

**Section 4(1)(b)(v) The rules, regulations, instructions and manuals held by Films Division or under its controls or used by its employees for discharging its functions.**

**Rules**

As per the allocation of Business Rules, 1961 of Government of India, the Films Division is entrusted with the responsibility of production and distribution of Documentaries, Newsreels/ Newsmagazines and other films and film strips for internal and external publicity.

Under the provisions contained in Cinematograph Act, 1952 for issuing of licenses to the cinema exhibitors, every public cinema in India is required by law to exhibit in every films show "approved films" of length not exceeding 609.60 meters. Directions in this regard are issued to the cinema licensees by the State Governments. In terms of the existing directions issued by the State Governments to cinema licensees in the respective States, the cinema exhibitors are required to screen films approved by the Central Government on the recommendations of the Film Advisory Board, Mumbai.

The scheme of compulsory exhibition of approved films by cinema houses implies an obligation on the part of Government to keep the cinema houses supplied with such 'approved films' at regular intervals. Films Division is the national body which fulfills this implied obligation by releasing News Magazines and Documentaries produced by this Division in various theatres throughout the country for compulsory exhibition.

Films Division also caters to the needs of the Directorate of Field Publicity. This Division also aims at fostering the growth of the documentary film movement.

Besides, the norms etc. relevant to Section 4(1)(b)(iv), Films Division follows the relevant rules of the Government, e.g General Financial Rules, Delegation of Financial Power Rules, Office Procedure etc.

**Films Division Manuals**

- **Organisational Set Up of the Films Division**

It is about organizational Chart which includes Sanctioned Strength of the staff in the various wings of Films Division including 10 Distribution Branch Offices, 2 Production Centres at Kolkata and Bangalore and Delhi Office.

- **Documentary Production Section.**

The manual on Documentary Production section gives an overall view of the Production section dealing with policy matters, general orders relating to production of documentary films, correspondence and other administrative work, arrangement for Production of films through Independent producers, on contract basis, films production through other materials, purchase of readymade films and other was miscellaneous work including dubbing of films.

- **Distribution of Films**

The Manual on chapter on Distribution of films gives an overall view of Distribution Head Office which is controlled by the Officer-In-Charge of Distribution who supervise and control the Distribution Branch offices. Branch Offices does the fixation and revision of rental charged to exhibitors, examination and rectification of contracts, including proper screening of films, D.H.O. supply films to Branch Offices, collect revenue in respect of sale of stock shots, excise clearance and dispatch of prints

- **Finance & Accounts**

The Manual on chapter on Finance & Accounts deals with the finance wing of Films Division which includes Budgeting and Accounts, Cash & Pay, TA & Contingency Claims, Revenue and Audit.

- **Delegation of Powers to the Director General and other Officers of the Films Division**

The Manual on delegation of powers conveys the sanction of the President/Ministries delegation the powers to the Director General / Head of the Department and other Officers of the Films Division

- **Accounting of Raw Stock and Processing**

The manual of Accounting of Raw Stock and Processing deals with Purchase, Distribution and Accounting of raw stock including Magnetic films and tapes. Arrangements for contracts with film laboratories for processing of films and accounting of the processing work including Purchase, Distributing and Accounting of Spools & Cans.

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