

## NATIONAL FILM ARCHIVE OF INDIA

### **I. Objective/purpose of the public authority:**

The importance of preserving cinema as an art and historical document has been recognized all over the world. The task of preserving cinema in all its varied expressions and forms is best entrusted to a national organization having adequate resources, a permanent set-up and the confidence of the film industry. Thus, the National Film Archive of India was established as a media unit under the Ministry of Information and Broadcasting in February, 1964 with the following aims and objectives:

- i) To trace, acquire and preserve for posterity the heritage of national cinema and build up a representative collection of World Cinema
- ii) To classify and document data related to film, undertake and encourage research on cinema and publish and distribute them
- iii) To act as a centre for dissemination of film culture in the country and to ensure the cultural presence of Indian cinema abroad.

#### Duties and functions:-

- 1) Acquisition, Digitization and preservation of Indian and International film classics, books, journals and other ancillary material relating to Cinema.
- 2) Classification and documentation of the material required.
- 3) Publication of books/pamphlets/monographs/filmographies/programme notes on Cinema.
- 4) Conducting periodical courses, seminars, lectures on Film Appreciation for the spread of film culture among university students and general public.
- 5) Building up an audio-video oral history of Indian Cinema by interviewing eminent film personalities and others concerned with the development of Cinema in the country and recording their interviews on audio and video tapes.
- 6) Servicing film-training institutions in the country with a regular supply of film classics and ancillary material required for their academic use.
- 7) Instituting fellowship/study grants for encouraging film scholarship.
- 8) Circulation of film classics to film societies/film clubs/educational institutions for non-commercial study, screenings through the Archive Distribution Library at Pune and other centers.
- 9) Extending facilities to filmmakers, research scholars and students of Cinema for preview/study of rare films in the Archive collection within the premises.
- 10) Providing guidance and advisory service to individuals and organizations interested in film research and film study activities.

- 11) Preserving the heritage of national Cinema for the sake of posterity and extending service to filmmakers, distributors etc. for repair of their old negatives or video copying and also preparing compilation films, using extracts, clips from archival material for academic use.

During the 46 years of its existence the NFAI has made steady and sustained progress in fulfilling its aims and objectives. One of the prized acquisitions of the Archive was a pre-independence film " India's Struggle for National Shipping" by Paul Zils. It may be mentioned that Mahatma Gandhi, Mohammed Ali Jinnah, Rabindranath Tagore, Vithalbhai Patel, Motilal Nehru, Sardar Patel, Maulana Abdul Kalam Azad, Malik Feroze Khan Noor and many other outstanding personalities of those turbulent days of the country's struggle for Independence figure in the film. The half-hour documentary film that was completed in 1946 was selected for countrywide theatrical release on Independence day in 1947 and the press held it as the most applauded film in the Independence week. The film was salvaged from the godown of the Scindia Steam Navigation Company in Mumbai. Although made by a German the film is notable for its patriotic fervor.

#### Theatre Facilities:

NFAI has three multi-purpose theatres. A preview theatre of 35 seats and main theatre of 330 seats in the main campus and state of the art theatre of 200 seats at Kothrud. Apart from NFAI's own programmes and FTII's academic screenings, the facilities are also availed of by other institutions for their screening programmes, lectures, seminars etc.

#### Conservation, Preservation and Restoration work:

The moving image heritage of India can be safeguarded only if sustained and deliberate efforts are made to preserve it. The films are stored in a controlled environment with temperature of about 15° C and relative humidity of 50%, which is ideally suited to preserve black and white films. NFAI also has specialized vaults for colour films.

#### Facilities to Producers/Copyright owners:

NFAI is rendering services to producers/copyright owners in respect of supply of films for repairing their original negatives, preparation of duplicate copies and video copying for telecast purposes. A number of celluloid classics being telecast on the national and satellite networks were collected from its collection.

#### Dissemination of film culture:

The Archive also frequently lend viewing copies from its collection both Indian and foreign – for joint screening programmes to film societies and educational and cultural organizations all over the country. NFAI's distribution library is located in Pune and the regional offices in Kolkata, Bangalore and Thiruvananthapuram provide similar services to such organizations.

For the last over three decades NFAI has been conducting a month long film appreciation course every year in Pune in association with the Film and Television Institute of India. This flagship programme on the aesthetics of Cinema keeps on attracting participants from different walks of life and professions not only from different parts of India, but from across the globe. The Archive also conducts shorter courses on similar lines at various other centers in the country.

**II) Please provide details of the powers and duties of officers and employees of the organization:**

Director is the top-most post in the Organization. He is the Head of Department and is responsible for proper and efficient management of the affairs of NFAI. Director as Head of Department has been delegated powers as per the Delegation of Financial Powers Rules, 1978. The administration and accounts section is function as per various government rules like GFR, FR/SR, DFP Rules, Receipts and Payment Rules, Central Treasury Rules. The Administrative Officer has been delegated the DDO powers to carryout the financial transactions. Employees follow the govt. rules and regulations and orders of the Director.

With headquarters in Pune the NFAI has three Regional Offices at Bangalore, Kolkata and Thiruvananthapuram. These regional offices are primarily engaged in the task of diffusing film culture in the respective areas through film societies, educational institutions and cultural organizations. The functioning of the regional offices is overseen by the Director with the help of Deputy Director-cum-Curator who is heading the technical and administrative wings at the headquarters.

**III) Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

Name/Title of document	FR/SR, DFP Rules, GFR, CGEGIS Rules TA Rules, CCS Rules,OTA Rules
Brief Write-up on the document	Govt. rules and regulations, instructions, with regard to General Rules, Financial Rules, Traveling Allowance Rules, Conduct Rules, Group Insurance Rules, Overtime Rules.
From where one can get a copy of rules, regulations, instructions, manual & records.	Address <span style="float: right;">Open Mrket</span> M/s Swamy Publishers Pvt.Ltd., Sandhya Mansions, 236 R.K. Mutt Road, Post Box No. 2468, Raja Annamalaipuram, Chennai-600 028.
	Telephone No: 044-24938365/24939244
	Fax : 044-24938363
	E-mail : www.swamypublishers.com
Fee charged by the department for a copy of rules, regulations, instructions, manual and records.	Not applicable

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

No such provision is available. NFAI follows all Govt.of India rules, regulations and orders issued from time to time.

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation.	Arrangements for seeking public participation
1)	<b><u>NFAI Advisory Committee</u></b> To make recommendations regarding films to be acquired for preservation in the Archive. To consider the proposals received for research projects, monographs and audio-video oral history projects for grant of fellowship.	No	Members are chosen from the respective fields.
2)	<b><u>Sub-Committee for Prioritizing restoration of Masters' works.</u></b> To select the priority film titles for Digitization and restoration work.	No	Expert Mmbers are chosen from the respective fields.
3)	<b><u>Technical Committee for Digitization of films.</u></b>  To check the quality of the films.	No	Expert Technical Members are chosen from the respective fields.
4)	<b><u>Sub-Committee for Drafting of the Manual for NFAI.</u></b>  Drafting the Manual for NFAI which is under preparation.	No	Members are chosen from the respective fields.

- VI. **Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others.**

Sr.No.	Category of the documents	Nature of documents	Procedure to obtain the documents	Held by under the control of
1)	Stills/Photograph	Stills/Photographs	As per available stills.	Documentation Section.
2)	Film Scripts	All Indian Regional Language film scripts received from CBFC.	By applying for Xerox copy. Xerox copy charges to be paid by the applicant.	Film Library Section.

- VII. **Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

Ministry of I&B, constituted the Advisory Committee on 22.7.2008 for National Film Archive of India under the Chairmanship of Secretary (I&B) with six each government officials and non-official members. This Committee is constituted i) to make recommendations regarding films to be acquired for preservation in the National Film Archive of India ii) to consider the proposals received for research projects, monographs and audio-video oral history projects for grant of fellowships iii) to consider any other related matter that may be referred to the Committee by the Government for advice.

The Convener/Member Secretary of the Committee is Director, NFAI, Pune. Ordinarily the meeting would be held once in six months. Nominated non-official members who are expert in the field are participated in the meeting. General public are not allowed to participate in the meeting. Minutes of the meetings are prepared.

- VIII. **Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.**

Sr. No.	Information about Public Information Officers	Address/Telephone No. etc.
1)	Administrative Officer, (Central Public Information Officer)	National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25659379 Fax: 020-25670027
2)	Smt. A.V. Karkhanis, Library & Information Asstt. (Asstt. CPIO)	National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25658253

		Fax: 020-25670027
3)	Director, NFAI,Pune. (Appellate Authority)	National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25652259 Fax: 020-25670027

**IX. What is the procedure followed to take a decision for various matters?**

The files are put up by the dealing assistants through supervisory staff and the final decision is taken by the Head of Department (Director) as per the Government rules and norms.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves ?**

Applications, request letters are put up by the dealing assistants through supervisory staff and section heads and the final decision is taken by the Head of Department (Director) as per the Government rules, regulations and general norms.

**XI. What are the arrangements to communicate the decision to the public ?**

Decision to the public is communicated through letters/fax/e-mail/telephone.

**XII. Who are the offices at various levels whose opinions are sought for the process of decision making ?**

Deputy Director-cum-Curator/Film Preservation Officer/Administrative Officer.

**XIII. Who are the offices at various levels whose opinions are sought for the process of decision making?**

Deputy Director-cum-Curator/Film Preservation Officer/Administrative Officer

**XIV. Who is the final authority that vets decision?**

Joint Secretary (Films), Ministry of Information & Broadcasting, Govt.of India, New Delhi.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

<b>Sl.No.</b>	<b>1</b>
Subject on which the decision is to be taken	Acquisition, Digitization of films and ancillary material.
Guidelines/Directions if any	As per delegation of powers.
Process of Execution	Procurement of Films/Ancillary materials from the copyright owners/collectors etc., Quality checking, making inventory etc.

XVI. **Directory of Officers and Employees:**

The Directory of Officers and Employees is as under:-

Sr. No.	Designation	Group/ Class	Name of Officer/Employee
1)	Director	A	Shri Prashant Pathrabe
2)	Deputy Director-cum-Curator	A	Post is vacant
3)	Regional Officer-Kolkata	A	Post is vacant.
4)	Regional Officer-Thiruvananthapuram	A	Shri A.J. John
5)	Administrative Officer	B	At present post is vacant
6)	Film Preservation Officer	B	Shri Kiran A. Dhiwar
7)	Jr.Hindi Translator (NG)	B	Post is vacant.
8)	Library & Information Asstt. -3	C	Smt U.A.Joshi, Smt.A.V.Karkhanis, and Smt. V.M. Kshirsagar.
9)	Accountant	C	Shri G.Radhakrishnan Pillai
10)	Stenographer Gr.II	C	Smt. M.M. Advani
11)	Film Library Asstt.	C	Shri D.A. Rajput
12)	Projectionist	C	Shri S.R. Manohar
13)	Upper Division Clerk-3	C	Shri S.K.Sharma, Smt.A.C.Chavan & Shri P.P.Bhosale.
14)	Computer Operator	C	Smt. S.S. Vartak
15)	Jr. Librarian	C	Smt. Lakshmi Iyer
16)	Lower Division Clerk -4	C	Smt. Reema K.Murthi at RO Bangalore, Shri C.R. Haridas at RO Thiruvananthapuram, Shri S.S. Sarkar at RO Kolkata. Shri A.B. Lokhande at NFAI, Pune.
18)	Asstt. Projectionist	C	Shri P.A. Salam
19)	Driver	C	Shri V.V. Disale
20)	Sr.Film Checker	C	At present vacant.
21)	Film Checkers-10	D	Shri N.S.Alhat, Shri S.M.Yadav, Shri N.S. Marwad, Shri R.H. Banedar, Shri P.Venkatesh, Shri K.K. Davis, Shri D.N.More, Shri Raju Thomas at RO- Bangalore,Shri Deb Mukherjee at RO-Kolkata, Shri K.Gopakumar at RO-Thiruvananthapuram.
22)	Daftary	D	Shri V.B. Kengar
23)	Chowkidar -2	D	Shri A.M. Mali, Shri D.Sehravat
24)	Peon cum Packer -3	D	Shri D.A. Kokate at NFAI, Pune , Shri K.Satyanarayan at RO-Bangalore, Shri Arabinda Maiyur at RO Kolkata.
25)	Peon	D	Shri A.T. Limbare
26)	Mali	D	Shri B.D. Shivarkar

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

<b>Sr. No.</b>	<b>Name of Scheme</b>	<b>Amount in Crores (2010-11)</b>
1)	Acquisition and exhibition of Archival films.	9.99

It may be mentioned here that above plan scheme is approved by the Ministry of I&B, New Delhi. Funds are released on annual basis. Funds are meant for department purpose for acquisition, digitization of films and ancillary material. This is not a subsidy scheme for distribution purpose.

**XVIII. The Manner of Execution of Subsidy Programmes/Schemes:**

The above mentioned plan scheme is not subsidy scheme. As such funds are not meant for distribution purposes.

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it :**

Not applicable to NFAI.

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

<b>Sr.No.</b>	<b>Item of work</b>	<b>Prescribed Norms</b>
1)	Payment of Bills	Within 60 days of receipt of bills, subject to availability of funds and completion of formalities.
2)	Complaints & suggestions from book library readers	15 days
3)	Grievance redressal	Within 30 days of receipt of complaints.

**XXI. Please provide the details of the information related to the various schemes, which are available in the electronic format.**

Following schemes are available on electronic format:

- 1) Annual Film Appreciation Course Application forms being held in May/June.
- 2) Short term Film Appreciation Course application form.

**XXII. Means, methods or facilitation available to the public, which is adopted by the department for dissemination of information.**

Information is put up on NFAI's website: [www.nfaipune.gov.in](http://www.nfaipune.gov.in) .

Information is also sent through e-mail : nfaipune[at]gmail[dot]com

Various information are updated from time to time.

Information are also being published in the leading newspapers.

**XXIII. Frequency Asked Questions and their Answers.**

Frequently questions are asked on availability of particular film for their film show and answers are 'yes' if the film is available, and 'no' if film is not available in the Archive.

**XXIV. Related to seeking information :**

Related questions are about the availability of films for the film show purposes.

**XXV. With relation to training imparted to public by Public Authority:**

No any special training is being imparted by NFAI. However, NFAI in collaboration with Film & Television Institute of India, Pune is conducting one-month annual film appreciation course in the month of May/June. The course is primarily designed to meet the needs of film related professionals like teachers of film studies, communication, journalism, film society organizers, film critics, researchers, Govt.officials handling films, technicians and others interested in films. The normal intake is 60-70 participants. During the last year i.e. in May/June,2010, 72 participants from across the country attended the course. This is our important activity under dissemination of film culture. The one month film appreciation course fees is Rs.7,500 per participant. Those who have completed 21 years of age and interested in films and dissemination of film culture and from the above mentioned fields can apply for the course. The advertisement for the course is being released in the national newspapers in the month of Feb/March every year. Prescribed application form can be downloaded from the website of NFAI. Selections are made by the Committee consisting of Professor of Film Appreciation of FTII , Director, NFAI and Director, FTII, Pune on the basis of details of the application forms.