

User Manual

For

**Permission for Movie Shooting in
Municipal Corporation Areas**

Department of Urban Development and Municipal Affairs

Government of West Bengal

Online system allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for Permission for Movie Shooting and mandate that all applications are submitted online.

URL: www.wburbanservices.org

Online Single Window System: Permission for Movie Shooting

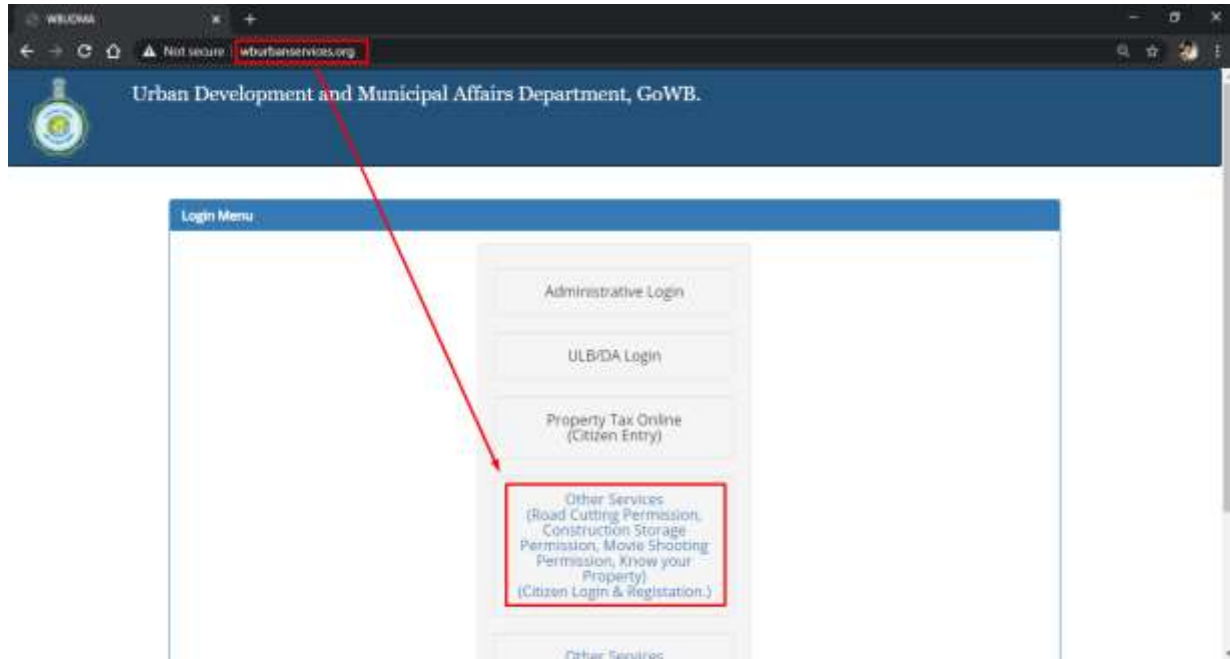
Details:

Sl. No.	DESCRIPTION	Page No (s).
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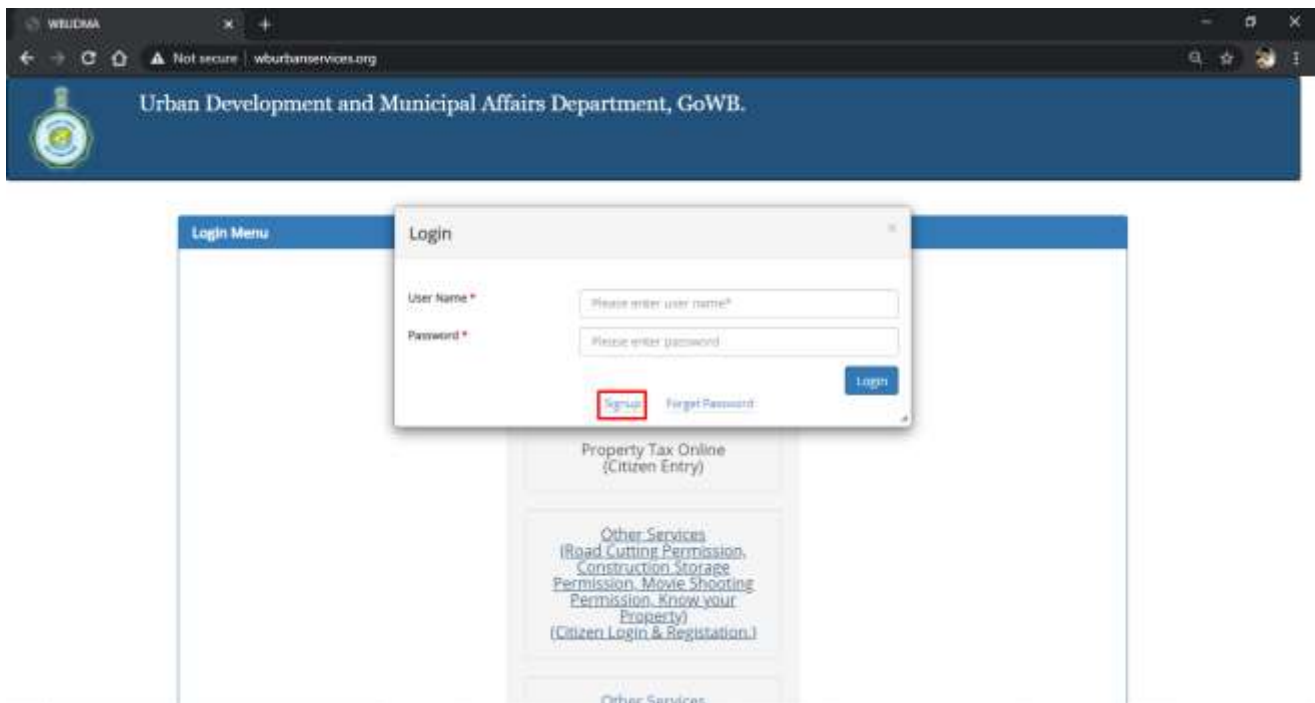
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1. Login Details:

Applicant needs to visit the URL www.wburbanservices.org , and click on the link tab “Other Services”



Before using the services the Applicant needs to register to use the services.



The Applicant needs to click on Signup.

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The Applicant needs to Fill up the Registration details. In case of Corporate Registrations “Sample Signature” is required.

The screenshot shows the 'Citizen Login / Registration' form on the WBLDMS website. The form is for 'Commercial' registration. The fields are as follows:

- Type of Registration: Commercial (selected)
- Name of Applicant: DEMO NAME
- Email: DEMONAME@GMAIL.COM
- Mobile No: 983012345
- Company Name: DEMO COMPANY / ORGANIZATION NAME
- Designation: DEMO DESIGNATION NAME
- Address: DEMO ADDRESS
- User Name: DEMO USER
- Password: [REDACTED]
- Confirm Password: [REDACTED]
- Upload Signature: Choose File (sample sign.jpg) with a 'SAMPLE SIGNATURE' image below it.
- Provider: [REDACTED]
- Captcha: 8xNK5U

The 'Register' button is highlighted in red.

After the Registration is complete the system will verify the Mobile No through OTP

The screenshot shows the 'Mobile Verification' form on the WBLDMS website. The form is for 'Commercial' registration. The fields are as follows:

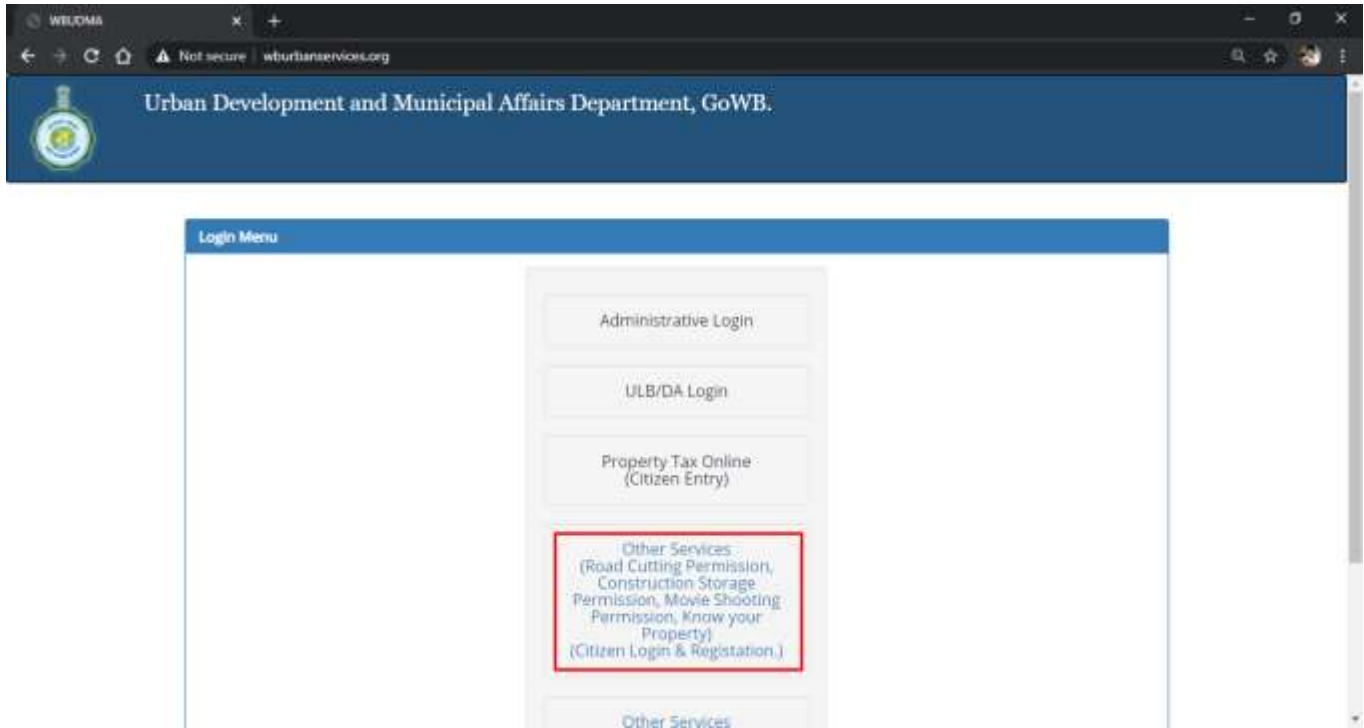
- Mobile No: 983012345
- Enter OTP: [REDACTED]

The 'Verify Mobile' button is highlighted in red. The background shows the 'Login Menu' with 'Administrative Login' and 'Other Services' options.

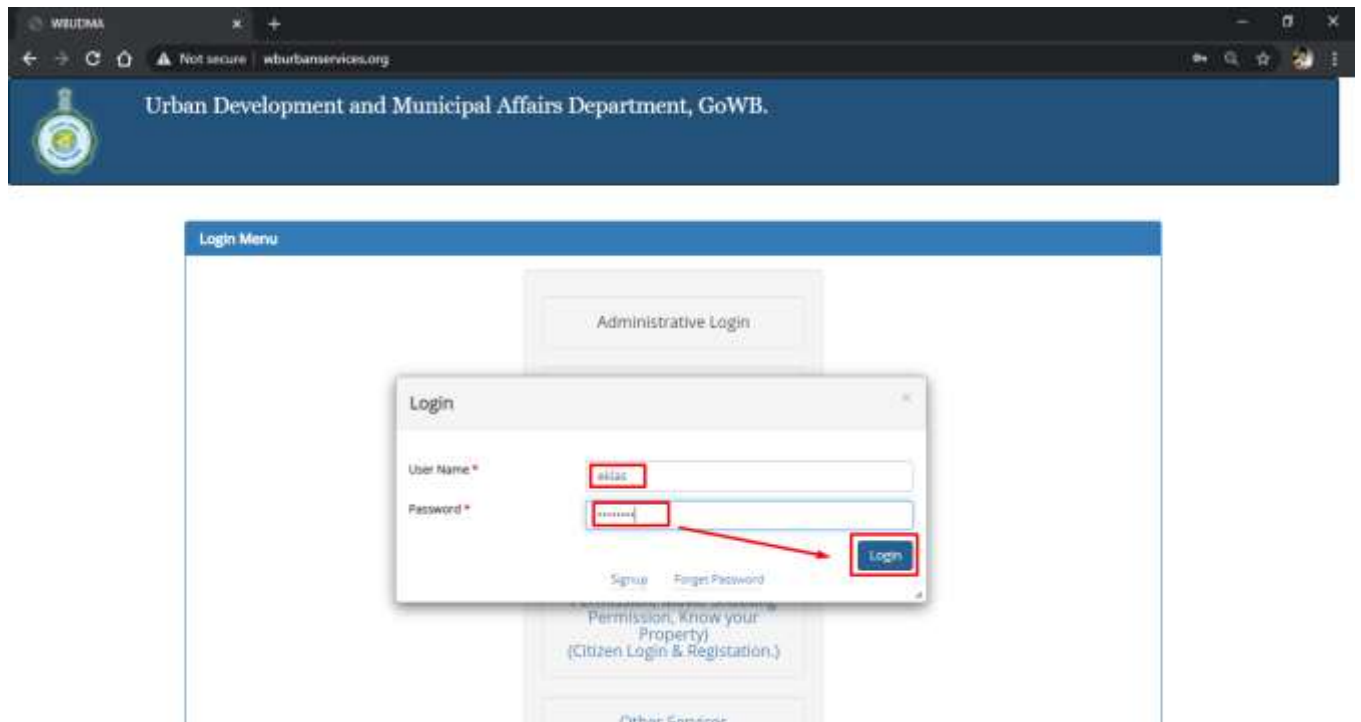
Once Mobile No is verified the registration is complete and the system will go back to the login page.

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The Applicant needs to click on the Other Services Tab to login to the page with the newly created UserID and Password.

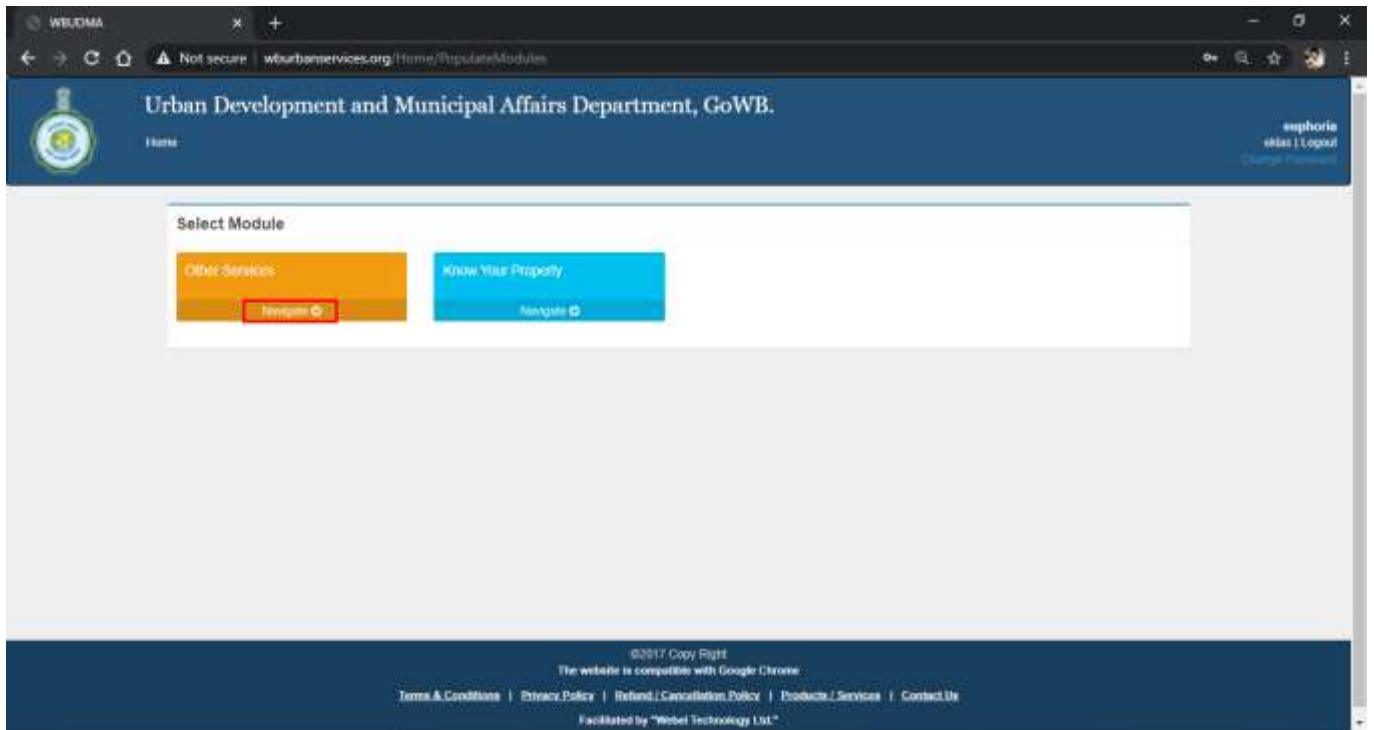


Once the Login is complete the system will direct to the Modules Page where the Applicant needs to click on the "Navigate" link to open the modules open for the Applicant.

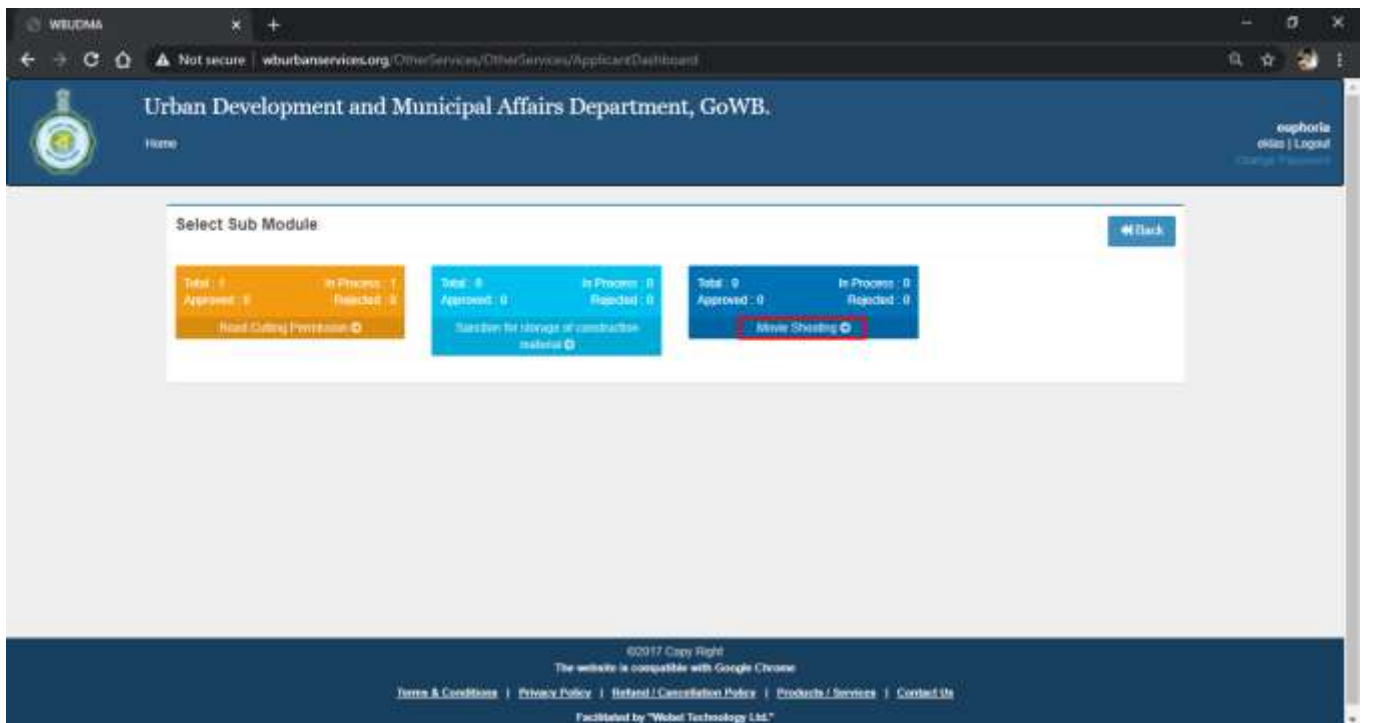


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2. Online Submission of application with details & uploading of documents

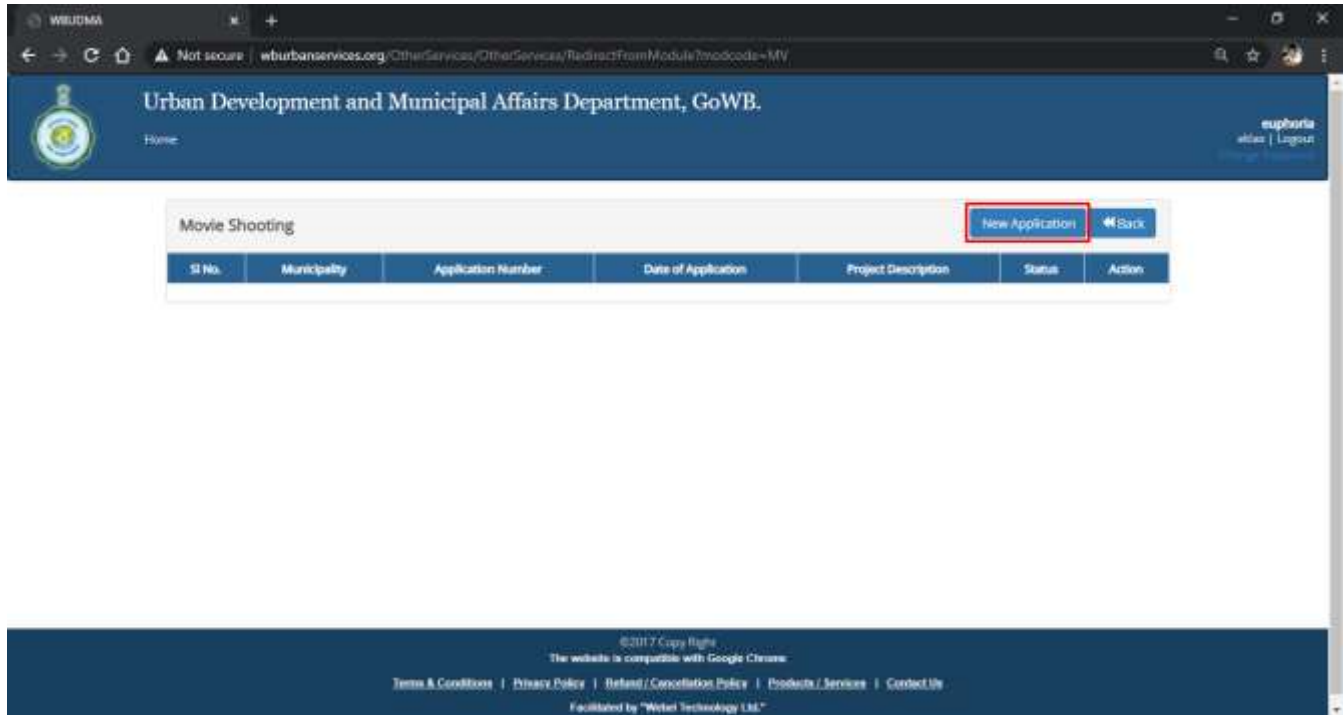


Once the “Navigate” link is clicked the system will open the Sub Modules open for all Applicants. The Applicant needs to click the desired sub module in this case it would be “Movie Shooting” link.

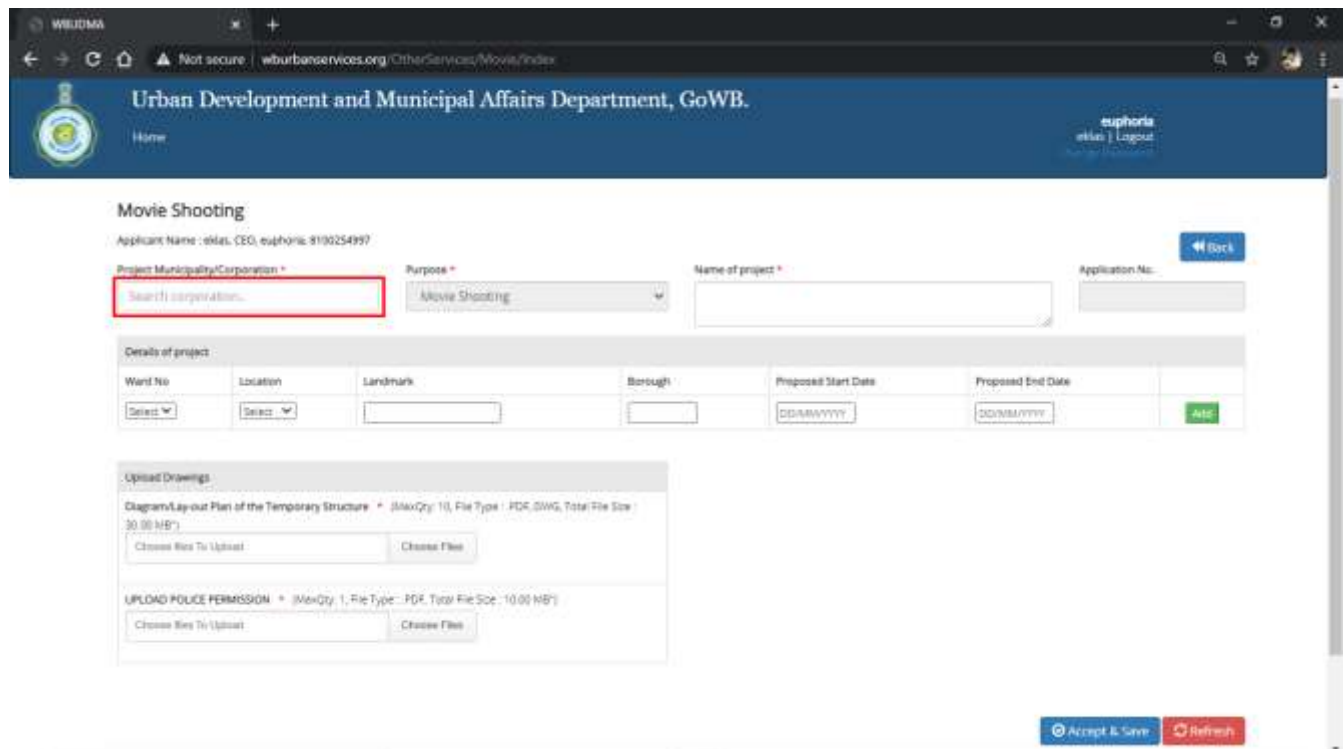


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Once the Movie Shooting Link is clicked the Dashboard for the Applicant will open which would show all the Applications made till date for All Municipal Corporations and their status. For the first time a Black dashboard will show. The Applicant needs to click on “New Application” tab to create a new Application.



On clicking the “New Application” Tab the system will open the screen to make a new Application. The Applicant needs to fill up all the details as in shown in the screen.



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Select Municipal Corporation, Name of Project, Ward, Location, landmark, Borough, Proposed Start Date, Proposed End Date and then click on “Add”
Name of Project.

WBUDMA
Not secure | wburbandservices.org/OtherServices/Move/Index

Urban Development and Municipal Affairs Department, GoWB.

Home euphoria
eikas | Logout

Movie Shooting

Applicant Name : eikas, CEO, euphoria, 8100234987

Project Municipality/Corporation * CHANDERTHA Purpose * Movie Shooting Name of project * Application No.

CHANDERNAGORE MUNICIPAL CORPORATION

Ward No	Location	Landmark	Borough	Proposed Start Date	Proposed End Date	
				DD/MM/YYYY	DD/MM/YYYY	Add

Diagram/Layout Plan of the Temporary Structure * (MaxQty: 10, File Type : PDF, DWG, Total File Size: 30.00 MB)
Choose File To Upload Choose Files

UPLOAD POLICE PERMISSION * (MaxQty: 1, File Type : PDF, Total File Size: 10.00 MB)
Choose File To Upload Choose Files

Accept & Save Refresh

WBUDMA
Not secure | wburbandservices.org/OtherServices/Move/Index

Urban Development and Municipal Affairs Department, GoWB.

Home euphoria
eikas | Logout

Movie Shooting

Applicant Name : eikas, CEO, euphoria, 8100234987

Project Municipality/Corporation * CHANDERNAGORE MUNICIPAL CORPORA Purpose * Movie Shooting Name of project * DEMO MOVIE Application No.

Details of project

Ward No	Location	Landmark	Borough	Proposed Start Date	Proposed End Date	
1	BIRBHAT ROAD (WEST)	HALI MANDIR	1	28/12/2020	30/12/2020	Add

Upload Drawings
Diagram/Layout Plan of the Temporary Structure * (MaxQty: 10, File Type : PDF, DWG, Total File Size: 30.00 MB)
Choose File To Upload Choose Files

UPLOAD POLICE PERMISSION * (MaxQty: 1, File Type : PDF, Total File Size: 10.00 MB)
Choose File To Upload Choose Files

Accept & Save Refresh

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Then Upload the Site Drawing and already obtained Police Permission for the said Application and click on 'Accept & Save'.

Ward No	Location	Landmark	Borough	Proposed Start Date	Proposed End Date	
Select	Select			DDMMYYYY	DDMMYYYY	+
1	BERHAT ROAD (WEST)	KOLKATA	1	20122020	20122020	

Once the Application is saved an auto generated Application no will show in a popup.

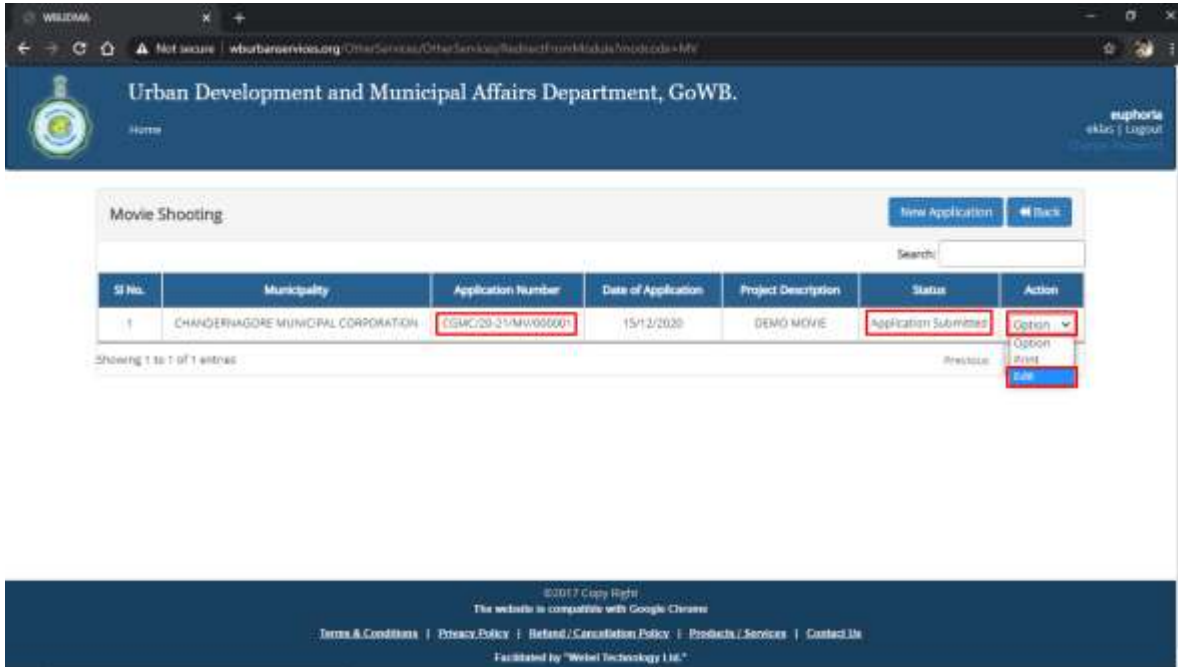
wburbanaservices.org says
YOUR APPLICATION IS SUBMITTED SUCCESSFULLY WITH APPLICATION
NO: CGMC/20-21/MV/00001 DATED: 15/12/2020

Once the Applicant clicks on "OK" the system will redirect to Applicant Dashboard.

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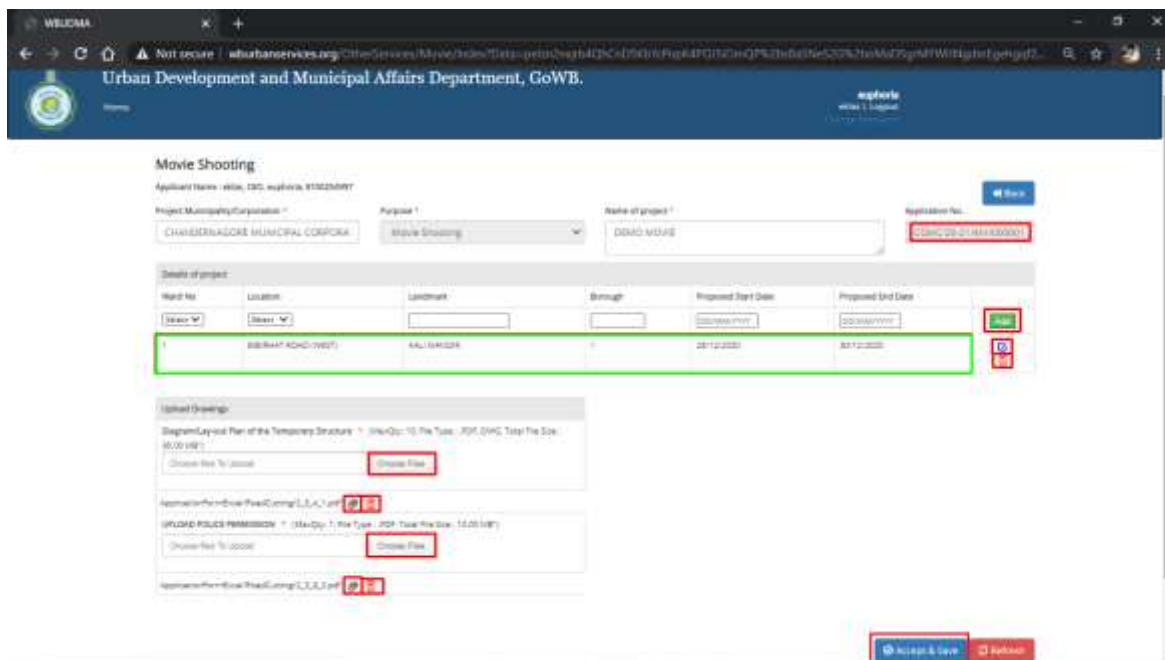
3. Tracking of Status

On login by applicant, post submission of application, the applicant's Dashboard will show the Application No and the Status of the Application through its different stages in the Municipal Corporation. The Dashboard will show the Application No and the Status of the Application through its different stages in the Municipal Corporation.



Note-

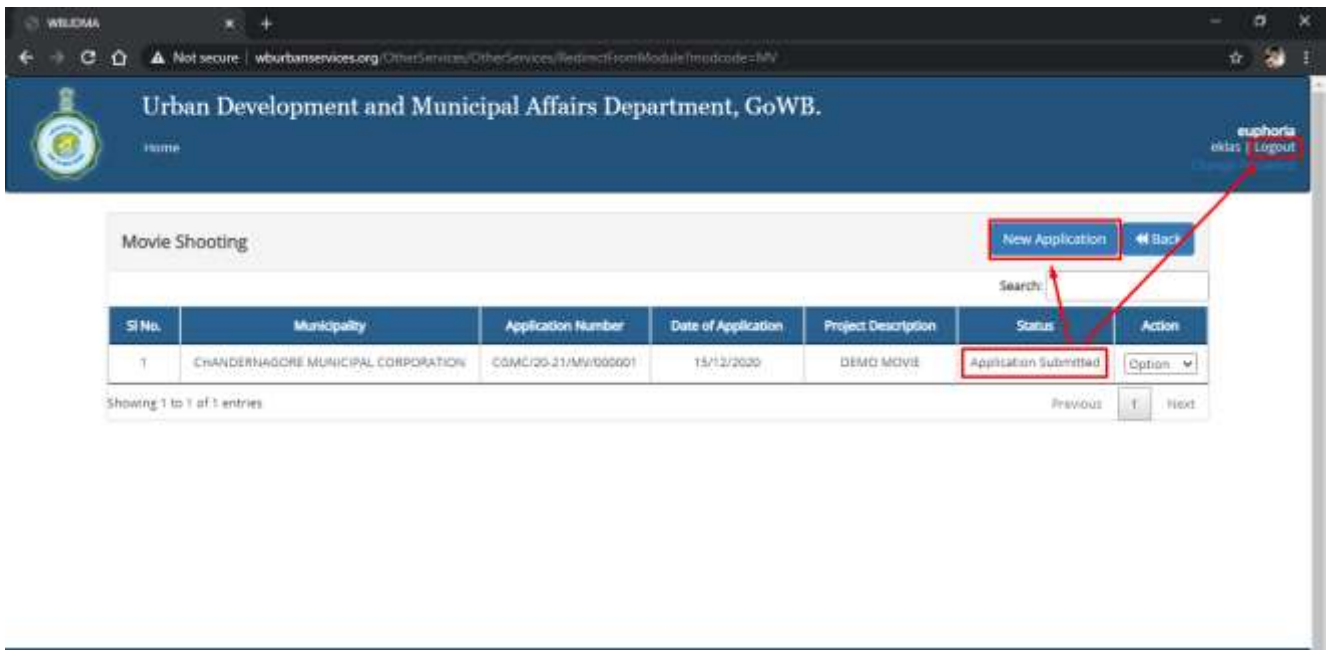
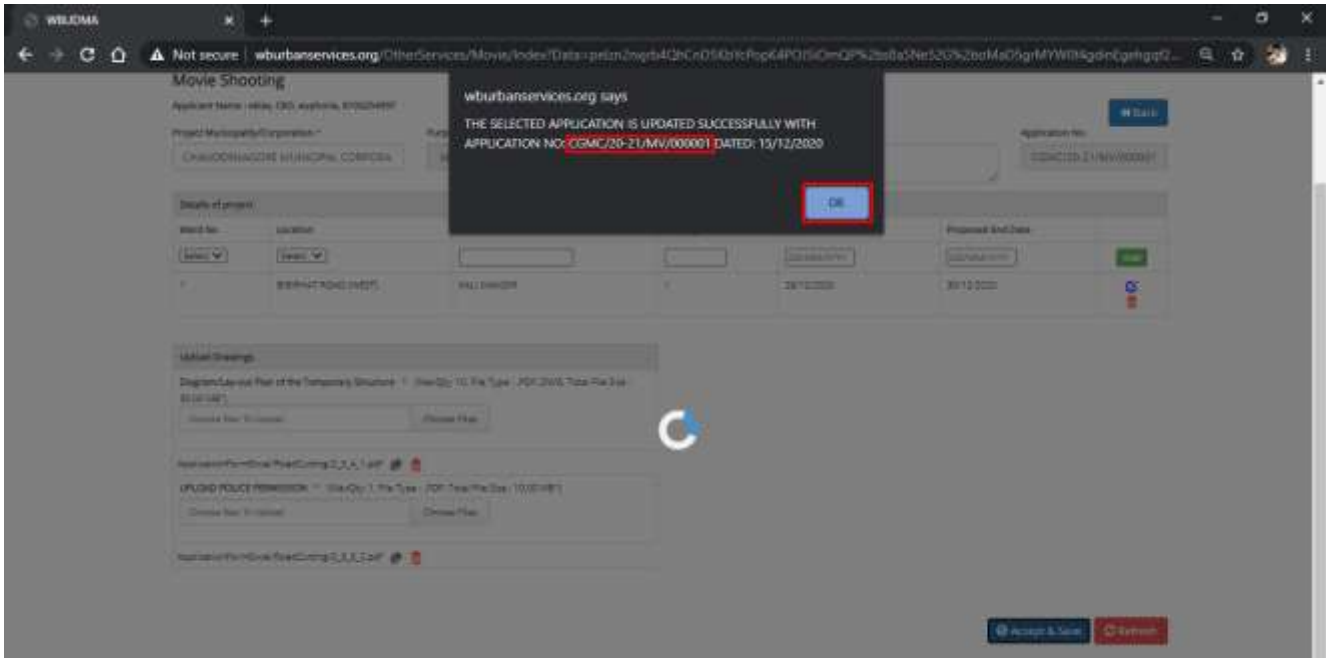
The Applicant has the option to edit the Application if required till the Status shows as Application Submitted. The Edit link in Action Tab will open the Application as filed.



The Applicant needs to click on the Pencil Icon to edit the Application.

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After making the necessary changes the Applicant needs to click on Accept and Save again to submit the Application. The Popup will show again. The Applicant needs to click "OK".



After the process on the Municipal Corporation end is complete and the Application is Approved, the Payment Link will be generated

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The applicant's Dashboard will show the Application No and the Status of the Application through its different stages in the Municipal Corporation and will show in Applicant Dashboard as "Approved and Payment Link Generated".

The screenshot shows the website interface for the Urban Development and Municipal Affairs Department, GoWB. The page title is "Movie Shooting". There are buttons for "New Application" and "Back". A search bar is present. Below is a table with the following data:

Sl No.	Municipality	Application Number	Date of Application	Project Description	Status	Action
1	CHANDERNAGORE MUNICIPAL CORPORATION	CGMC/20-21/MV/000001	15/12/2020	DEMO MOVE	Approved and Payment Link Generated	Option

Showing 1 to 1 of 1 entries. Navigation: Previous, 1, Next.

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The website is compatible with Google Chrome

4. Online Payment

The Applicant needs to click on "Make Payment" link in the Action Tab.

The screenshot shows the same website interface as above. The table data is identical. In the "Action" column, the "Option" dropdown menu is open, and the "Make Payment" link is highlighted with a red box.

Sl No.	Municipality	Application Number	Date of Application	Project Description	Status	Action
1	CHANDERNAGORE MUNICIPAL CORPORATION	CGMC/20-21/MV/000001	15/12/2020	DEMO MOVE	Approved and Payment Link Generated	Option Make Payment

Showing 1 to 1 of 1 entries. Navigation: Previous, 1, Next.

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The website is compatible with Google Chrome

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The link will open the Approved Application. The Applicant has the option to print the Report by clicking on the PDF Tab.

The screenshot shows a web browser window with the URL `wburbanservices.org/OtherServices/OtherServices/ServiceReport_Movie?ApplicationId=20133&MunicipalityID=8101d22m7cmphfV913Q+-+5Ser...`. The page title is "Urban Development and Municipal Affairs Department, GoWB". A modal dialog box is open in the center with the text "wburbanservices.org says Are You Sure Want to Print Report ??" and two buttons: "OK" (highlighted with a red box) and "Cancel".

Below the dialog, the page content includes:

- Applicant name: ekias, CEO, euphoria, 8100254997
- Name of project: DEMO MOVE
- Project Municipality/Corporation: CHANDERNAGORE MUNICIPAL CORPORATION
- Purpose: Movie Shooting
- Application No.: CGMC/20-21/M/00001

There are two tables on the page:

Details of project						
Ward No	Location	Landmark	Borough	Proposed Start Date	Proposed End Date	Rate/Amount after Inspection (₹)
1	BBRHAT ROAD (WEST)	KALI MANDIR	1	28/12/2020	30/12/2020	300.00
Total (₹)						300

Other Charges	
Charge Type	Amount (₹)
DEVELOPMENT OF BUILDING AS OTHER	20.00
OC-2	20.00
OC-1	10.00
Gross Total (₹)	350.00

Buttons at the bottom right include "Make Payment" and "Refresh".

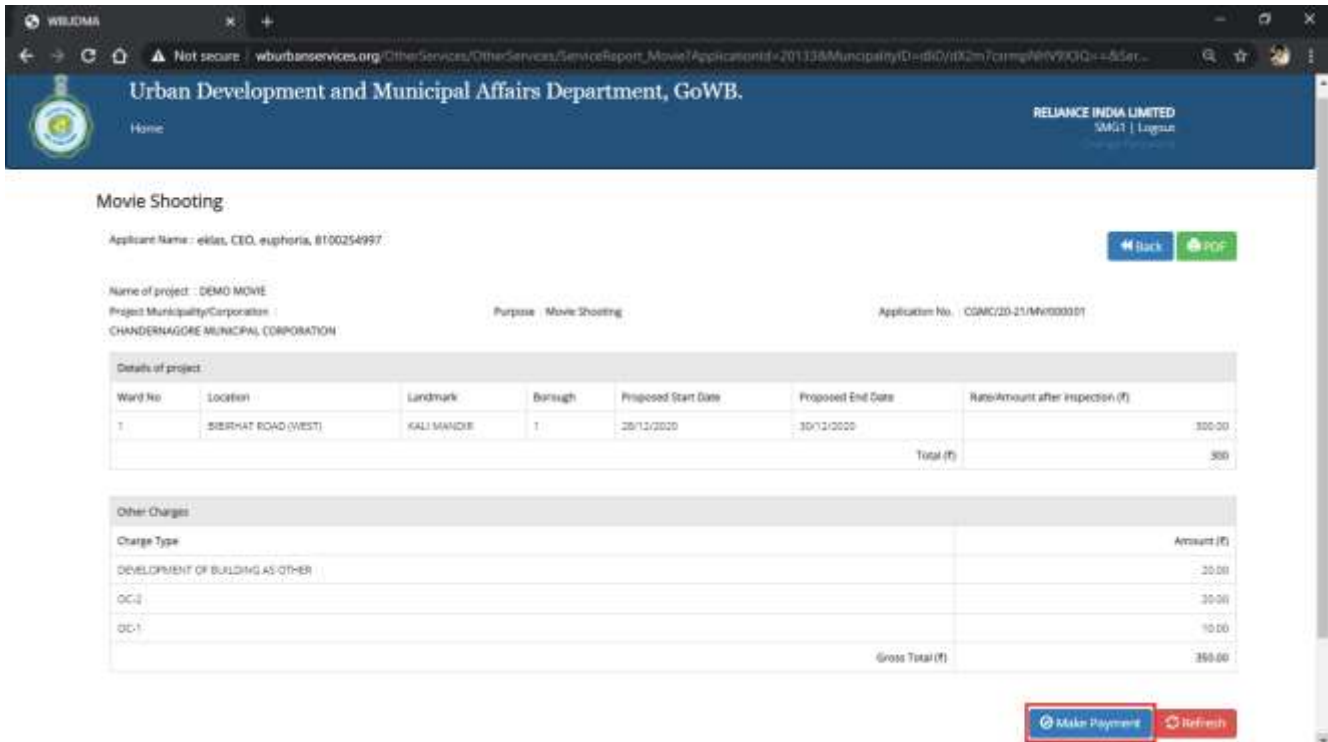
The screenshot shows the same web application with a print preview overlay. The print preview window is titled "Urban Development and Municipal Affairs Department, GoWB" and contains the same report data as the previous screenshot. The print settings are:

- Destination: Microsoft Print to PDF
- Pages: All
- Layout: Portrait
- Color: Color

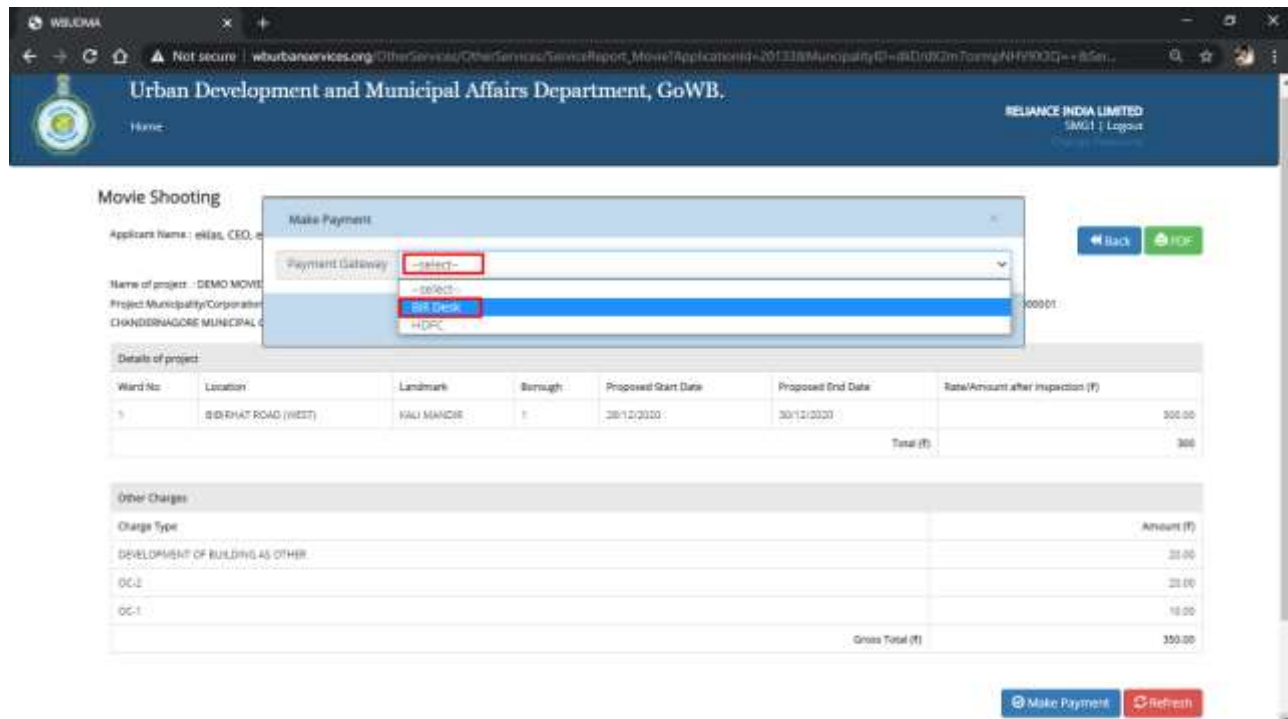
The print preview window has a "Print" button (highlighted with a red box) and a "Cancel" button. The background page is dimmed, and the "Make Payment" and "Refresh" buttons are still visible at the bottom.

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To Make Payment the Applicant needs to click on the “Make Payment” Tab at the bottom of the screen.



It will open the list of enlisted Payment Gateway which the Applicant needs to select and proceed with the Payment.



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Urban Development and Municipal Services

Movie Shooting

Applicant Name: eklat, CEO, e...

Name of project: DEMO MOVIE

Project Municipality/Corporation: CHANDERNAGORE MUNICIPAL...

Details of project

Ward No.	Location	Landmark	Borough	Proposed Start Date	Proposed End Date	Rate/Amount after inspection (₹)
1	BERHAT ROAD (WEST)	KALI MANDIR	T	28/12/2020	30/12/2020	300.00
Total (₹)						300

Other Charges

Charge Type	Amount (₹)
DEVELOPMENT OF BUILDING AS OTHER	20.00
OC-2	20.00
OC-1	10.00
Gross Total (₹)	350.00

Buttons: Back, PDF, Complete Payment, Make Payment, Refresh

Clicking on “Complete Payment” and then “OK” will open the Payment Gateway Page where the Applicant needs to make the Payment.

BillDesk - All Your Payments, Sim...

pgi.billdesk.com/pgi/ds/ProcessPaymentpassid=0000087ARPW6Z0dHqBdCg9C147ou2e17?epage=0wZkq7ndMqWgmf11gmL4

Credit Card >

Pay by Credit Card

Merchant Name: MUNICIPALITY TAX PAYMENT

Payment Amount: ₹ 350.00

Card Number: Enter card number

Expiration Date: Month, Year, CVV/CVC

Card Holder Name: Enter card holder name

Please note: If your credit or debit card has not been used for e-commerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020.

In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

Make Payment

BillDesk

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AXIS BANK

Date : 05 Jan 2021
Card Number : XXXX XXXX XXXX 4035
Merchant Name : MUNCTAXPAY
Amount : ₹ 350.00

Authenticate the Transaction Using the Below Options

Verified by VISA | **OTP (One Time Password)**

Password:

SUBMIT

[Forgot Password? Click Here](#)

This screen will automatically timeout after 180 seconds.

Powered by **Verifone VISA** | **Axis**

Urban Development and Municipal Affairs Department, GoWB.

Response Message: Payment Successful, Transaction ID: 100881320210105164430747

[Back](#)

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Facilitated by "Webkul Technology Ltd."

5. Download of Final certificate from applicant's dashboard & Final Certificate

Once the Payment is complete and successful message is received from the Bank the system will auto generate the Permission Letter which the Applicant will have the option to Download/Print in the Applicant's dashboard. (Screenshot below):

Urban Development and Municipal Affairs Department, GoWB.

Home

euphoria
eView | Logout

Movie Shooting

New Application Back

Search:

S.No.	Municipality	Application Number	Date of Application	Project Description	Status	Action
1	CHANDERNAGORE MUNICIPAL CORPORATION	CGMC/05-21/MW/00001	15/12/2020	DEMO MOVIE	Permission Generated	Open Download Permission

Showing 1 to 1 of 1 entries

Previous

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Facilitated by "Widul Technology Ltd."

Downloaded Approval Certificate (as appended below):

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Downloaded Approval Certificate (as shown below):



Office of the CHANDERNAGORE MUNICIPAL CORPORATION
Chandannagar
Annexure - II



Memo no BKPM/20-21/MV/000007

Date 15/12/2020

From: Commissioner/Secretary/Administrator,
CHANDERNAGORE MUNICIPAL CORPORATION
CHANDERNAGORE

To: RELIANCE INDIA LIMITED, SMG1, MALIK, MUMBAI

Sub: Prayer for permission for shooting of movie /tele-serial/ad-film/documentary film for DEMO MOVIE. in the
CHANDANNAGAR MUNICIPAL ORPORATION.

Ref: Your letter No. dated

Dear Sir/Madam,

With reference to your application mentioned above, the authority of this Municipal Corporation has been pleased to grant the permission in connection with shooting of movie /tele-serial/ad-film/documentary film for DEMO MOVIE in the CHANDANNAGAR MUNICIPAL ORPORATION.

Sl No	Borough No	Ward No	Landmark/Location	Proposed Start Date	Proposed End Date
1	1	1	BIBIRHAT ROAD (WEST) KALI MANDIR	28/12/2020	30/12/2020

The proposed activities must be executed in the field strictly as per the submitted drawing and time schedule without any violation.

- The time line of starting 28/12/2020 and completion 30/12/2020 of the shooting as mentioned should be maintained strictly.
- Any deviation from the drawing and time line may lead to stoppage of the work at site or imposition of any penal action from financial point of view as per norms.
- The safety and security measures at site as per prevailing Government Order should be followed on priority basis without any compromise.
- After completion of the shooting the site should be free from all materials including waste rubbish so that the site should be usable, safe and secured.
- For any damage of the municipal properties the Municipal Corporation shall have all the rights to revoke the permission order at any point of time before or during the shooting, if it is satisfied after due enquiries that the conditions imposed on the applicant are violated fully or partially.

Yours sincerely,

Commissioner/Secretary / Executive Officer
Administrator Seal:-