLC meetings; maintain applications, records and registers; upload minutes on portal
3	Member	Deputy Commissioner of Police of the concerned Revenue District	Law & order verification; antecedent check
4	Member	Deputy Commissioner of Police (Traffic) of the concerned District	Traffic impact and parking assessment
5	Member	Representative of Delhi Fire Services, not below the rank of Assistant Divisional Officer	Fire safety and emergency evacuation assessment
6	Member	Superintending/Executive Engineer (Civil), concerned Municipal Zone / Delhi Development Authority / Land & Building Department (as applicable)	Structural integrity and building compliance
7	Member	Superintending/Executive Engineer (Electrical), concerned Municipal Zone / Delhi Development Authority (as applicable)	Electrical installation safety assessment
8	Member	Superintending Engineer Delhi Jal Board	Water supply availability; sewerage and drainage connectivity; wastewater disposal compliance
9	Member	Chief District Medical Officer of the concerned Revenue District	Hygiene and sanitary conditions assessment
10	Co-opted Member(s)	Such other officers/experts as the Deputy Commissioner (Revenue) may co-opt from time to time	Subject-matter expertise as required

4.2 Co-option. The Deputy Commissioner (Revenue) may co-opt additional members with relevant expertise on a case-by-case basis, including from the Delhi Urban Shelter Improvement Board, DSIIDC, or other government bodies.

4.3 Meetings. The DLC shall hold at least one meeting every calendar month on a fixed date, to be notified on the Revenue Department website at least 7 (seven) days in advance. All pending applications and inspection reports shall be placed before the DLC in each meeting.

4.4 Minutes. Minutes of every DLC meeting, in the prescribed format, shall be prepared by the Member-Secretary and uploaded on the Revenue Department/e-District portal within 7 (seven) days of the meeting.

4.5 Quorum. Quorum for a DLC meeting shall be 4 (four) members, including the Chairperson or a senior officer of equivalent rank nominated by the Deputy Commissioner (Revenue).

5. District Inspection Committee (DIC)

5.1 Constitution. There shall be constituted in each Revenue District of the NCT of Delhi a District Inspection Committee (DIC) with the following composition:

S. No.	Role	Designation	Responsibilities
1	Convener	Sub-Divisional Magistrate of the concerned Sub-Division	Lead and coordinate inspection; submit unified DIC Report on e-District portal; ensure e-signing by all members
2	Member	Station House Officer (SHO) of the concerned Police Station	Law & order, antecedents verification
3	Member	Fire Inspector of the concerned jurisdiction, Delhi Fire Services	Fire safety compliance; adequacy of evacuation and fire-fighting equipment
4	Member	Traffic Inspector of the concerned jurisdiction	Parking adequacy; traffic flow impact
5	Member	Assistant Engineer (Civil), concerned Municipal Authority / Delhi Development Authority / Land & Building Department (as applicable)	Structural and building compliance; compliance with sanctioned building plan
6	Member	Electrical Inspector (as defined in the Delhi Cinematograph Rules, 2008), concerned Municipal Authority / Delhi Development Authority (as applicable)	Electrical installation safety; compliance with electrical safety norms
7	Member	Executive Engineer, Delhi Jal Board	Water supply availability; sewerage and drainage connectivity; wastewater disposal compliance
8	Member	Representative of concerned Power DISCOM	Availability and adequacy of power supply; load sanction verification; electrical connection compliance and safety coordination

S. No.	Role	Designation	Responsibilities
9	Member	Medical Officer / In-charge, concerned jurisdictional Delhi Government Dispensary	Hygiene and sanitary conditions; adequacy of first-aid facilities
10	Member	Health Officer of the local municipal body concerned	Hygiene and sanitary conditions; adequacy of first-aid facilities
11	Member	Sub-Divisional Magistrate, District Disaster Management Authority (DDMA) of the concerned District	Disaster preparedness; emergency response plan adequacy

5.2 Unified Report. No separate “No Objection Certificates (NOCs)” shall be required from individual departments or agencies. All assessments shall be consolidated into a single unified DIC Verification Report in the prescribed Proforma (Annexure-II), duly e-signed by all members, with geotagged photographs, and uploaded on the e-District portal, subject to ensuring that all safety and compliance requirements prescribed under the Rules are fully adhered to and not diluted.

5.3 Accountability. Each member of the DIC shall be individually accountable for the accuracy and completeness of the assessment pertaining to their respective domain. Non-submission of report/assessment without valid recorded reasons shall be treated as a dereliction of duty.

PART III — LICENSING PROCESSES

6. Grant of Cinematograph License (New Application)

6.1 All applications for a new Cinematograph License shall be processed in accordance with the following procedure:

Step	Stage	Procedure & Timeline
1	Online Application	The applicant shall register on the e-District Delhi portal and submit the application in the prescribed Form, along with all required documents (as per the Document Checklist at Annexure-I), and pay the prescribed fee online.
2	Scrutiny by FPO	The File Processing Officer (FPO) shall scrutinise the application and documents within 7 (seven) working days of receipt. Any deficiency shall be communicated to the applicant once only, through the portal. No fresh deficiency notice shall be issued subsequently on the same application.
3	DIC Inspection	The District Inspection Committee (DIC) shall inspect the premises and submit its unified e-signed Report (as per Proforma at Annexure-II) on the e-District portal within 45 (forty-five) days of the application being forwarded to it. If the DIC is unable to submit the Report within 45 days, the Convener (Sub-Divisional

Step	Stage	Procedure & Timeline
		Magistrate) shall seek approval of the DLC with recorded reasons. The DIC Report shall be accompanied with geotagged photographs. The DIC must ensure that the inspection timelines shall not result into over riding the mandatory statutory requirements and compliance with safety conditions. DIC must ensure that the consolidation of inspections into a unified e-signed Report in place of multiple "No Objection Certificates" shall not dilute statutory safeguards. The DIC shall also ensure that the cases in which the mandatory statutory requirements and compliance with safety conditions prescribed under the rules and terms and conditions are not fulfilled shall not be clubbed with the cases which qualify for deemed approval category. DIC shall mark and categorize the cases differently and separately.
4	Query / Deficiency by DIC	The DIC may raise queries/deficiencies once only. The applicant shall respond through the portal. Where the DIC considers re-inspection necessary, it shall be conducted; the re-inspection report shall be submitted within 15 (fifteen) days of the applicant's response. The DIC must ensure that the inspection timelines shall not result into over riding the mandatory statutory requirements and compliance with safety conditions prescribed under the rules and terms and conditions.
5	DLC Consideration	The DLC shall consider the DIC Report at its next monthly meeting or, if urgency so requires, at an earlier specially convened meeting. The DLC may: (a) approve the application; (b) seek one-time clarification; or (c) reject the application, only by speaking order specifically stating all reasons for rejection.
6	Deemed Approval	If the DLC does not communicate its decision (approval or rejection) within 30 (thirty) days of the DIC submitting its Report on the portal, the license shall be deemed to have been approved in all such cases in which the DIC has submitted affirmative report that the application fulfills all the mandatory statutory requirements and complied with all the safety conditions prescribed under the rules and terms and conditions. The e-District portal shall automatically generate the license in Form B only in such qualified cases. The cases where DIC report is negative or inconclusive, those applications/cases shall not qualify for deemed approval in as far as the mandatory statutory requirements and all the safety conditions prescribed under the rules are found not fulfilled by the applicant. Deemed approval shall not operate in cases where mandatory safety or statutory requirements remain unfulfilled.
7	Issue of License	Upon approval (including deemed approval), the Cinematograph License in Form B shall be generated on the e-District portal for a

Step	Stage	Procedure & Timeline
		period of 10 (ten) years. The licensee may download and print the license from the portal. Physical issuance is optional.

6.2 Form of License. The Cinematograph License shall be issued in Form B as prescribed under the Delhi Cinematograph Rules, 2008, for a period of 10 (ten) years, unless a shorter period is specifically ordered with reasons in writing.

6.3 Conditions of License. Every license shall be subject to the conditions specified in Annexure to License in Form B and Schedule II of the Delhi Cinematograph Rules, 2008, and any additional conditions imposed by the DLC, with recorded reasons.

7. Renewal of Cinematograph License

7.1 Applications for renewal of a Cinematograph License shall be processed as follows:

Step	Stage	Procedure & Timeline
1	Application	The licensee shall file the renewal application online on the e-District portal in prescribed Form A at least 6 (six) months before the expiry of the license, along with prescribed documents (Annexure-I) and online payment of prescribed fee. Late applications shall be dealt with in accordance with Rule 7, DCR 2008.
2	DIC Inspection	Same as the Grant process (Steps 2–4 above). DIC to submit unified e-signed Report within 45 days; DLC approval required for delay beyond 45 days (unless deficiency is communicated by DIC).
3	DLC Decision	DLC shall decide within 30 (thirty) days of submission of the DIC Report. DLC may approve, seek one-time clarification, or reject with speaking order. If no decision is communicated within 30 days of the DIC Report, renewal shall be deemed approved and the portal shall auto-generate the renewed license in all such cases in which the DIC has submitted affirmative report that the application fulfills all the mandatory statutory requirements and complied with all the safety conditions prescribed under the rules and terms and conditions. The e-District portal shall automatically generate the license in Form B only in such qualified cases. The cases where DIC report is negative or inconclusive, those applications/cases shall not qualify for deemed approval in as far as the mandatory statutory requirements and all the safety conditions prescribed under the rules are found not fulfilled by the applicant.
4	Issue of Renewed License	Renewed license issued for a further period of 10 (ten) years and made available for download on the e-District portal.

7.2 Where a licensee fails to apply for renewal at least 6 months before expiry, the Deputy Commissioner (Revenue) may, at their discretion, entertain the application with recorded reasons, subject to compliance with Rule 7, Delhi Cinematograph Rules, 2008.

8. Grant of Provisional Certificate

8.1 A person intending to erect or convert a building for use as a cinema hall may apply for a Provisional Certificate in the prescribed Form. Such applications shall be processed as follows:

Step	Stage	Procedure & Timeline
1	Application	Online application on e-District portal with architect/structural drawings, site plan, building permission, and other documents as prescribed.
2	DIC Inspection	DIC to inspect site and submit report within 30 (thirty) days, verifying structural plans for compliance with Schedule II, Delhi Cinematograph Rules, 2008.
3	DLC Decision	DLC to consider DIC report and decide within 30 (thirty) days of DIC report. Provisional Certificate issued in prescribed Form for the duration of construction.
4	Validity	Provisional Certificate remains valid until completion of building construction. On completion, licensee to apply for full Cinematograph License under paragraph 6 of this SOP.

9. Grant of Casual License

9.1 A Casual License for film festivals or one-off exhibition under Rule 3(2), Delhi Cinematograph Rules, 2008 shall be processed as follows:

Step	Stage	Procedure & Timeline
1	Application	Online application on e-District portal at least 15 (fifteen) days before the proposed date of exhibition, with prescribed documents and prescribed fee.
2	Scrutiny	FPO to scrutinise within 3 (three) working days; deficiency (if any) communicated once only.
3	DLC Decision	DLC to decide within 7 (seven) days of receipt of application. Casual License issued for up to 7 (seven) days in prescribed Form.

10. Grant of Temporary Permit

10.1 A Temporary Permit during the pendency of a renewal application, under Rule 8, Delhi Cinematograph Rules, 2008, shall be processed as follows:

Step	Stage	Procedure & Timeline
1	Application	Online application on e-District portal prior to expiry of license, with

Step	Stage	Procedure & Timeline
		prescribed documents and prescribed fee.
2	DC Decision	Deputy Commissioner (Revenue) may grant Temporary Permit in prescribed Form within 15 (fifteen) days for a period of up to 2 (two) months at a time, subject to a maximum of 6 (six) months in aggregate during the pendency of the renewal application.
3	Condition	Temporary Permit shall be issued only where a renewal application has been duly filed and is pending decision.

11. Summary of License Types, Fees and Timelines

The following table summarises the types of licenses/permissions, applicable fees, and decision timelines:

License Type / Form	Purpose & Applicable Provision	Duration	Prescribed Fee	Decision Timeline
Provisional Certificate	Erect/convert building for cinema exhibition (Rule 4, Delhi Cinematograph Rules, 2008)	Till completion of construction	Nil	30 days of DIC Report
Cinematograph License (Form B)	Exhibition of films (Rule 3 / Section 10, Act 1952)	10 years	As prescribed in Schedule III of DCR, 1981(as amended from time to time)*	30 days of DIC Report (DIC: 45 days)
Renewal of License (Form B)	Continuation after expiry (Rule 7, Delhi Cinematograph Rules 2008)	10 years	As prescribed in Schedule III of DCR, 1981(as amended from time to time)*	30 days of DIC Report (DIC: 45 days)
Casual License	Film festival / one-off screening (Rule 3(2), Delhi Cinematograph Rules, 2008)	Up to 7 days	As prescribed in Schedule III of DCR, 1981(as amended from time to time)*	7 days
Temporary Permit (Form C)	Bridge period during pending renewal (Rule 8,	Up to 2 months at a time; max. 6	As prescribed in Rule 8 (3) of DCR, 2008 (as	15 days

License Type / Form	Purpose & Applicable Provision	Duration	Prescribed Fee	Decision Timeline
	Delhi Cinematograph Rules, 2008)	months in aggregate	amended from time to time).	

* Fees as prescribed in the Third Schedule of the Delhi Cinematograph Rules, 2008, as revised from time to time. All fees to be paid online on the e-District portal.

PART IV — INSPECTION

12. Inspection Regime

12.1 The following types of inspections shall be conducted under this SOP:

Inspection Type	Frequency	Conducting Authority	Timeline	Outcome / Consequence
Pre-License Inspection / Pre-Renewal Inspection	Once per application	District Inspection Committee (DIC); unified e-signed Report on portal	Within 45 days of forwarding; DLC approval required beyond 45 days	Report to DLC; deficiencies notified to applicant once only
Annual Joint Inspection	Once every year (Rule 17, Delhi Cinematograph Rules, 2008)	DIC (same composition); report with geotagged photographs uploaded on portal	Within 45 days of the commencement of each calendar year	Deficiencies to be remedied within time specified in Report; non-compliance → SCN → suspension / revocation
Surprise Inspection	Any time, without prior notice	DC (Revenue) / SDM or officer(s) authorised by DC	No fixed schedule	Geotagged photographs mandatory; report placed before Deputy Commissioner (Revenue) immediately
Mock Drill	Bi-annually	Joint team: District Police + DDMA + Cinema Management	As per schedule notified by Deputy Commissioner (Revenue)	Report to Deputy Commissioner (Revenue); non-compliance recorded in

Inspection Type	Frequency	Conducting Authority	Timeline	Outcome / Consequence
				license register

12.2 Inspection Reports. All inspection reports shall be uploaded on the e-District/Revenue portal in the prescribed Proforma (Annexure-II), capturing all parameters stipulated in Schedule II, Delhi Cinematograph Rules, 2008, with geotagged photographs and e-signatures of all DIC members.

12.3 Annual Inspection Calendar. The Sub Divisional Magistrate (Licensing) / FPO shall publish, on the e-District portal and Revenue Department website, an Annual Inspection Calendar for all cinema halls in each Revenue District by 31st January of every calendar year.

12.4 Mock Drills. The Deputy Commissioner (Revenue) shall ensure that bi-annual mock drills are conducted in coordination with Delhi Police, DDMA, and cinema management. Non-compliance shall be recorded in the license register and may be treated as a ground for show cause notice.

PART V — ENFORCEMENT

13. Suspension and Revocation of License

13.1 The Deputy Commissioner (Revenue) may, by order in writing, suspend or revoke any license, Casual License, or Temporary Permit for contravention of any provision of the Cinematograph Act, 1952, the Delhi Cinematograph Rules, 2008, or any condition of the license, after serving a Show Cause Notice (SCN) and providing the licensee a reasonable opportunity of being heard (Rule 9, Delhi Cinematograph Rules, 2008).

13.2 In cases involving an immediate and serious risk to public safety, the Deputy Commissioner (Revenue) may, by order in writing with reasons recorded, suspend or revoke a license without prior Show Cause Notice (SCN). Such order shall be communicated to the licensee forthwith.

13.3 The licensee shall be vicariously responsible for any act or omission of any manager, employee, servant, or agent acting with the knowledge or consent of the licensee, in contravention of the Act, Rules, or license conditions.

13.4 Photographic evidence (geotagged) of deficiencies noted during any inspection shall be annexed to the inspection report and placed before the Deputy Commissioner (Revenue) immediately.

PART VI — ADMINISTRATION, RECORDS AND MONITORING

14. Administration, Records and Monitoring

Item	Provision / Details
Application & Records Portal	e-District Delhi portal (https://edistrict.delhigovt.nic.in) — all applications, payments, DIC/DLC communications, inspection reports, licenses, and citizen feedback shall be processed and

Item	Provision / Details
	maintained on the portal.
Cinema Hall Master Database	FPO shall maintain a Master Database on the portal for each cinema hall in the Revenue District, recording: name, location, number of screens, seating capacity, ticket rates, license dates, show cause notices, court proceedings, and warnings.
Prescribed Registers	FPO shall maintain the following 9 registers in digital form: (i) Dak Register; (ii) Master Register; (iii) Casual Performance Register; (iv) Visitor Register; (v) File Index Register; (vi) RTI Register; (vii) SCN Register; (viii) Court Cases Register; (ix) Complaint / Grievance Register.
Pendency Monitoring	Computerised tracking on portal. FPO to submit weekly pendency report to Deputy Commissioner (Revenue) in prescribed format. Monthly review of all citizen feedback by Additional District Magistrate concerned.
Deemed Approval Trigger	The e-District portal shall be configured to automatically generate the license/renewal in the appropriate Form upon expiry of the deemed approval period (30 days from DIC Report submission), unless approval or rejection has been communicated in those cases which qualify for deemed approval.
Ticket Rate Revision	Online application with audited financials and stated reasons, at least 7 days prior to proposed revision date. Deputy Commissioner (Revenue), after recording reasons in writing, may approve revision up to twice in a calendar year (Rule 13, Delhi Cinematograph Rules, 2008).
Alteration / Repair Sanction	Application on portal → DIC inspection → DC approval. Public admission during scaffolding/repair permitted only after DIC issues written Fire No Objection Certificate (NOC).
Public Transparency	This SOP, DLC meeting minutes (in prescribed format), Annual Inspection Calendar, and details of all active licenses (excluding personal/sensitive data) shall be published on the Revenue Department website and the e-District portal.
Appeal	Any person aggrieved by a decision of the Deputy Commissioner (Revenue) under the Act or Rules may appeal to the Hon'ble Lt. Governor, Delhi within 45 days of the impugned decision (Rule 15, Delhi Cinematograph Rules, 2008).

PART VII — GRIEVANCE REDRESSAL

15. Complaint and Grievance Redressal

Component	Provision / Details
Scope	Complaints relating to: delay in processing; inspection deficiencies; safety violations; misconduct of licensing staff; breach of license conditions.
Mode of Filing	(a) Online submission on e-District portal; or (b) written submission to the office of Deputy Commissioner (Revenue).
Acknowledgement	Real-time acknowledgement on portal with unique Complaint ID.
Nodal Officer	Sub-Divisional Magistrate (Licensing) / designated Grievance Officer of the Revenue District.
Disposal Timeline	(a) Routine complaints: within 15 days; (b) Complaints requiring inspection: within 30 days.
Escalation Mechanism	Sub-Divisional Magistrate (Licensing) → Additional District Magistrate concerned → Deputy Commissioner (Revenue) → DLC → Divisional Commissioner (for systemic/policy issues).
Monitoring	Monthly review by Deputy Commissioner (Revenue); summary placed before DLC at monthly meeting.
Priority Cases	Complaints involving safety hazards shall be treated as urgent; immediate inspection shall be ordered by Sub-Divisional Magistrate (Licensing) / Deputy Commissioner (Revenue).
Transparency	Status of grievances to be traceable online; periodic public disclosure on portal (excluding personal/sensitive data).

PART VIII — MISCELLANEOUS

16. Supersession

16.1 This SOP supersedes, with effect from the date of its issuance, the following Delhi Police Standing Orders, in so far as they relate to the grant, renewal, or inspection of Cinematograph Licenses:

- (a) Delhi Police Standing Order No. 31/2022 (No. 25301–25450/Record Branch/PHQ dated 23.05.2022); and
- (b) Delhi Police Standing Order No. 387/2010 (No. 1851–1950/Record Branch/PHQ dated 16.04.2010).

16.2 All other administrative orders, circulars, or instructions issued by any authority in relation to Cinematograph Licenses in the NCT of Delhi, which are inconsistent with this SOP, shall stand superseded to the extent of inconsistency.

17. Scope Limitation: Focus on Licensing and Exhibition Regulation

17.1 This SOP do not dilute statutory safeguards.

17.2 This SOP is confined to the domain of licensing and regulation of exhibition only.

17.3 DLC is the decision-making body assisting the Licensing Authority (Deputy Commissioner (Revenue)); and

17.4 DIC is a field verification mechanism.

17.5 Both DLC and DIC operate within the statutory framework without substituting or diluting legal requirements.

18 Relationship with Parent Legislation

18.1 This SOP is supplementary to, and shall not be construed to supersede or modify, the Cinematograph Act, 1952 or the Delhi Cinematograph Rules, 2008. In the event of any inconsistency between this SOP and the Act or the Rules, the Act and the Rules shall prevail.

18.2 Nothing in this SOP shall be construed to limit or curtail any power vested in the Licensing Authority or any appellate authority under the Act or Rules.

19. Power to Issue Instructions

19.1 The Secretary (Revenue)-cum-Divisional Commissioner, GNCTD may, from time to time, issue administrative instructions, clarifications, or addenda to this SOP, consistent with the Act, the Rules, 2015 Notification and the LG Order, without prejudice to the need for approval of the Hon'ble Lieutenant Governor for any amendment that materially alters the DLC structure or the rights of applicants/licensees.

20. Review

20.1 This SOP shall be reviewed by the Secretary (Revenue)-cum-Divisional Commissioner, GNCTD at least once every 2 (two) years, or earlier if so required by any amendment to the Act, the Rules, or judicial directions.

By order and in the name of the Lieutenant Governor of Delhi,

Secretary (Revenue)-cum-Divisional Commissioner
Government of National Capital Territory of Delhi

No. RD-Lice/2/2025-LICENSING-REVENUE DEPARTMENT/ 18

Dated: 25/8/26

ANNEXURE — I
Document Checklist for Applications

S. No.	Document Required	Remarks (if any)
1	Application in prescribed Form (as available on e-District portal)	
2	Proof of identity and address of applicant / authorized signatory	
3	Proof of ownership / tenancy / leave-and-license of the premises (registered document)	
4	Site plan and layout plan of the cinema hall, duly certified by a licensed architect	
5	Building completion/occupancy certificate from concerned Municipal Authority / DDA / Land & Building Department	
6	Latest structural safety certificate from a licensed structural engineer	
7	Electrical safety certificate from a licensed electrical contractor / inspector	
8	Fire safety certificate / No Objection Certificate from Delhi Fire Services	
9	Seating plan showing number of screens, auditoriums, and seating capacity	
10	Copy of the latest sanctioned building plan	
11	Board resolution / authorization letter (for companies / societies / trusts)	
12	Certificate of Incorporation / Registration (for companies / societies / trusts)	
13	Undertaking regarding compliance with Schedule II, DCR 2008 and all license conditions	
14	Proof of online payment of prescribed fees	
15	Any other document as specified by the DLC / FPO	

Note: For renewal applications, documents already on file and unchanged need not be resubmitted; a declaration to that effect with specific reference to the earlier submission shall suffice.

ANNEXURE — II**Proforma — District Inspection Committee (DIC) Unified Verification Report**

(To be uploaded on e-District portal in this format, duly e-signed by all DIC members, with geotagged photographs)

Application No. (e-District portal)	
Name of Cinema Hall / Multiplex	
Address of premises	
Revenue District	
Sub-Division	
Name of Applicant / Licensee	
Type of Application	New License / Renewal / Provisional Certificate (tick applicable)
Date(s) of Inspection	
Name and designation of DIC Convener	

Parameter (as per Schedule II, DCR 2008)	Compliant (Yes/No)	Deficiency (Yes/No)	Remarks / Deficiency Details & Recommended Action
Structural integrity / building compliance (as per sanctioned plan)			
Electrical installation safety			
Fire safety (adequacy of equipment, exit markings, evacuation plan)			
Parking and traffic flow adequacy			
Seating capacity and aisle compliance			

Parameter (as per Schedule II, DCR 2008)	Compliant (Yes/No)	Deficiency (Yes/No)	Remarks / Deficiency Details & Recommended Action
Water supply, sewerage and drainage connectivity			
Power supply and electrical load compliance	/		
Hygiene and sanitary conditions			
Emergency exits — adequacy and unobstructed access			
First aid facilities			
Disaster preparedness / emergency response plan	/		
CCTV surveillance adequacy			
Any other relevant parameter (specify)			

Overall DIC Recommendation: [] Recommend for Grant/Renewal [] Recommend Conditional Grant/Renewal (conditions listed above) [] Recommend Rejection (reasons above)

S. No.	Name & Designation	e-Signature / Date	Remarks
1	SDM / Convener		
2	SHO		
3	Fire Inspector		
4	Traffic Inspector		
5	Assistant Engineer (Civil)		
6	Inspector (Electrical)		

S. No.	Name & Designation	e-Signature / Date	Remarks
7	Executive Engineer (DJB)		
8	DISCOM Representative		
9	Health Officer (DGD)		
10	Health Officer (Local Body)		
11	SDM, DDMA		