USER & PROCESS FLOW MANUAL FOR “APPLICANT” USER

01st JULY 2026

Government of India
Ministry of
Information and Broadcasting

LIVE EVENT DEVELOPMENT CELL

इंडिया सिने हब
INDIA CINE HUB

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1 Introduction

The India Cine Hub (ICH) Live Event Management Portal is an integrated, end-to-end digital platform developed to modernize and streamline the entire lifecycle of live event approvals across the country. It acts as a centralized system that brings together all processes related to venue booking, application submission, scrutiny, approvals, and compliance into a single, user-friendly interface.

The portal is designed to significantly reduce procedural delays and enhance transparency by digitizing traditionally fragmented and manual processes. It enables event organizers to efficiently submit, track, and manage applications for a wide spectrum of events, including concerts, sporting events, cultural festivals, exhibitions, conferences, and large-scale public gatherings. By adopting a structured workflow, the platform ensures that every application progresses systematically through defined stages, while providing real-time updates on status and actions required.

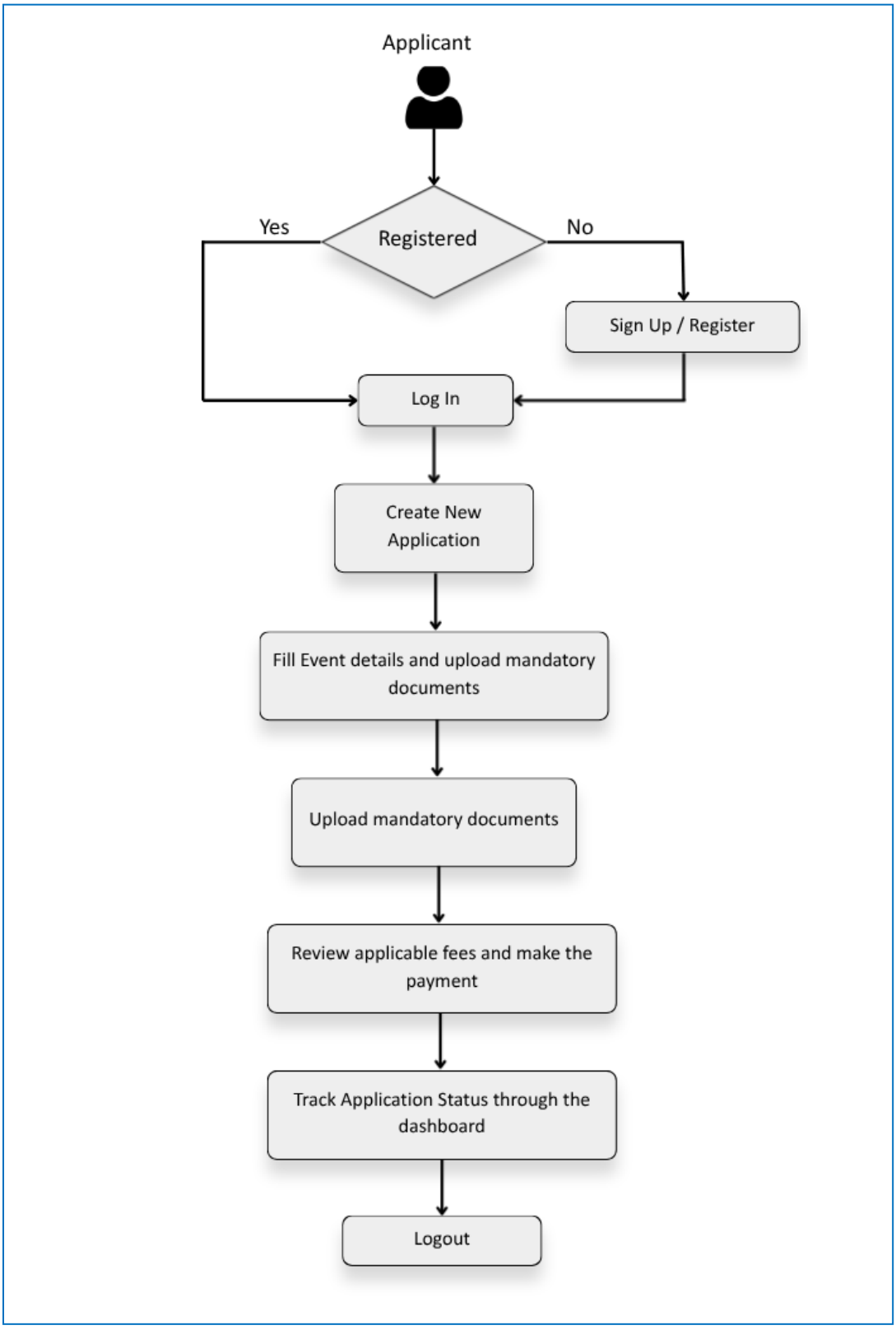
A key strength of the portal lies in its ability to facilitate seamless coordination among all involved stakeholders. It enables department-wise processing, ensures accountability at every stage, and minimizes communication gaps through in-built tracking and notification mechanisms.

At the core of the ICH platform is a collaborative ecosystem driven by three principal stakeholders:

- Applicants – These include individuals, event management companies, and organizations seeking to host events. Applicants can explore available venues listed on the portal, submit booking requests, and even apply for conducting events at venues that are not yet onboarded, ensuring flexibility and inclusivity in the system.
- Nodal Officers – They act as system administrators and coordinators, responsible for onboarding and configuring venues, mapping relevant departments to specific event types, and overseeing the overall progress of applications. Their role ensures that the workflow remains structured, efficient, and compliant with regulatory requirements.
- Departments – These are the concerned government authorities and agencies responsible for reviewing applications and granting approvals. They assess proposals, raise queries for clarification, schedule inspections where required, process payments, and issue final permissions or clearances in accordance with applicable rules and policies.

By integrating these stakeholders into a single digital framework, the ICH Live Event Management Portal promotes greater efficiency, transparency, and accountability. It eliminates redundancies, reduces turnaround time, and ensures a smoother, well-coordinated experience for both event organizers and regulatory authorities, ultimately contributing to a more organized and professional event management ecosystem across the country.

2 Process Flow Diagram for Applicant's Live Event Permission Cycle



3 Sign up

1. Applicants can register through the **sign-up** option available on the ICH portal. To sign up, they need to visit the ICH application login page using the URL https://indiacinehub.gov.in/. The following landing page will then appear and Applicant to click on **Register/Login** to open the **Login** screen. Please click on **"Create an Account Now"** tab.

Figure 1: Main ICH Portal webpage

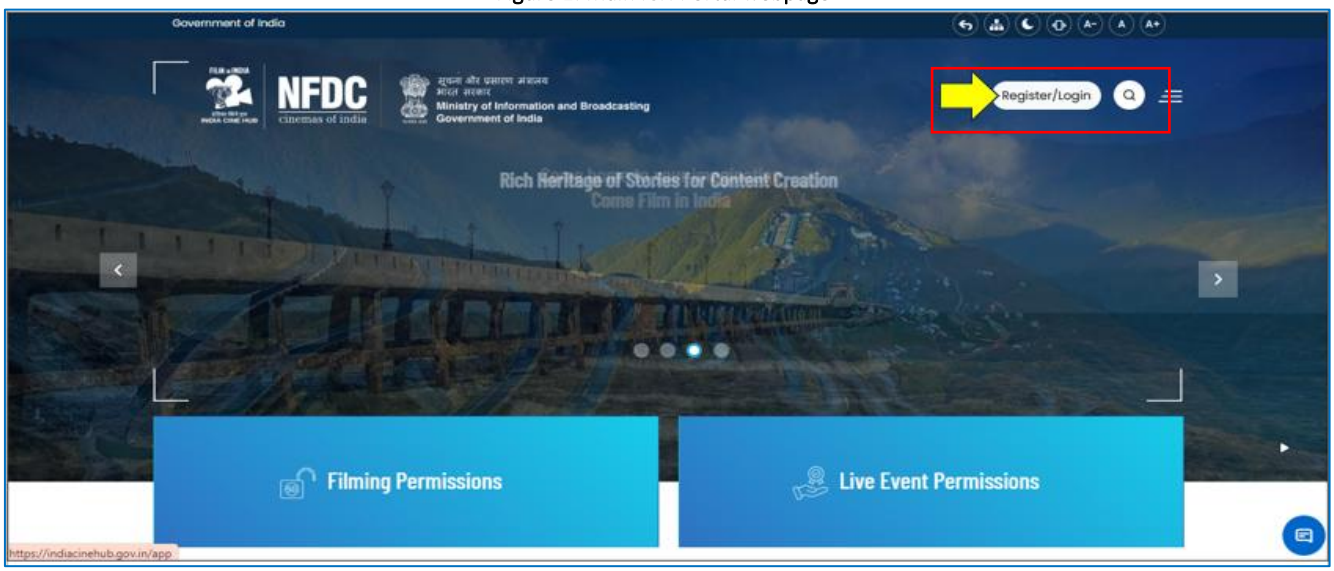




Figure 2: Web page for login/registration

2. The applicant must fill in the required details, ensuring all mandatory fields marked with an **asterisk (*)** are completed. Please provide a **valid email ID** and verify it using the OTP by selecting the **"Verify OTP"** option (. Before proceeding, ensure checking the **"I agree to the Terms & Conditions"** box, and then click on the **"Sign Up"** button.

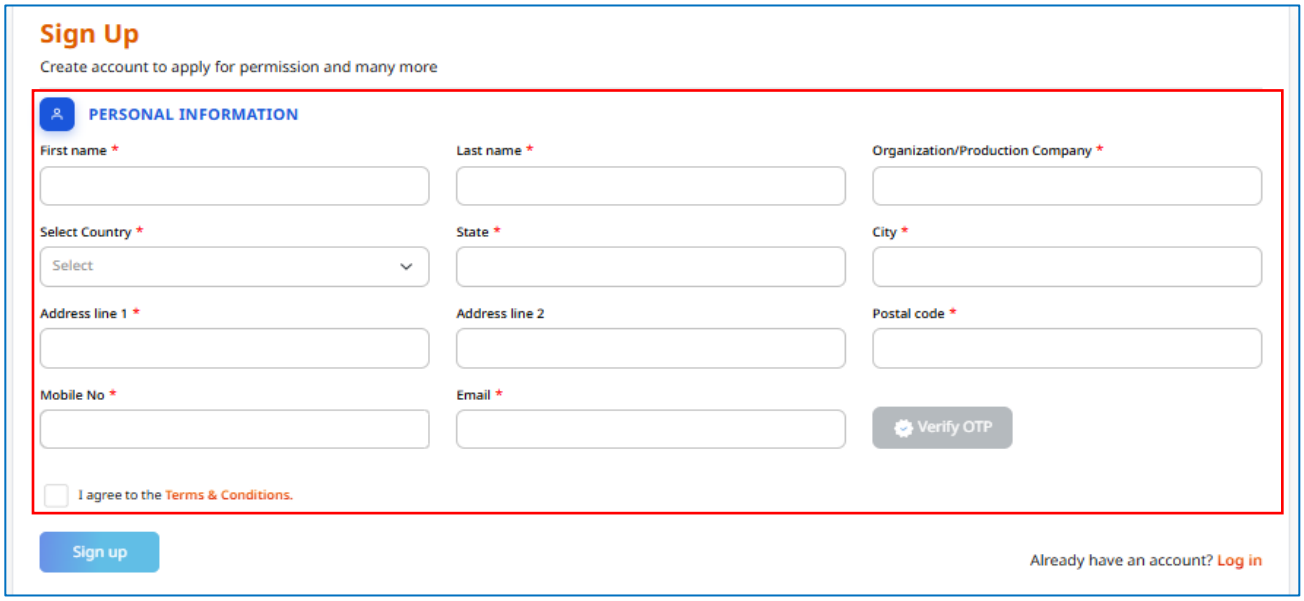


Figure 3: Signup page for creating an Applicant Profile

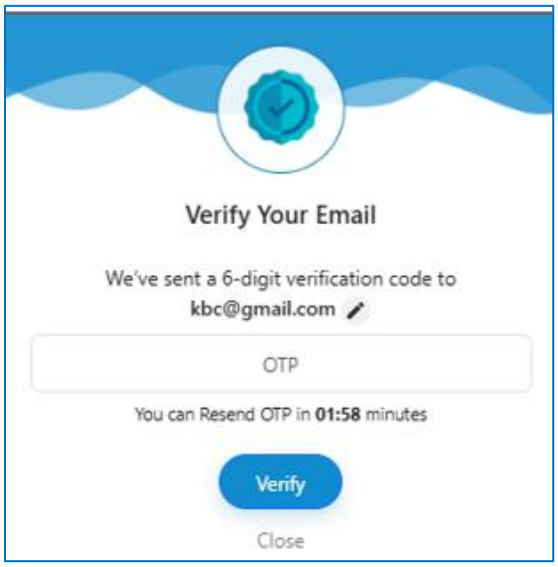


Figure 4: Web page box to enter and verify OTP

4 Login

3. After signing up, the applicant must log in to the portal using their email ID and OTP via the same link provided in Step 1 (refer to Step 1 for details). Upon successful login, the landing page will appear, where the applicant should select the **"Live Event"** option and proceed further.

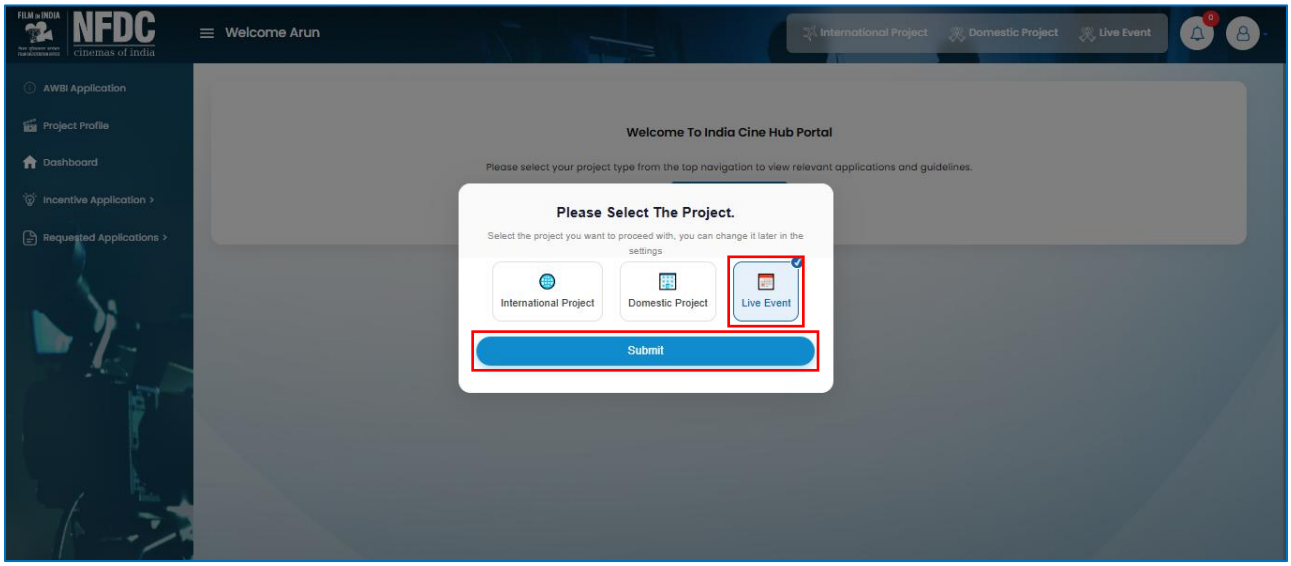


Figure 5 : Webpage to select project category

The user will be redirected to the selected module. However, during subsequent logins, the same screen will not be displayed again

4. Applicant to be directed to Live Event Permission portal Live Event Permission by clicking on **"Apply Now"** option

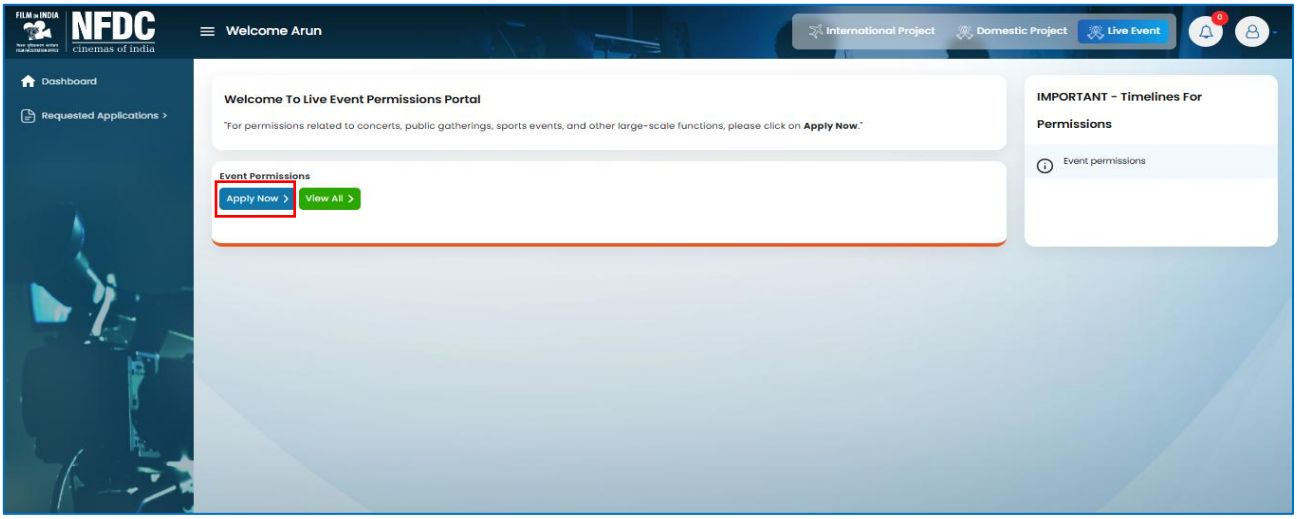


Figure 6: Webpage for making an application for live events

4.1 Steps to follow for Applicant for obtaining Live Event Permission (from existing Venues)

5. The applicant is redirected to the application form, where they must complete key sections, including **"General Event Details," "Security & Safety," "Crew Details,"** and **"Food & Beverages."**

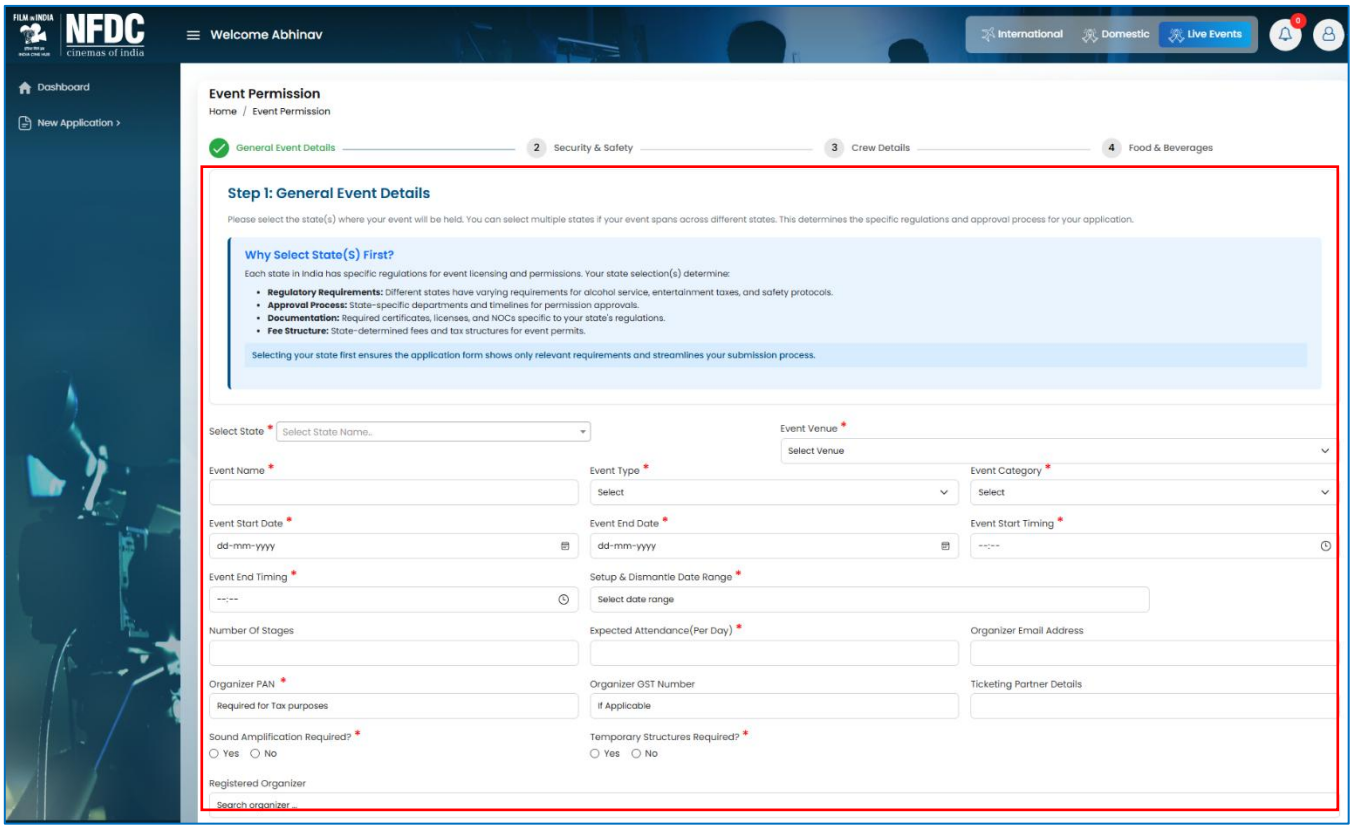


Figure 7: Application Form - General Event Details

6. Applicant to fill all the required details and select the states mapped with ICH portal.
7. Under General Event Details section only, applicant to decide to apply for either the existing venue from the venue list or the venue not onboarded with ICH by choosing from **"Other Venue"** category.

<u>For Existing Venues</u>

8. Applicant to select the state and venue from existing list and fill the details further.



Figure 8: Application Form – General Event Details – State's dropdown list

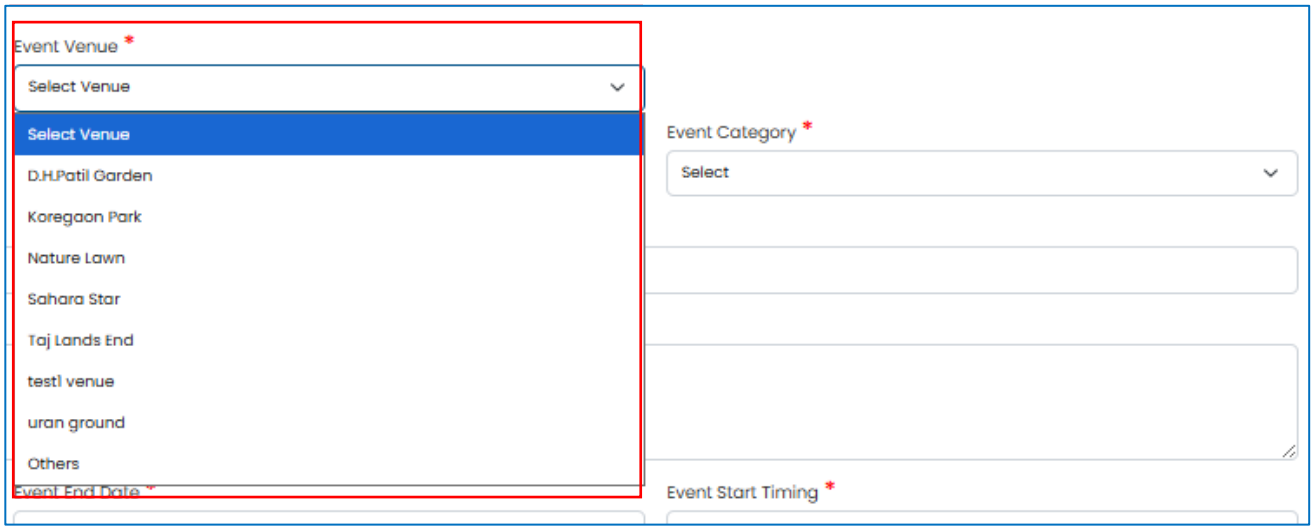


Figure 9: Application Form – General Event Details – Displaying drop down list of existing available venues

For Other Venues

9. Applicant to again select the state and select **"Others"** option from **"Event Venue"** category and manually enter the venue details if applying for a venue not onboarded with ICH



Figure 10: Application Form – General Event Details – displaying the drop down of select states

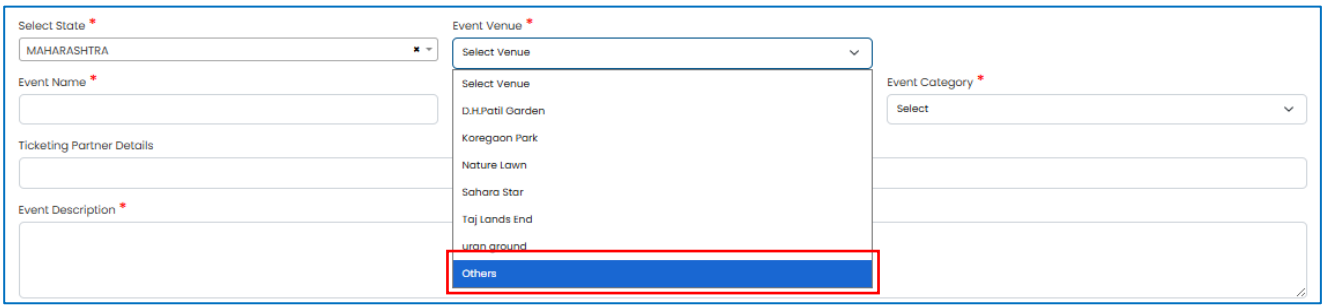


Figure 11: Application Form – General Event Details – Drop Down list of venues with Other's option

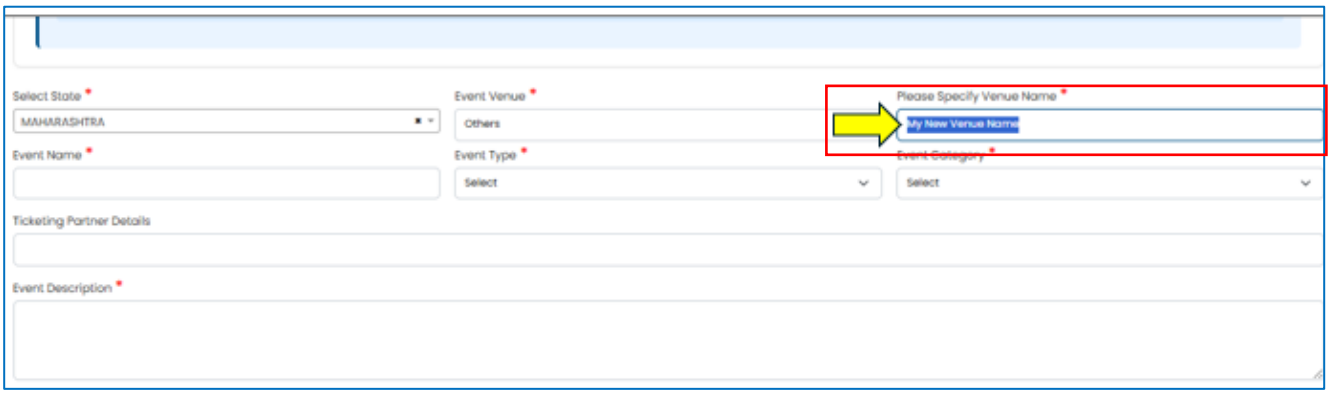


Figure 12: Application Form - General Event Details – "Specify venue name" section

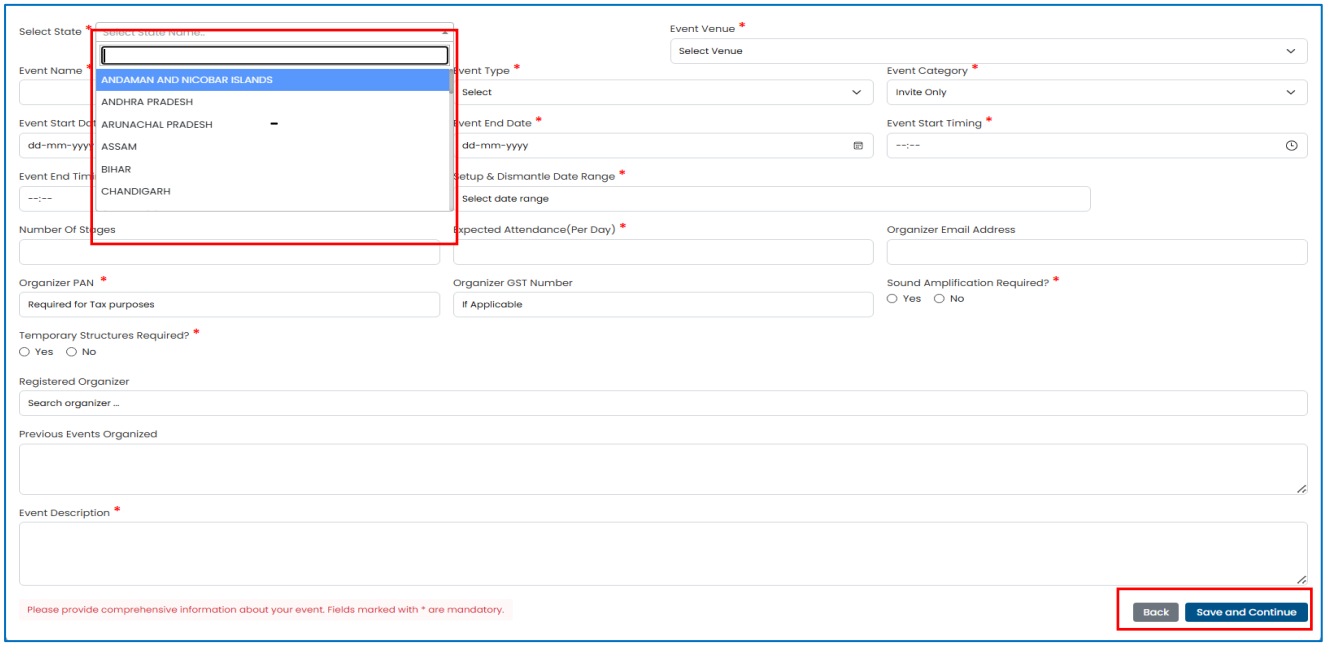


Figure 13: Application Form - General Event Details - Mapped States and "Save and Continue" option

10. Applicant to submit all the required details and continue by clicking on **"Save and Continue"** option referring Figure 7.6
11. Applicant to fill the details of **"Security & Safety"** option and required to upload files like Electrical Power and Cabling Plan, traffic management plan & fire safety plan etc. and continue further.

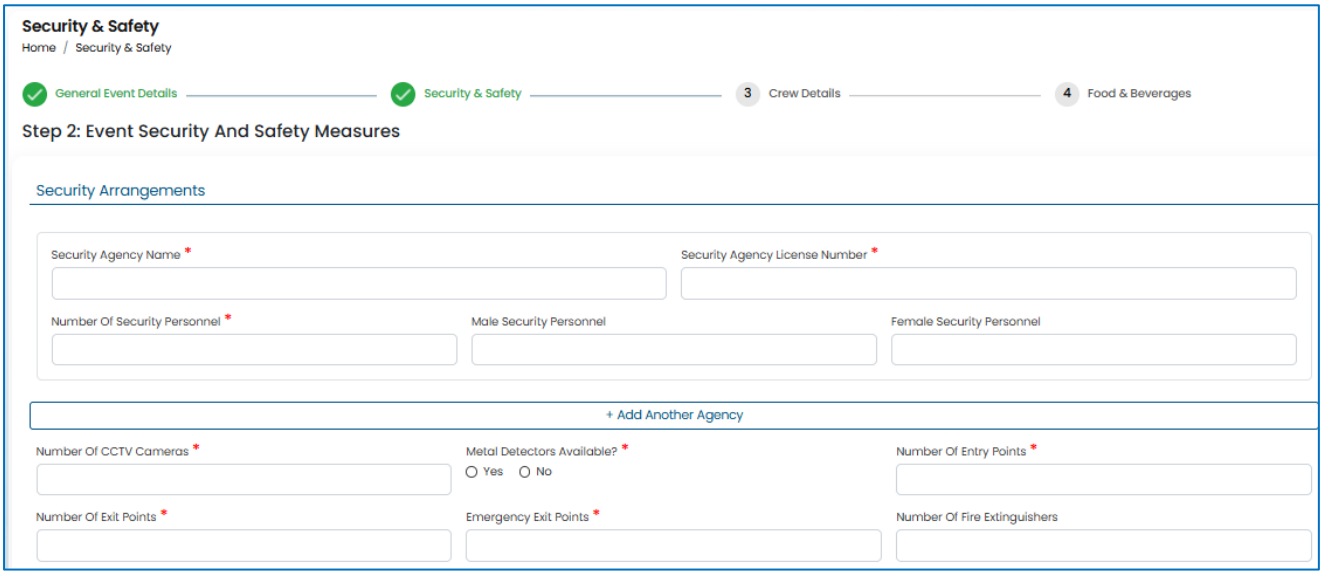


Figure 14: Application Form - Security And Safety Measures Page

12. Applicant should enter the **"Crew Details"** and proceed by clicking on **"Save and Continue"** option

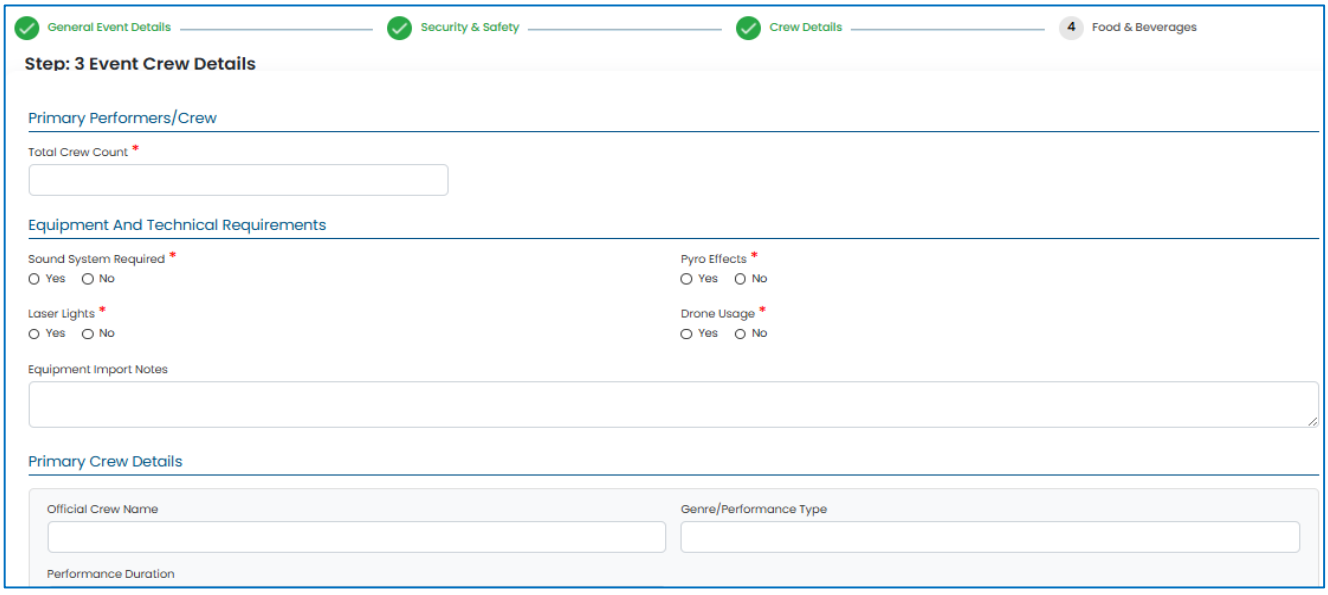


Figure 15: Application Form - Crew Details Page

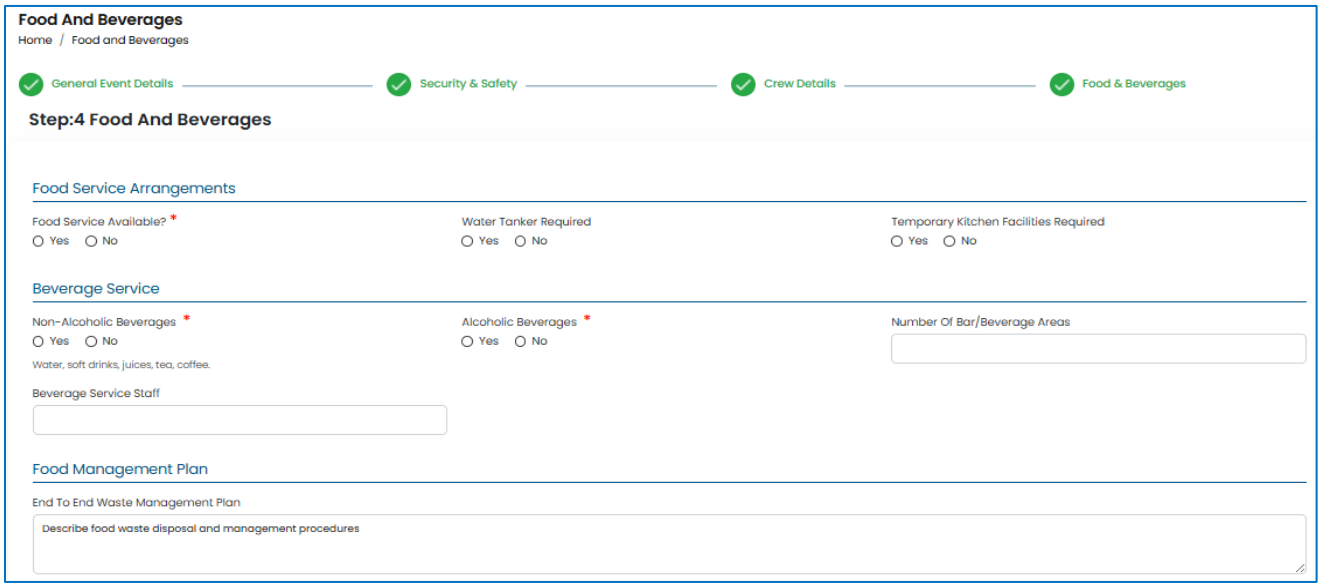


Figure 16: Application Form - Food & Beverages Page

13. Applicant should enter the final details of "Food & Beverages" and proceed ahead by clicking on **"Final Submit"** option and submit the Application form and make sure to click on "agreeing" both conditions

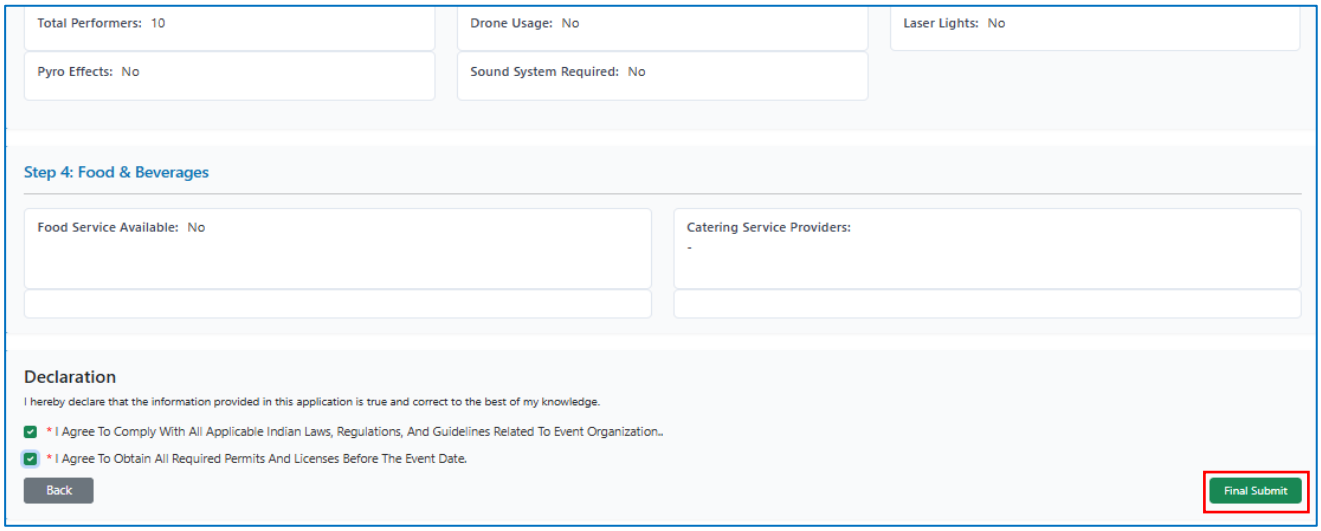


Figure 17: Application Form - Food & Beverage Page Continued with Final Submit option

14. After submitting the details through application form, the applicant should check the dashboard to confirm that the application has been successfully **submitted**.

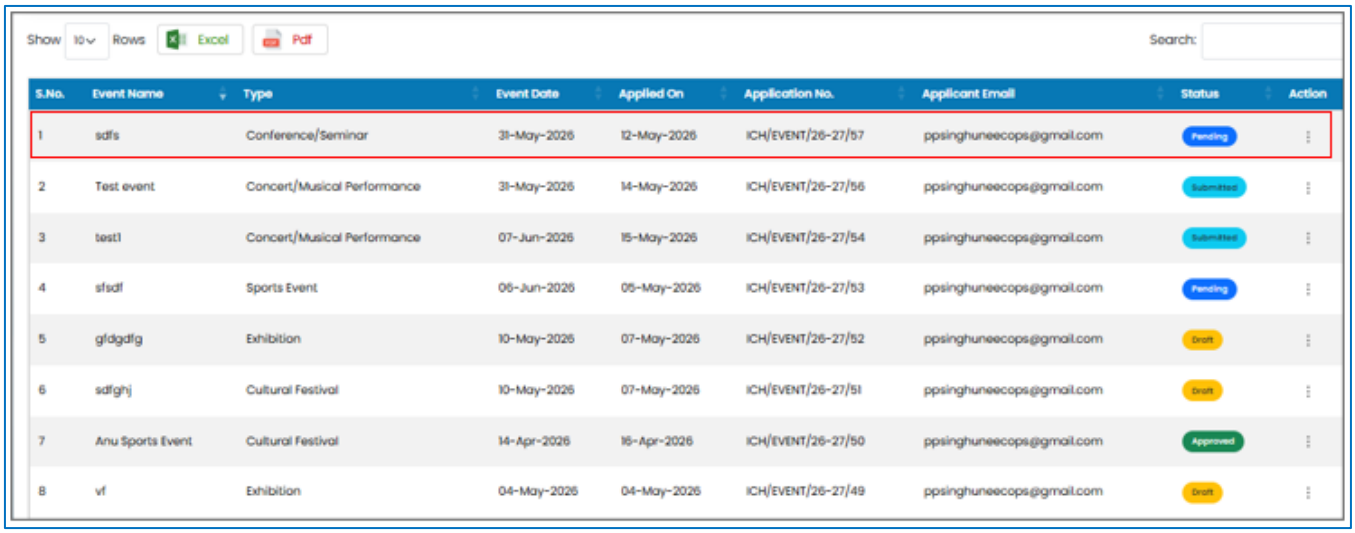


Figure 18: ICH - Live Event Dashboard for Applicant

4.1.1 View Details of request

15. Further, applicant can track the detailed filled application form by clicking on **"View Details"** as shown below:

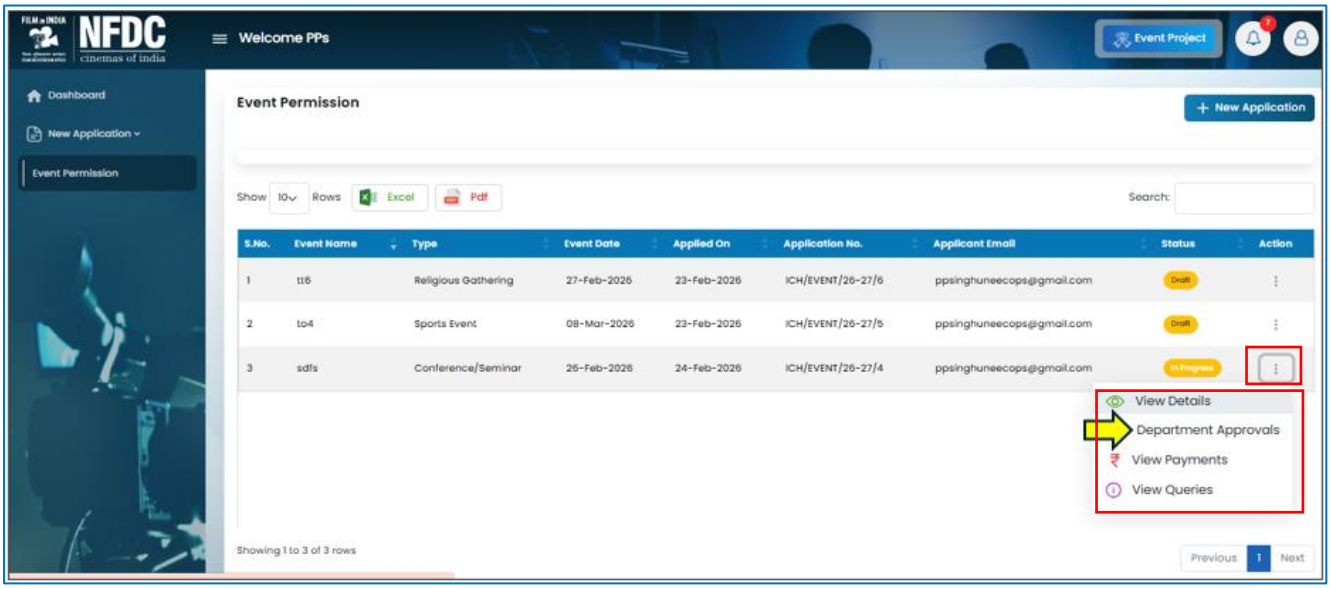


Figure 19: Event's Permission Dashboard – Drop Down for "View Details" option

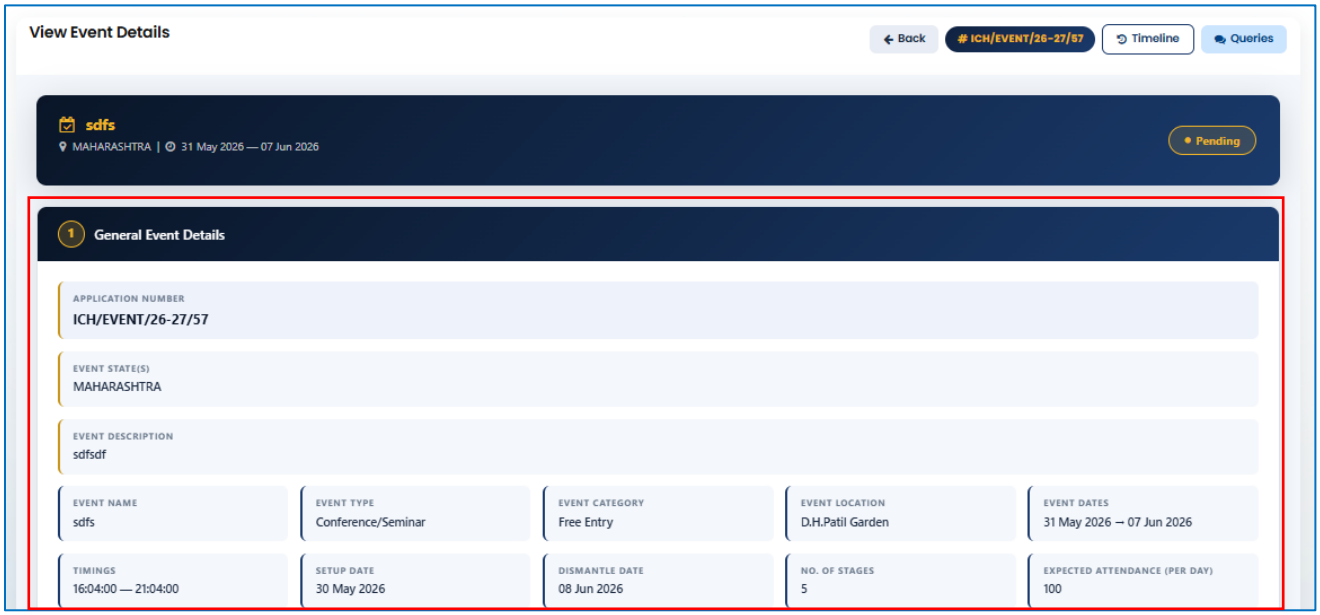


Figure 20: View Detail's Page

4.1.2 View Department Approvals

16. Applicant now again click on back tab and then click on action **"Department Approval's** option to check the status of approval against an application made.

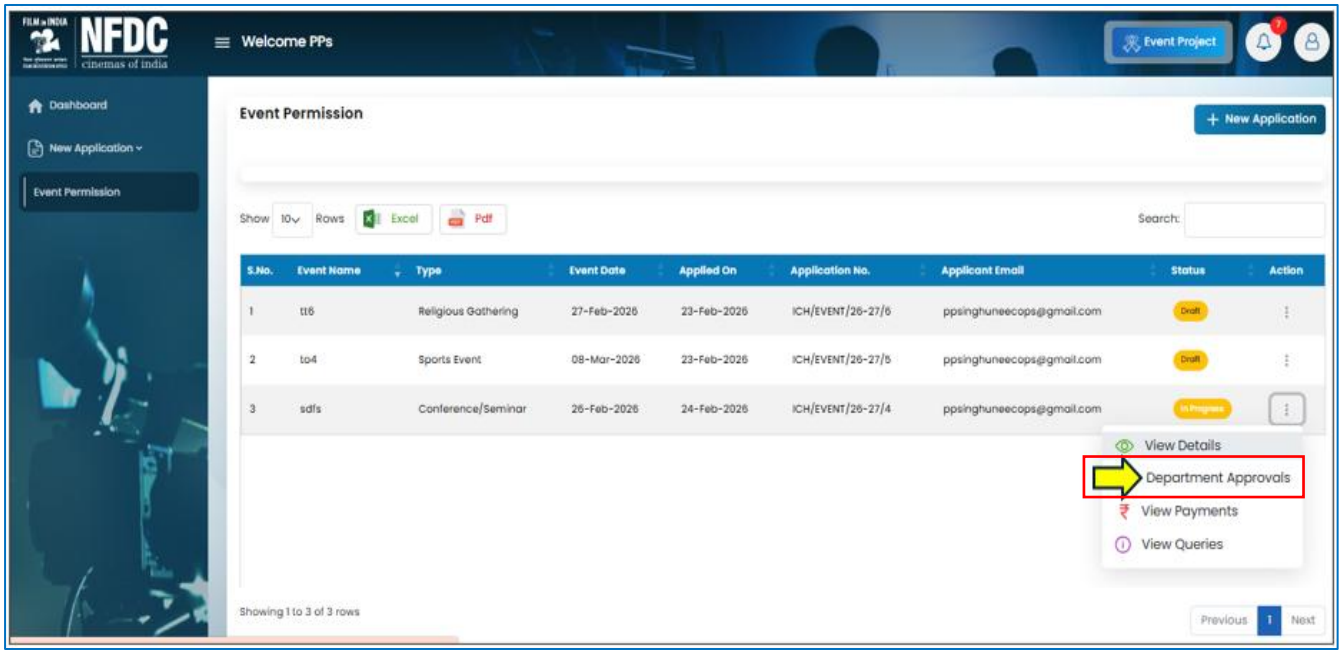


Figure 21: Event's Permission Dashboard – Drop Down for "Department Approvals" option

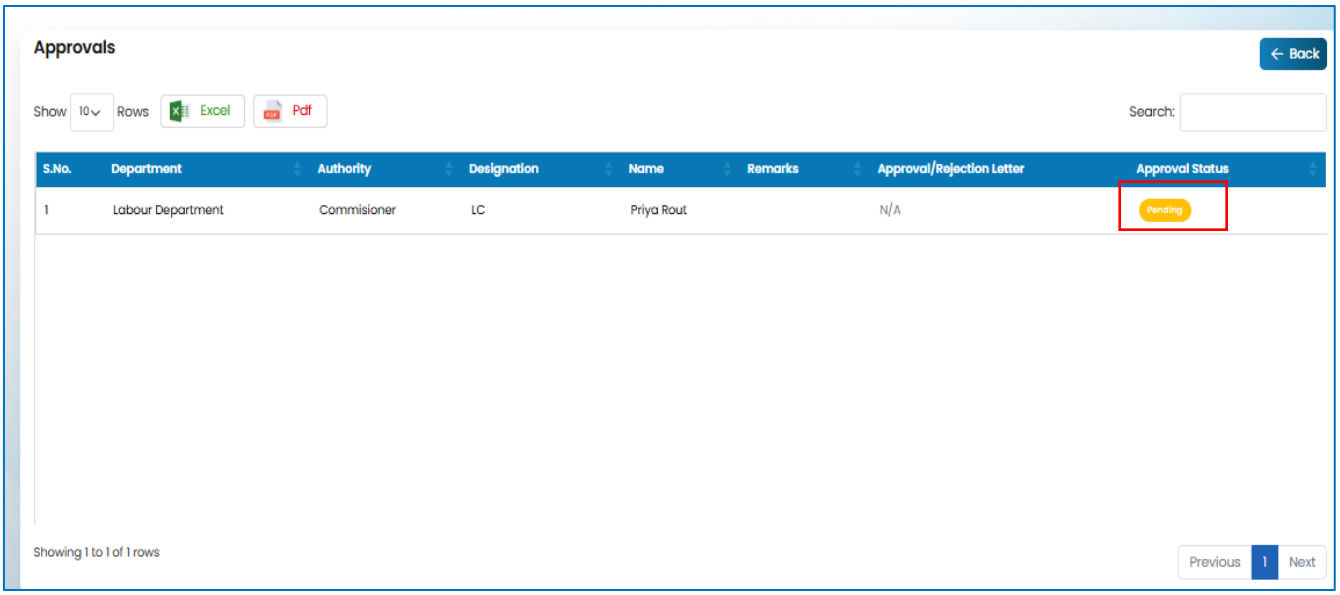


Figure 22: Department Approval Page

4.1.3 View Payments

17. The applicant may click on the 'Back' tab to navigate back and then choose another action, such as 'View Payment"

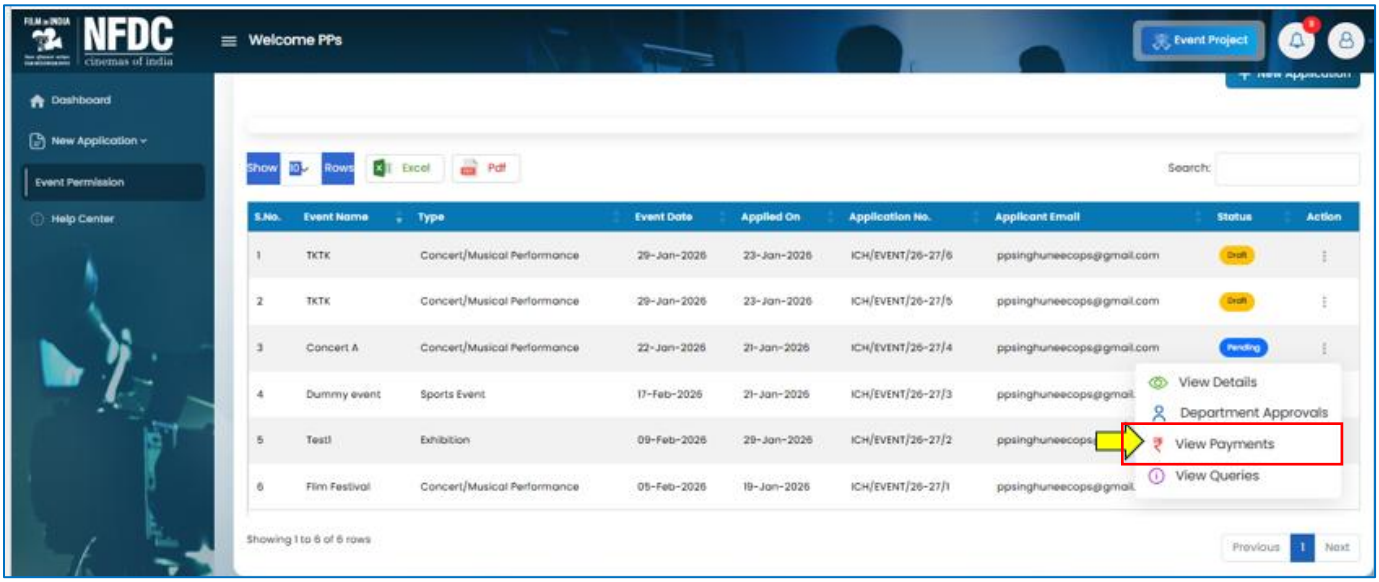


Figure 23: Event's Permission Dashboard - View Payment's Page

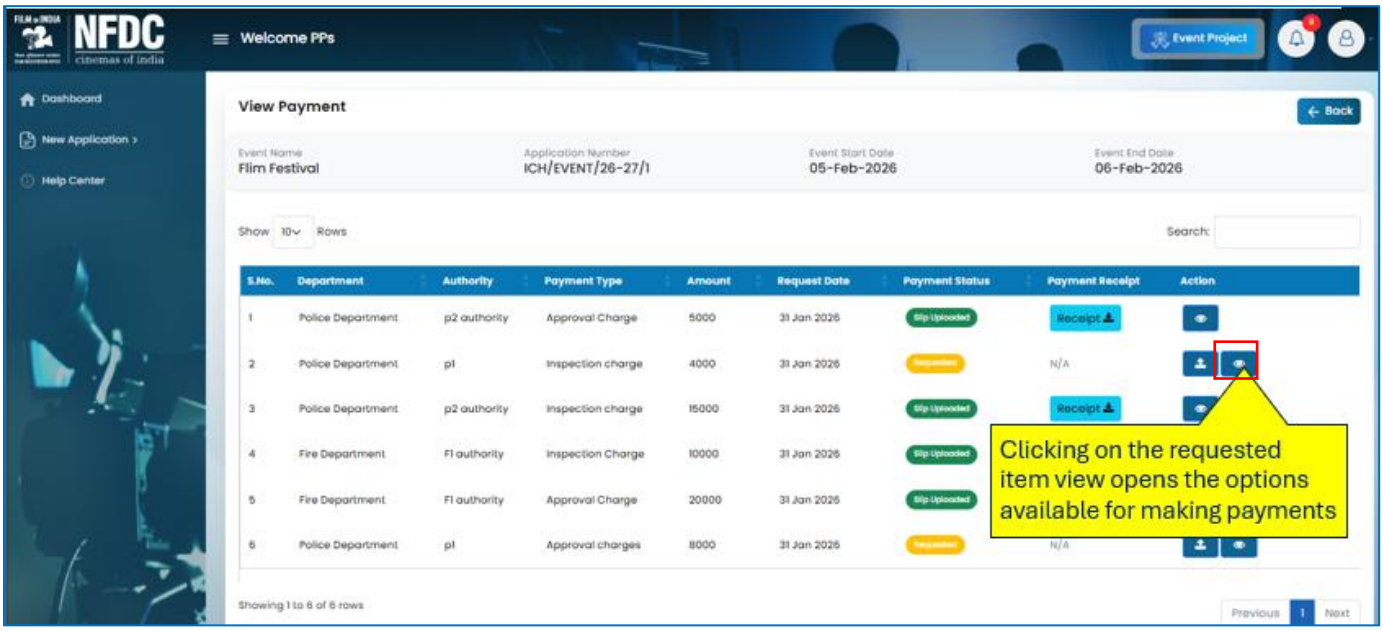


Figure 24: View Payment Page with payment option

4.1.4 Make payments and upload Payment Receipts

18. The applicant is redirected to the payment page, where the transaction can be completed either via the payment link or by scanning the QR code provided by the concerned department.
19. After completing the payment, the applicant is required to upload the payment receipt for submission to the department.

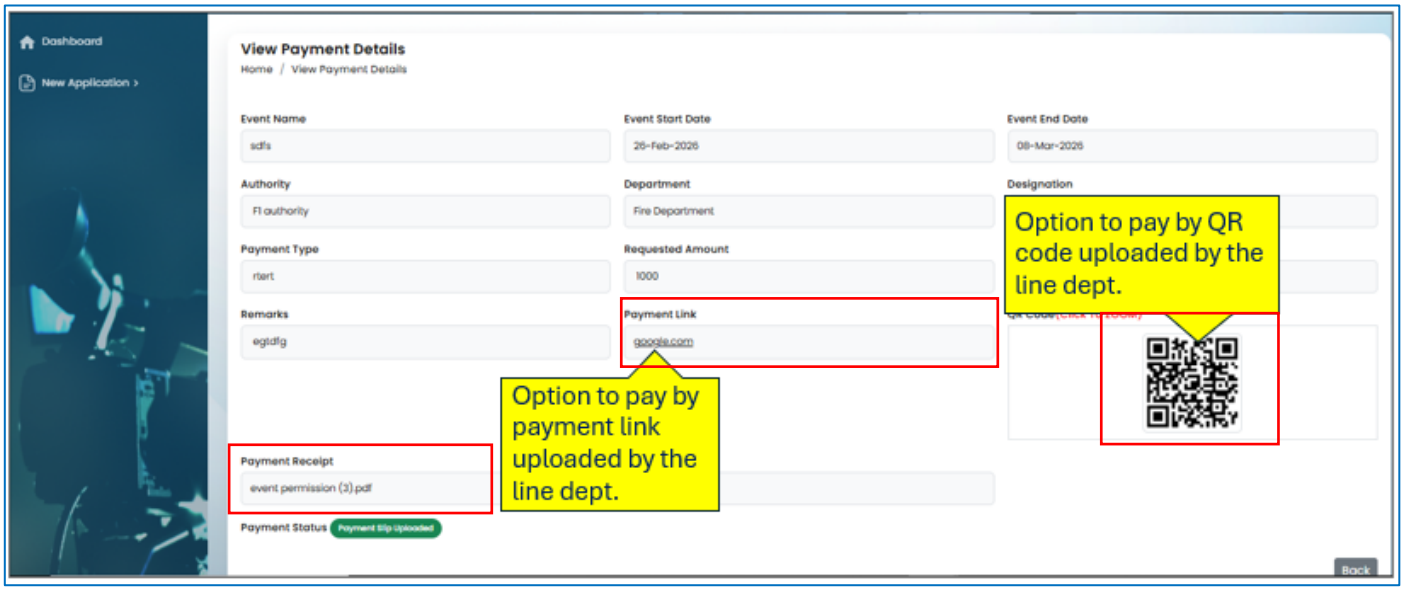


Figure 25: View Payment Details Page with options for Payment Receipt, Payment Link and QR Code

4.1.5 Answer Queries from Department(s)

20. The applicant may click on the **"Back"** tab to return to the previous page and select another action, such as **"View Queries."** From there, they can see the list of queries.



Figure 26: Event's Permission Dashboard - View Queries option

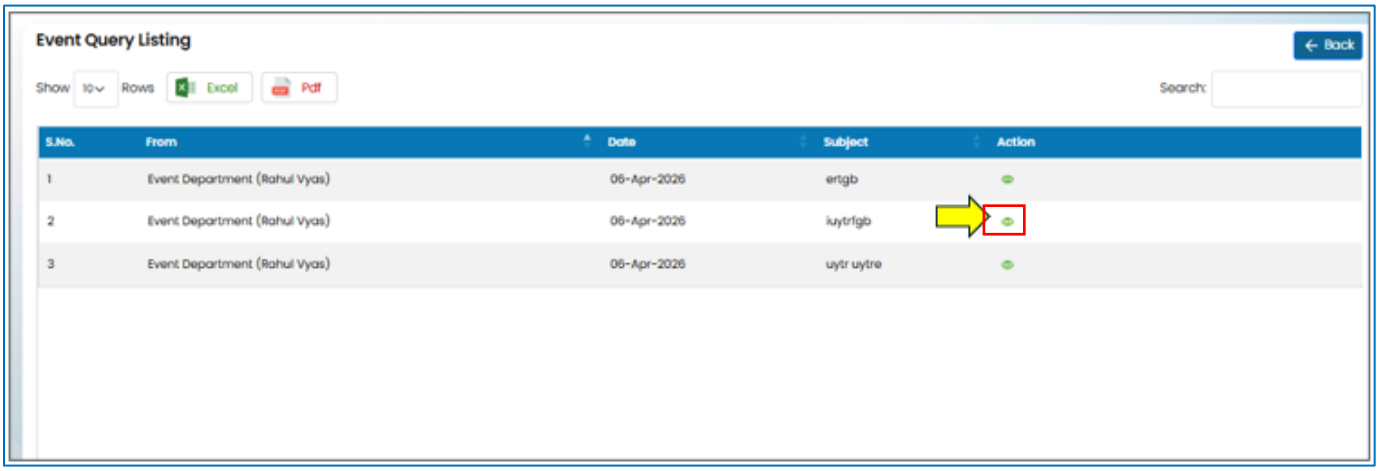


Figure 27: Event Query section displaying the "Eye" icon, allowing applicants to view and take action

21. The applicant is required to respond to the query raised by the department by entering details in the **"Add Your Comments/Remarks"** section, uploading relevant documents if necessary, and then clicking on the **"Submit Query Response"** option to complete the submission.

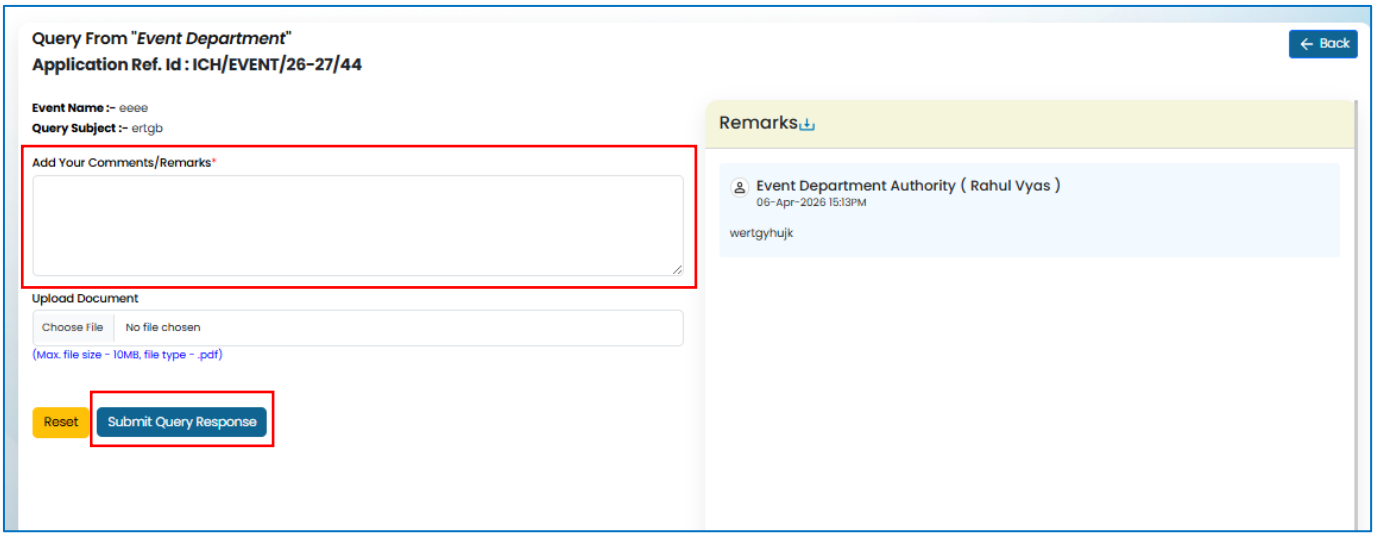


Figure 28: Queries Section Page for responding to query raised by the department

22. After clicking on "**Submit Query Response"** option, the response to the department is submitted and reflected at the applicant's end. The department will be able to view this response.

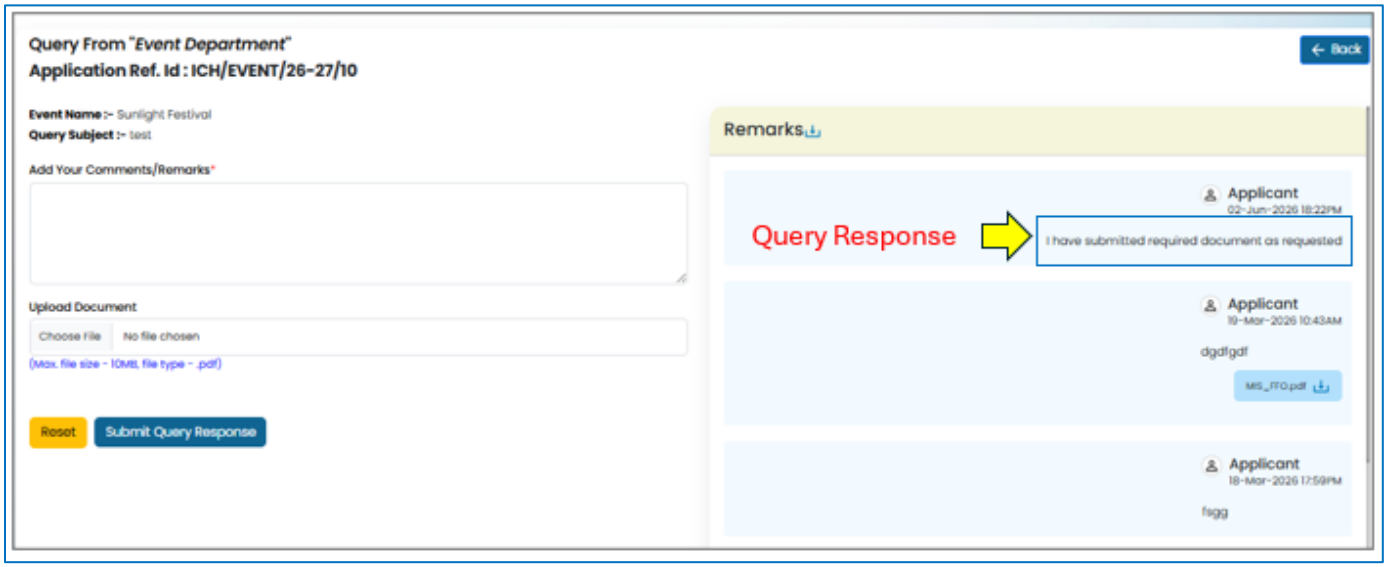
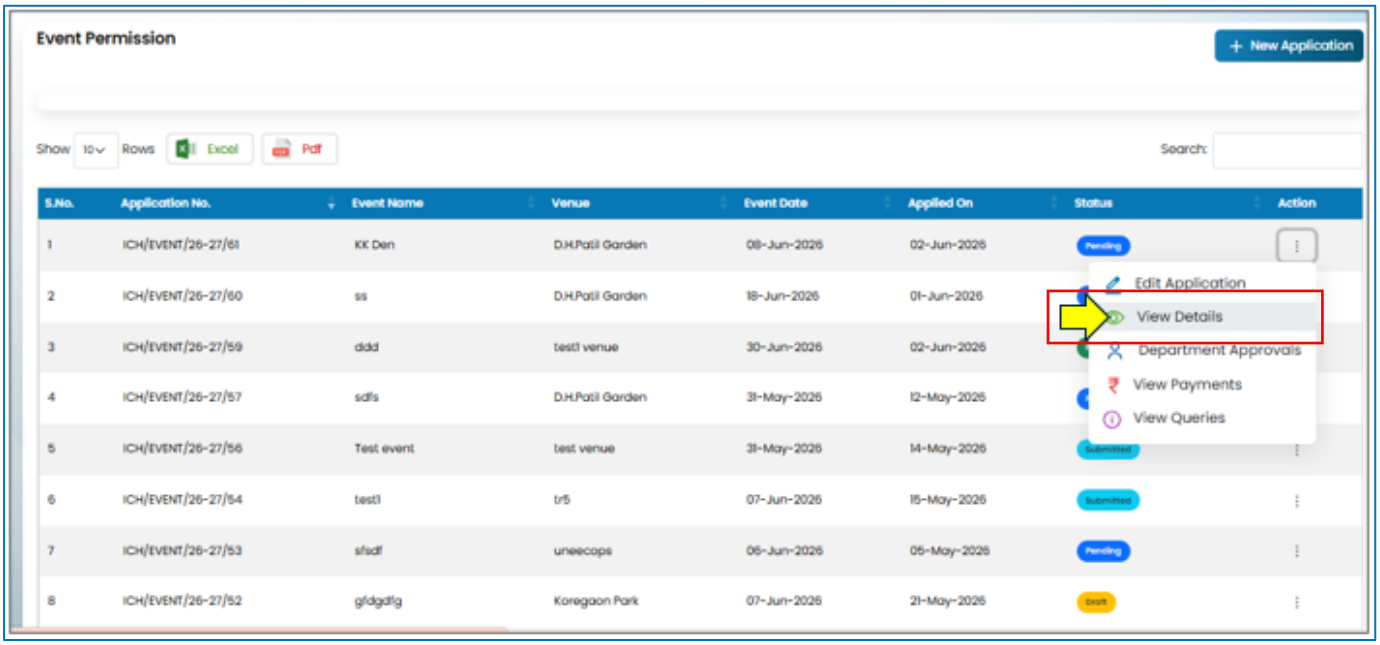
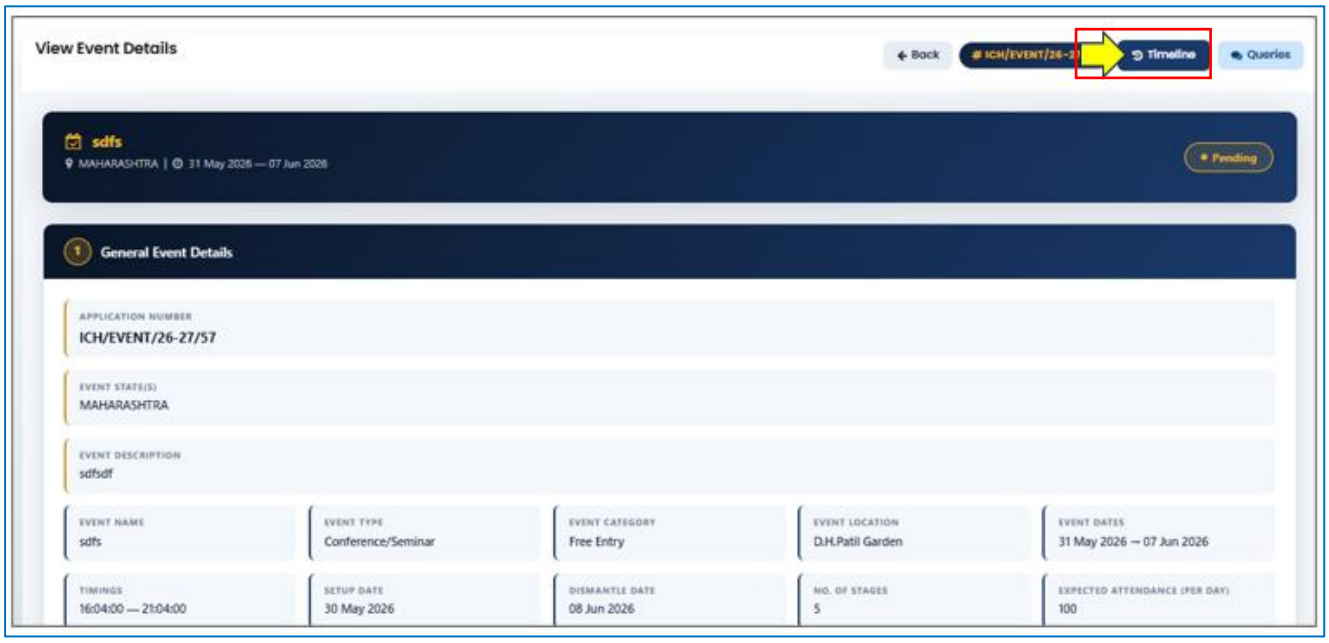


Figure 29: Query section with submitted response from applicant to the department

4.1.6 View approval Timeline

23. Application to again go back and navigate to "View Details" action to view the event permission application detail and click on **"Timeline"** option to review the approval timelines from various departments for a single request.





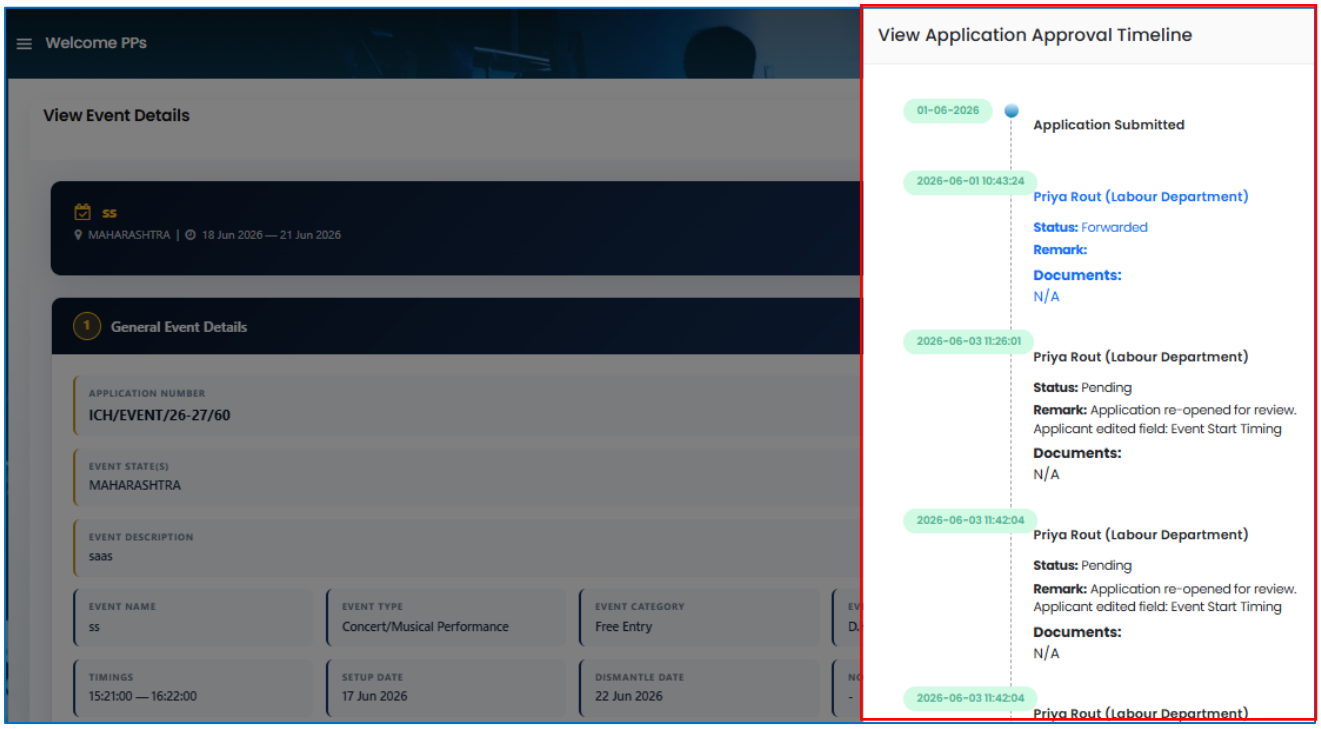


Figure 30: Tracking Page for “Approval Timelines from department

4.2 Log out

24. The Applicant has now completed their Live Event Permission application process and now can log out of the portal by clicking on **“Logout”** option under **“My Profile”** section as shown below:

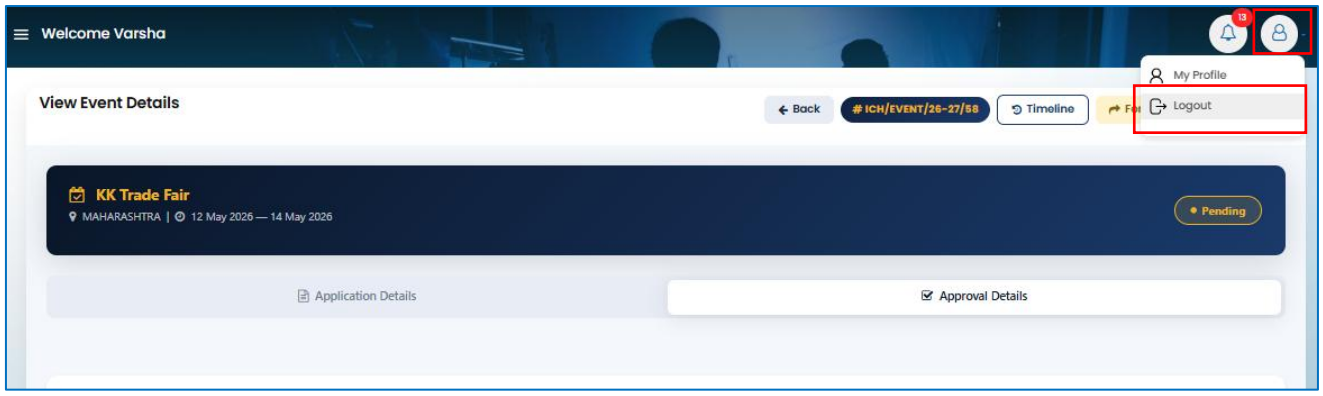
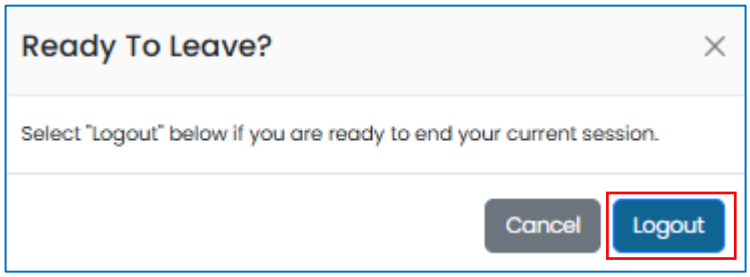


Figure 31: Log Out Page



5 CHECKLIST FOR SUBMISSION

Sr. No.	Document Name	Type
1	Electrical Power and Cabling Plan	PDF/Doc File
2	Traffic Management Plan	PDF/Doc File
3	Fire Safety Plan	PDF/Doc File
4	Emergency evacuation Plan	Input Text
5	Crowd Control Measures	Input Text
6	Organizer PAN	Input Text
7	Security Agency Name	Input Text
8	Security Agency License Number	Input Text
9	Payment Receipt	Image/PDF
10	Number of Security Personnel	Input Text

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