

GUIDELINES FOR GRANT OF PERMISSION FOR STILL/ VIDEO PHOTOGRAPHY

1. PRIOR CLEARANCE FROM THE M/o EXTERNAL AFFAIRS

1.1 Professional foreign journalists (not based in India and not having accreditation from the Government of India), are required to approach the External Publicity Division of the Ministry of External Affairs (MEA) for obtaining clearance before seeking permission for still/video photography (for news/features to be published/telecast outside India).

1.2 However, foreign journalists who are based in India and have accreditation from the Government of India do not require such clearance.

1.3 Foreign nationals, visiting India as tourists, etc. also do not require such clearance for undertaking still/video photography for personal and noncommercial use.

2. SECURITY CLEARANCE OF LOCATIONS

2.1 The locations for still/video photography indicated by the applicants (and cleared by the MEA wherever necessary) are generally considered for grant of permission subject to the security clearance in accordance with the guidelines issued by the Ministry of Home Affairs (MHA) from time to time and circulated to the Railways/Units by the Security Directorate of the Ministry of Railways.

2.2 In respect of the requests of foreign nationals, security clearance shall be granted by the Security Directorate of the Ministry of Railways and in respect of the requests from Indian nationals such clearance shall be granted by the Security Departments of the respective Railways/Units.

3. WHOM TO SUBMIT APPLICATIONS

3.1 The requests of the foreign nationals (along with the clearance wherever necessary), seeking permission for still/video photography in Railway premises/trains, are required to be submitted (either directly by the applicants themselves or through their authorized representatives in India) to the Executive Director, Information & Publicity, Public Relations Directorate, Ministry of Railways.

3.2 The requests of the Indian nationals seeking permission for still/video photography (for commercial purposes or by using professional cameras) in Railway premises/ trains are required to be submitted to the Chief Public Relations Officers of the respective Railways/Units depending upon the locations for which permission is sought.

3.3 In the above cases, the persons/ parties seeking such permission should clearly specify the locations to be covered, the likely date(s) of coverage and the purpose for undertaking still/video photography.

4. GRANT OF PERMISSION

4.1 Permission for still/ video photography to Indian (for commercial purposes or by using professional cameras) shall be granted by the Chief Public Relations Officers of the respective Railways/Units.

4.2 Permission for still/video photography to the foreign nationals shall be granted by the Public Relations Directorate, Railway Board. However, if still/video photography is to be undertaken for commercial purposes, approval (in principle) will be conveyed to the concerned Railways/Units advising them to grant permission after completing necessary formalities and charging the prescribed licence fee.

4.3 The permission letter, indicating the conditions mentioned in para-4.5 to 4.7 and 5.7 (wherever applicable), shall be issued by the Public Relations Directorate Railway Board or the CPROs of the Railways/Units (as the case may be) directly to the individual applicants (or their representatives) endorsing a copy thereof to the Security Department also.

4.4 In respect of foreign nationals, the Intelligence Bureau (IB) shall also be kept informed by endorsing a copy of the permission letter to the Deputy Director/IB, Ministry of Home Affairs, North Block, New Delhi.

4.5 The permission letter issued under para-4.3 is to be treated as authority enabling the applicants to take still/ video photographs in railway premises/trains till the validity period indicated therein. The rules/ procedure (if any) regulating entry into a particular railway premises, train, etc will have to be followed meticulously. It is clarified that the permission letter, allowing still/video photography, is neither a travel authority nor does it ipso-facto authorize the holder to enter any railway premises/train.

4.6 The holder of the permission letter is required to give prior information to the Station Manager/In-charge of the concerned stations/premises before undertaking still/video photography. He has to observe safety and security regulations in vogue on the Railways and ensure that still/video photography is confined to railway premises/trains only; it does not affect normal working of the Railways; it does not cause inconvenience to other rail users; and it does not cover places prohibited for still/video photography by the Railways

4.7 The holder of the permission letter should disclose his/her identity and show the permission letter to the railway officials on demand. In addition, the foreign nationals should have valid Passport/Visa while visiting various locations and they shall be under an obligation to show the same on demand by the local railway authorities.

5. LICENCE FEE

5.1 Railways/Units may fix the licence fee for still photography for commercial purpose in consultation with their Associate Finance.

5.2 Licence fee for video photography shall be the same as that applicable for film shooting (indicated in para-8 of Guidelines for grant of permission for film shooting).

5.3 While granting permission for still photography for commercial purpose, Railways/Units may levy the licence fee fixed by them for the purpose.

5.4 However, if the video photography is to be undertaken for professional or commercial purposes, permission is to be granted following the guidelines pertaining to film shooting (mentioned in para-11.2 (iv) of Guidelines for grant of permission for film shooting).

5.5 However, no licence fee need be levied for still photography to be undertaken by the tourists, rail enthusiasts, etc for personal and non-commercial use and professional journalists (Indian or foreign) for news features on Railways.

5.6 Similarly, no licence fee need be levied for video photography (without requiring any railway rolling stocks or special facilities) to be undertaken by the tourists, rail enthusiasts, etc (without using a professional video camera, tripods, lights, etc) exclusively for personal and non-commercial use and professional journalists (Indian or foreign) for news features on Railways.

5.7 in the above two cases (para-5.5 and 5.6), a written undertaking should be taken from the parties to the effect that any commercial use of shots taken shall be unlawful and that they will fully indemnify the Railways in the event of any such use and also for any other loss/damage caused to the Railways. A mention to this effect may be made in the permission letter also.
