USER MANUAL AND PROCESS FLOW FOR "NODAL OFFICER" 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 Nodal Officer Workflow in two different scenarios

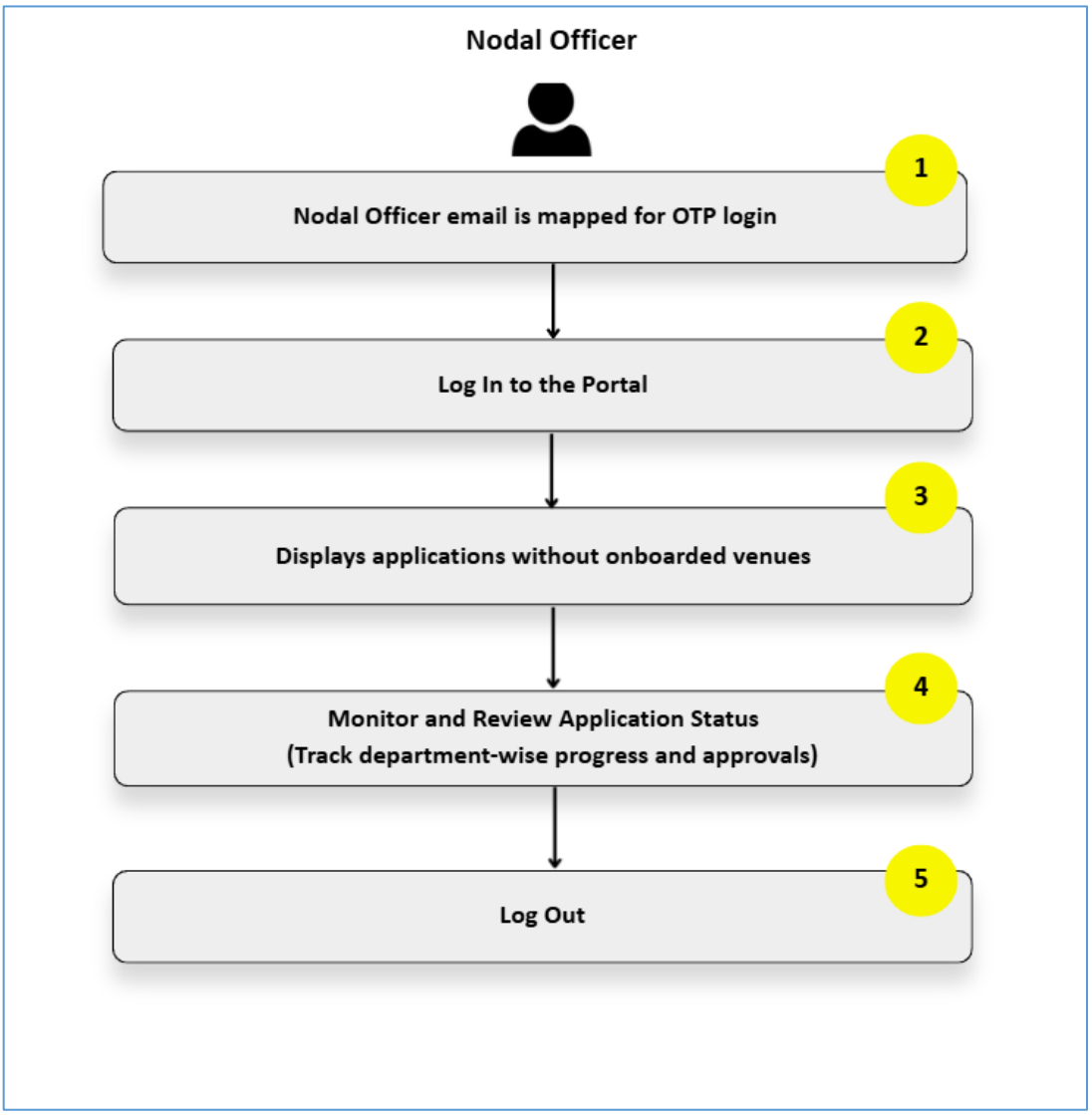


Figure 1: Scenario-1: Nodal Officer Process Flow Diagram for already onboarded venues on ICH Portal

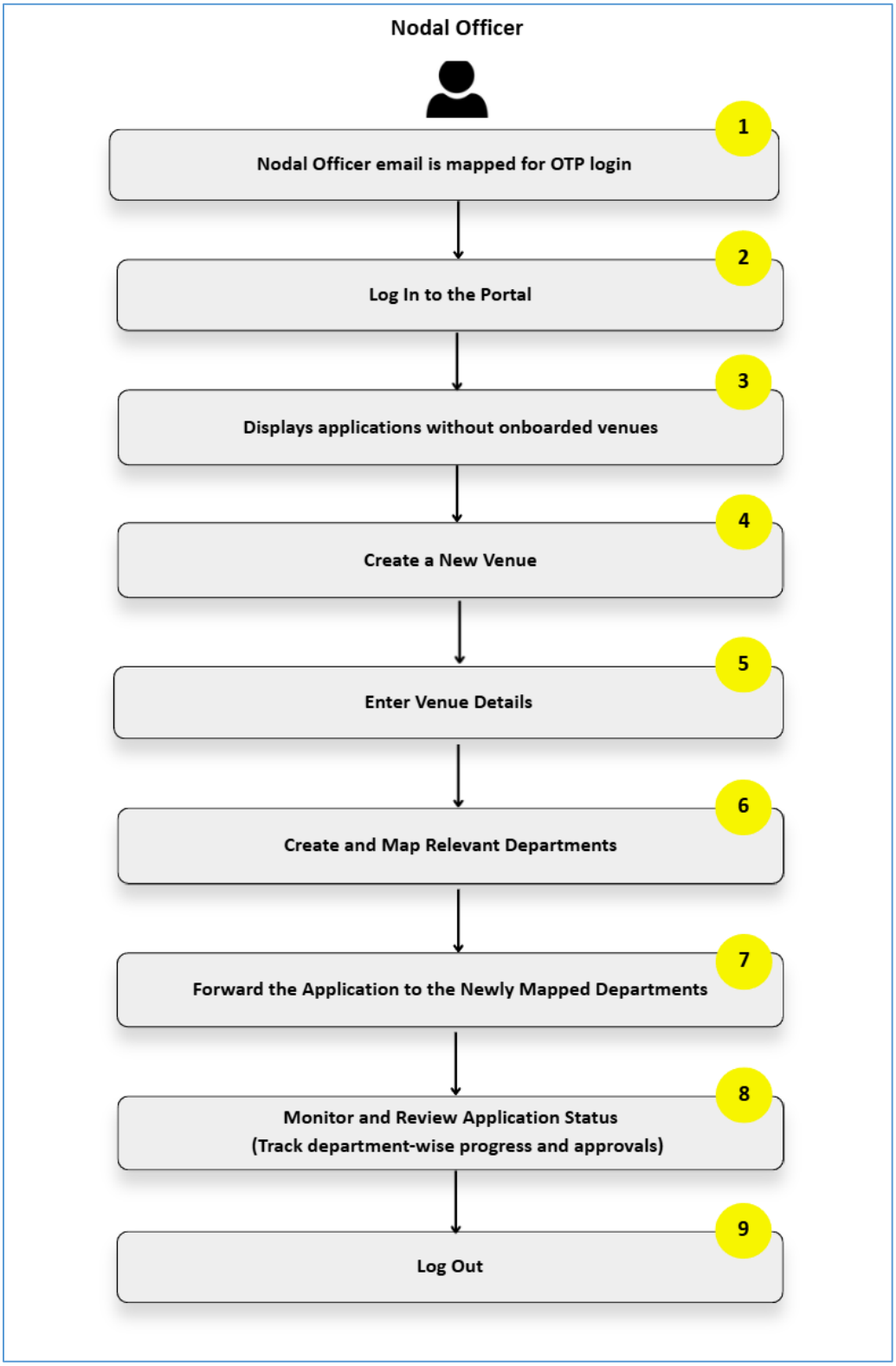


Figure 2: Scenario 2 – Applicant adds a new venue; the Nodal Officer approves and maps it or returns it for correction.

3 Sign up

The State Nodal Officer is not required to sign up separately as the Officer's email ID is pre-registered in the ICH System by the ICH super administrator, following which the login credentials are communicated directly by the ICH team.

4 Logging In

1. The nodal officer must log in using their registered email ID. A one-time password (OTP) will be sent to the email address registered with ICH.
2. Open the ICH application login page by visiting the URL: https://indiacinehub.gov.in/. The landing page shown below will appear and applicant to click on "Register/Login" option to open the login page

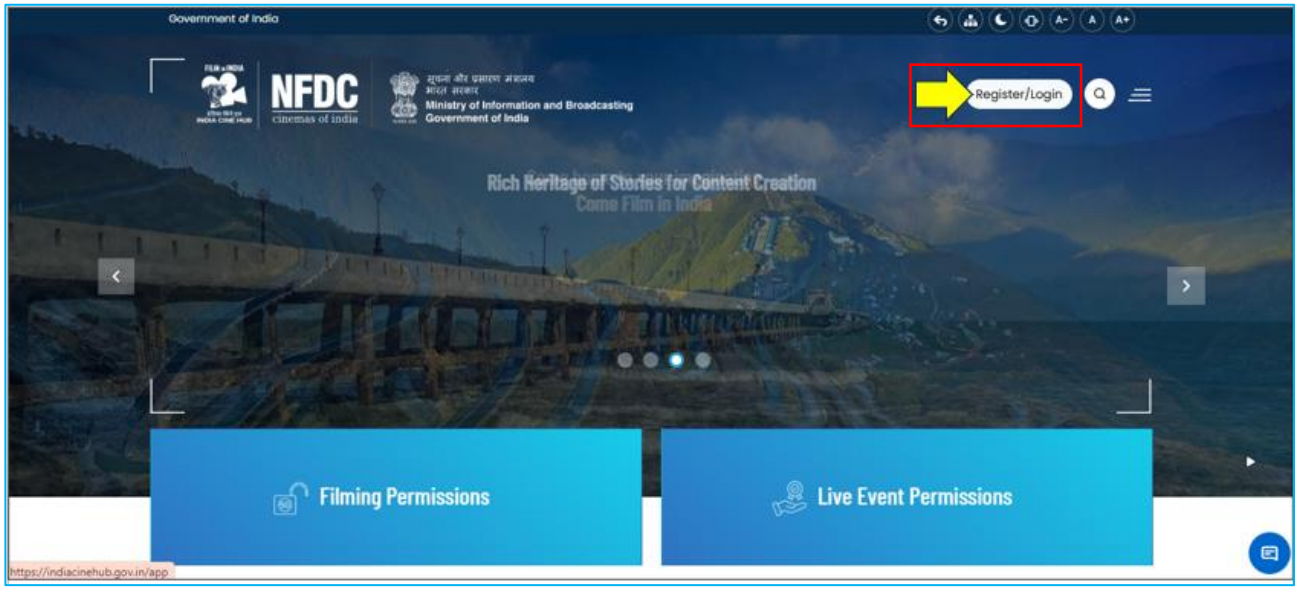


Figure 3: ICH Live Events Web Page with Register/Login Option

3. Nodal Officer to enter email ID and enter OTP and login to the portal



Figure 4: ICH Live Event Login Portal for Nodal Officer

4. The Nodal Officer should navigate to the **"Venue Master"** option within the **"Event Master"** section to access the venue dashboard list and then proceed to add a new venue.

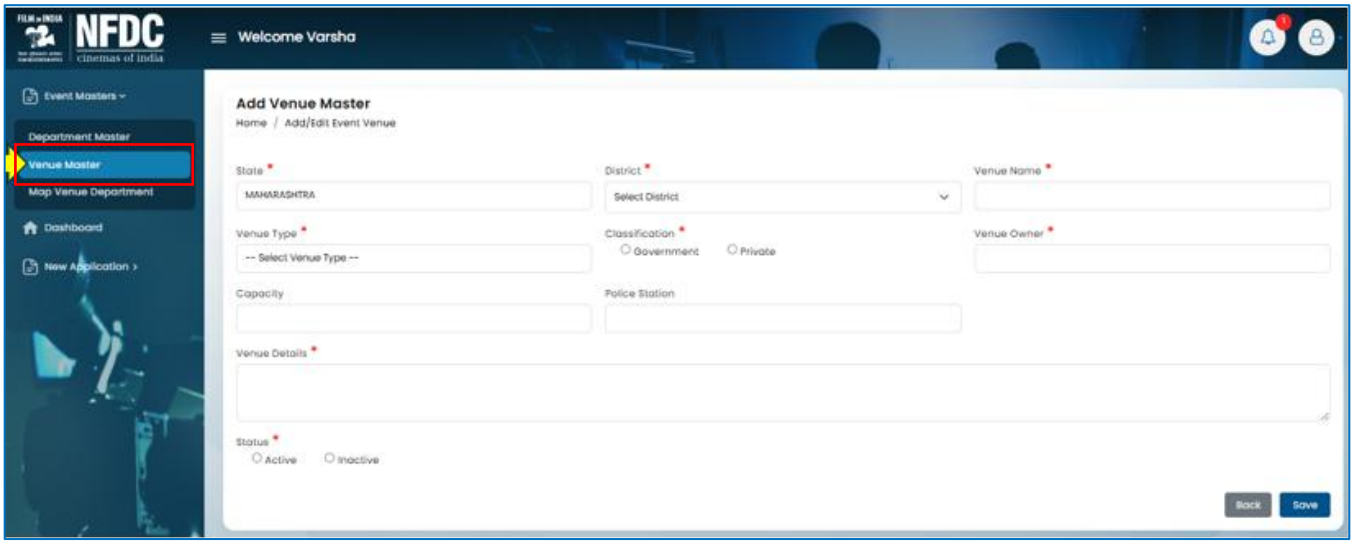


Figure 5: ICH Live Event Portal for Nodal Officer - Venue Master Page view

5. The Nodal Officer should click on the **"Add Venue"** option to enter venue details. Upon selection, the Add Venue screen will be displayed.

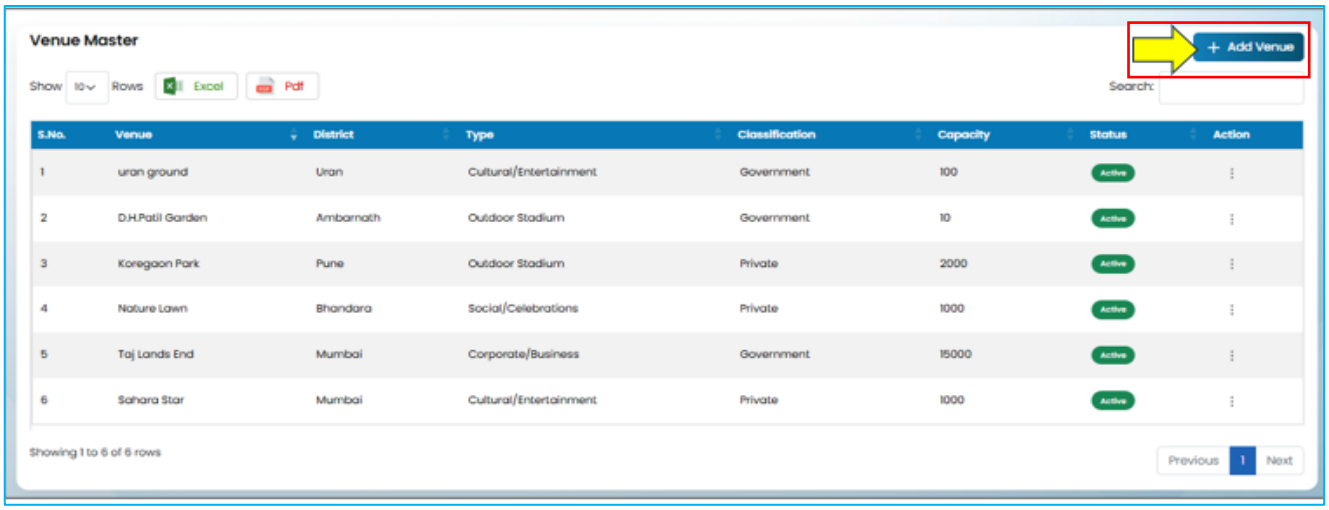


Figure 6: ICH Live Event Portal for Nodal Officer - Venue Master Dashboard View with "Add Venue" option

6. Under the **Add/Edit Venue** option, the applicant must enter all required details on the screen. **Fields marked with * are mandatory**. After completing the information, click on **"Save"** to proceed further.

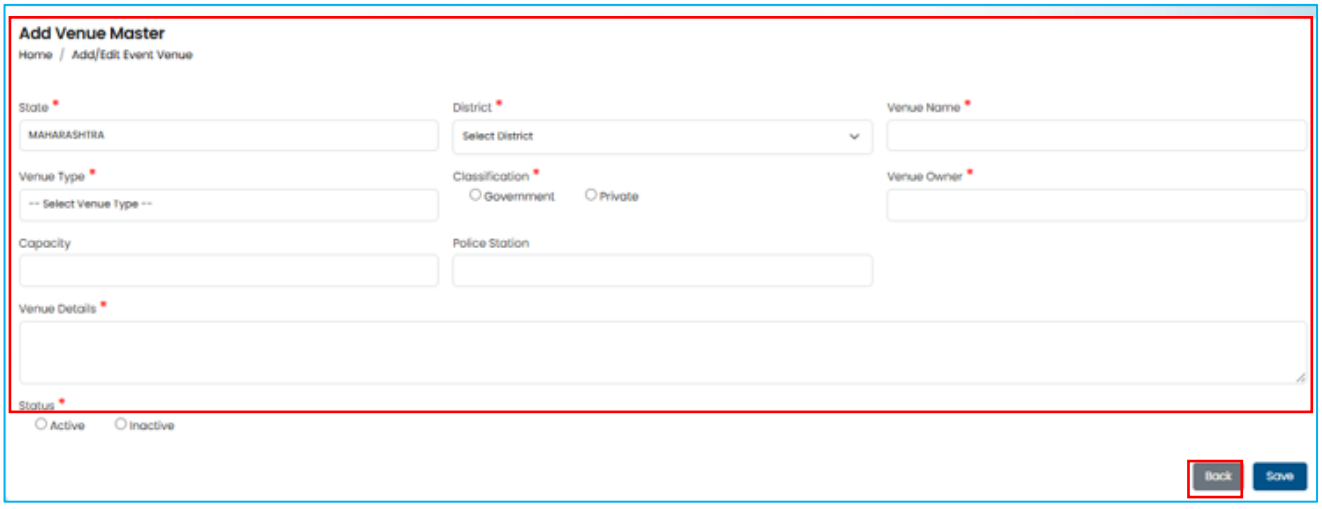


Figure 7: ICH Live Event Portal for Nodal Officer - "Add Venue Master" webpage for adding of venue details

5 Managing Department(s)

7. The Nodal Officer should return to the main **Home Page** and click on **"Department Master."** Then, select the **"+ Add Department"** option to add a department for the purpose of reviewing and processing approvals for venue requests.

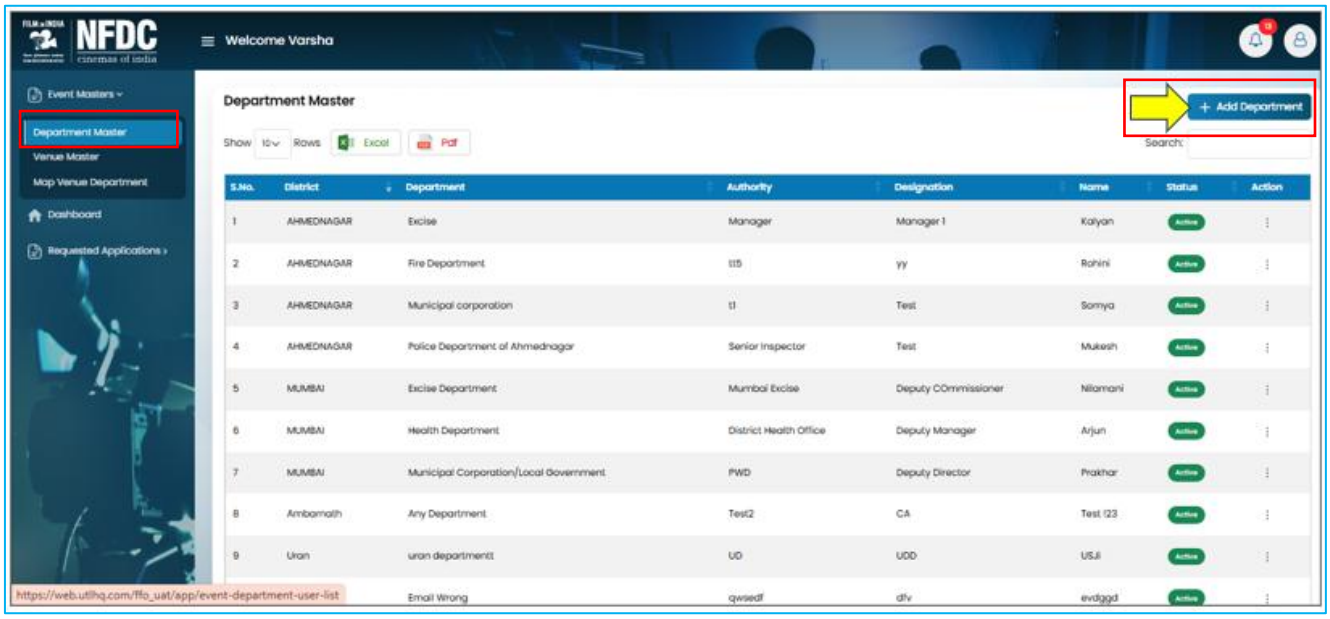


Figure 8: ICH Live Event Portal for Nodal Officer - Department Master Page View with an option to Add a Department

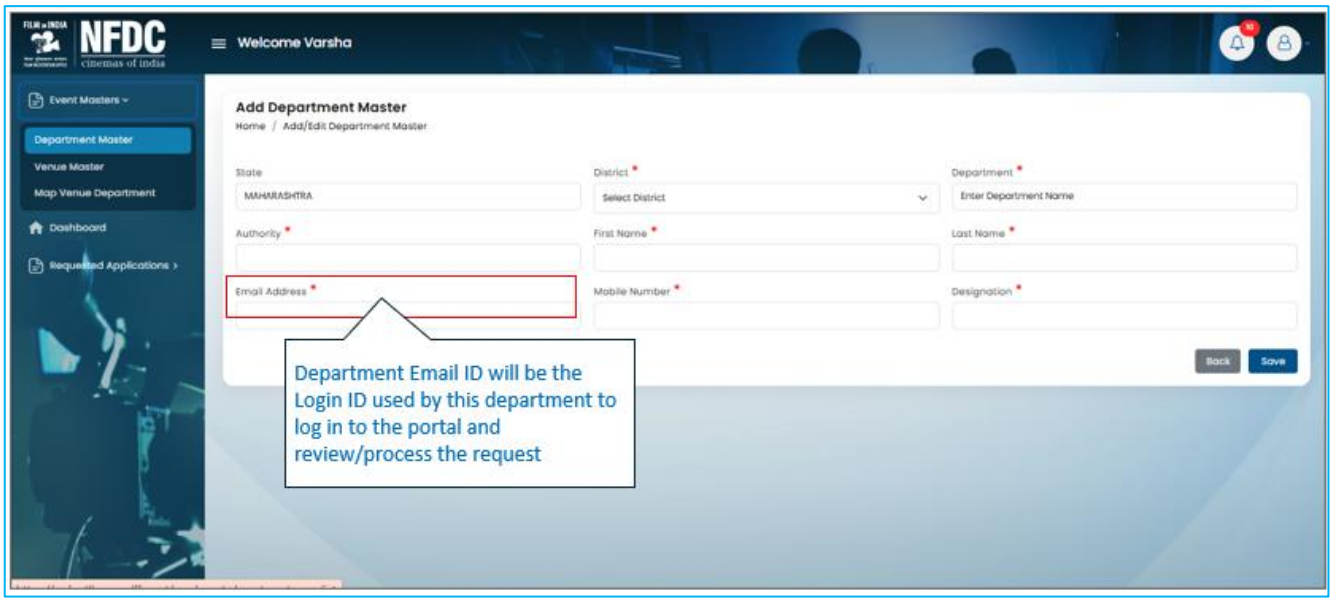


Figure 9: ICH Live Event Portal for Nodal Officer - Add Department Master webpage for adding details of department with email ID

8. Accordingly, the **Add Department** page will appear, where the Nodal user must enter the required details. All fields **marked with an asterisk (*) are mandatory**. Once the **"Save"** option is clicked, the new department will be successfully added to the database. An email will then be sent to the specified Email ID, containing the URL of the ICH login screen along with instructions to log in using that Email ID.

6 Mapping Venue with Department(s)

9. The Nodal Officer now go back to the main Home Page and click on **"Map Venue Department"** and proceed further by clicking on **"+Map Venue Department"** option to map a venue with department. Then Map Venue to Department screen will be displayed:

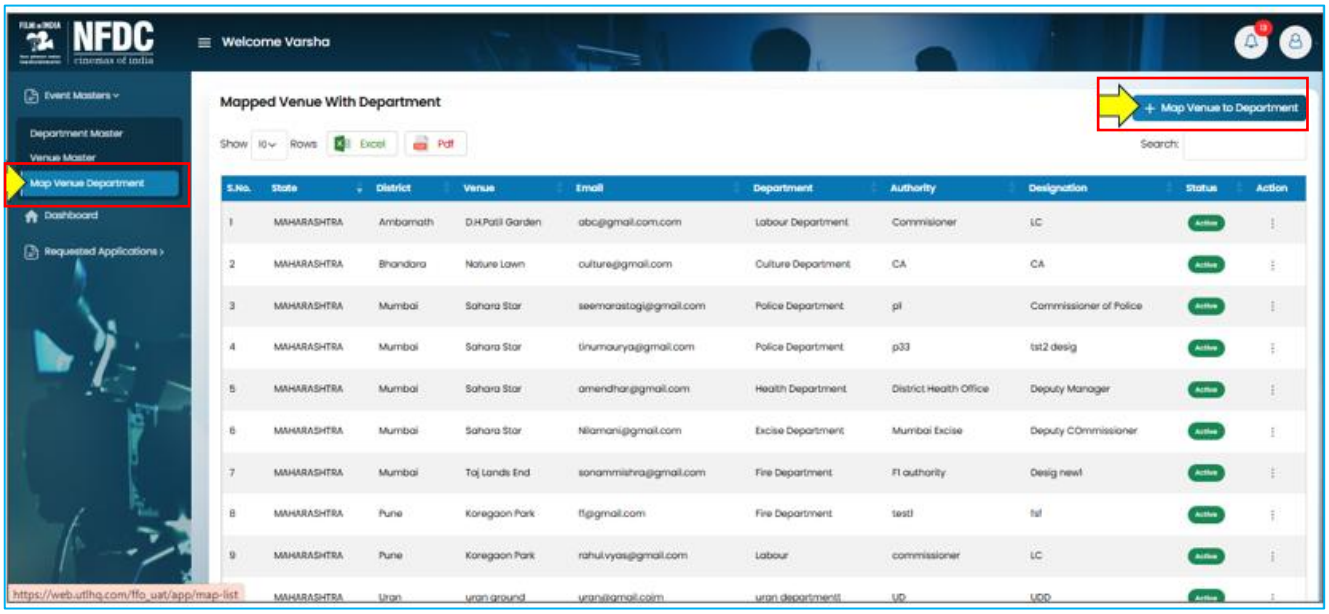


Figure 10: ICH Live Events Portal for Nodal Officer – Map Venue Department Dashboard for Mapping a venue to department

10. The Nodal Officer is required to enter the necessary details on the screen. All fields marked with an asterisk (*) are mandatory. Upon clicking the **"Save"** option, the department will be mapped to the venue. The mapped departments for each venue will be displayed in a grouped format.



Figure 11: ICH Live Events Portal for Nodal Officer - for entering a detail for mapping a venue to the department

S.No.	State	District	Venue	Email	Department	Authority	Designation	Status	Action
1	MAHARASHTRA	Ambarnath	D.H.Patil Garden	abc@gmail.com.com	Labour Department	Commisioner	LC	Active	
2	MAHARASHTRA	Bhandara	Nature Lawn	culture@gmail.com	Culture Department	CA	CA	Active	
3	MAHARASHTRA	Mumbai	Sahara Star	seemarastogi@gmail.com	Police Department	pl	Commissioner of Police	Active	
4	MAHARASHTRA	Mumbai	Sahara Star	tinumaurya@gmail.com	Police Department	p33	tst2 desig	Active	
5	MAHARASHTRA	Mumbai	Sahara Star	amendhar@gmail.com	Health Department	District Health Office	Deputy Manager	Active	
6	MAHARASHTRA	Mumbai	Sahara Star	Nilamani@gmail.com	Excise Department	Mumbai Excise	Deputy COmmissioner	Active	
7	MAHARASHTRA	Mumbai	Taj Lands End	sonammishra@gmail.com	Fire Department	FI authority	Desig new1	Active	
8	MAHARASHTRA	Pune	Koregaon Park	ff@gmail.com	Fire Department	test1	fsf	Active	
9	MAHARASHTRA	Pune	Koregaon Park	rahul.vyas@gmail.com	Labour	commissioner	LC	Active	
10	MAHARASHTRA	Uran	uran ground	uran@gmail.cojm	uran departmentt	UD	UDD	Active	

Figure 12: List of Mapped Venues to the Department

****Through this way, many department can be mapped as per the requirement. Requests from an applicant for a venue will be automatically routed to the departments mapped to this venue*

7 Viewing Venue Requests

11. The Nodal Officer must enter the required details on the screen, ensuring that all **fields marked with an asterisk (*)** are completed. Upon selecting the **"Save"** option, the department will be mapped to the respective venue. The mapped departments for each venue will be presented in a grouped manner.

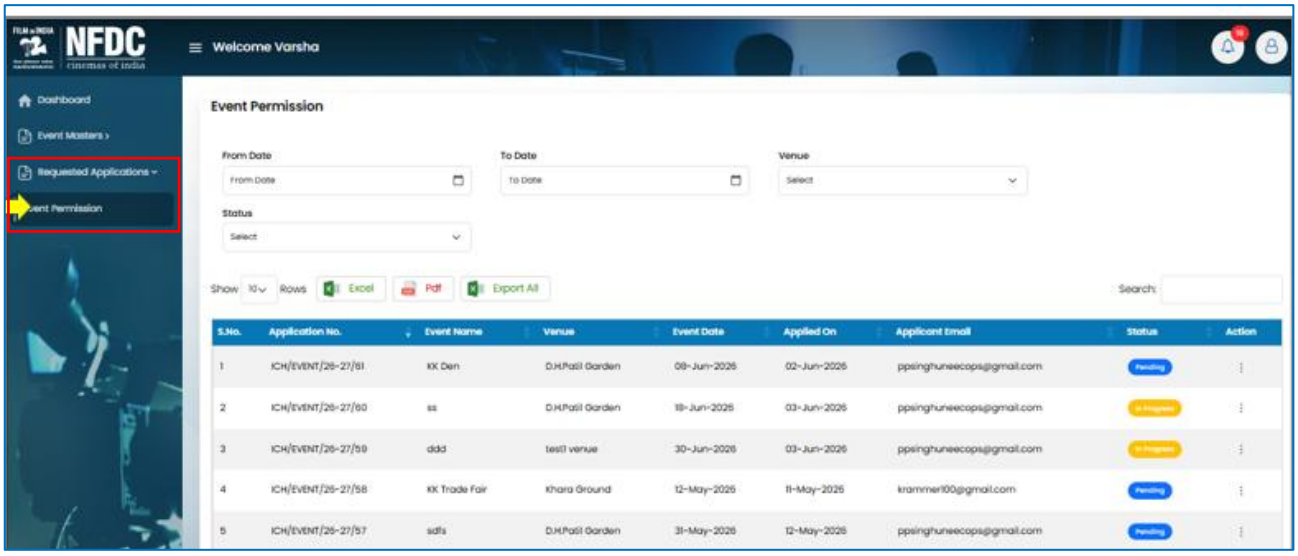


Figure 13: ICH Live Event Portal for Nodal Officer - Dashboard for Event Permission



Figure 14: ICH Live Events Portal for Nodal Officer - Event Permissions Dashboard – "View Details" Action

12. Further, the Nodal Officer should click on the **"Action"** option and select the **"View Details"** to access and review the complete information of a specific application.

13. On **"View Details"** page, The Nodal Officer can click on multiple options like:

- View Timeline
- View documents uploaded by the applicant such as Fire safety plan, Traffic Management Plan etc.
- Forward to department (in case that department approval is required but still not yet mapped)

7.1 Viewing Timeline of Request

14. Please refer **figure 15.** The Nodal Officer should click on the **"Timeline"** option under the **"View Event Details" page** after which the approval timeline view will be displayed as shown below:

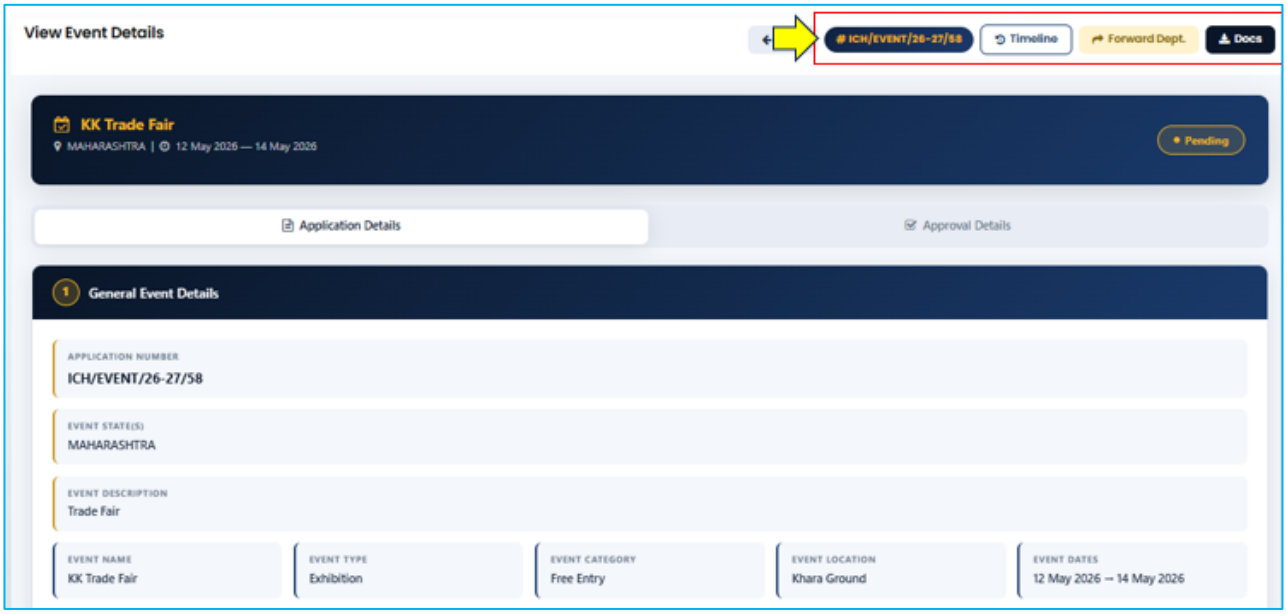


Figure 15: ICH Live Events Portal for Nodal Officer - General Event Details webpage

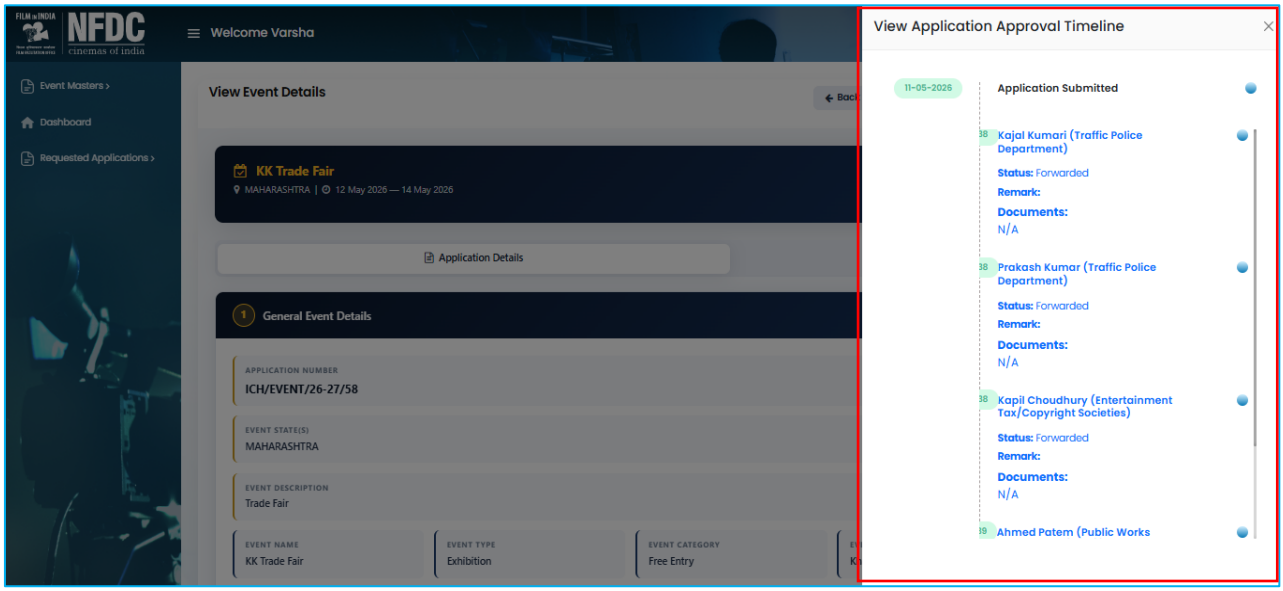


Figure 16: ICH Live Event Portal for Nodal Officer - View Event Detail Page – Approval Timeline View

15. Please refer to **Figure 15.** The Nodal Officer should click on the **"Forward to Department"** option to forward the event application immediately after it is added, by selecting the appropriate district as shown below.

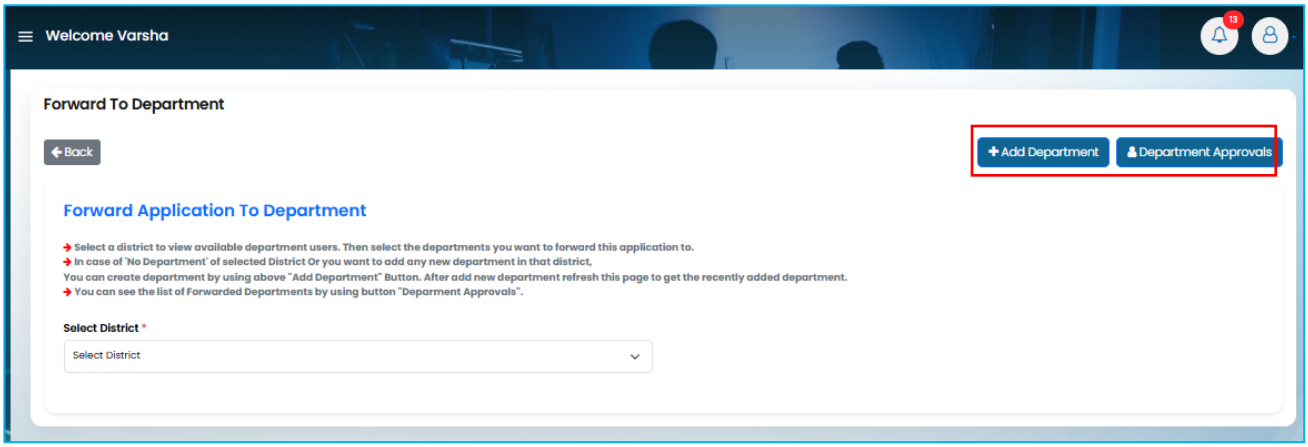


Figure 17: ICH Live Event Portal for Nodal Officer - View Event Detail Page - Forward to Department Page View

16. Referring to **Figure 17**, the Nodal Officer can add a department by clicking on the **"+ Add Department"** option and selecting the appropriate district from the **"Select District"** dropdown list.

7.2 Viewing Department Approvals

17. Referring to **Figure 17,** Nodal Officer can also click on **"Department Approval"** option and can have the approvals view as shown below:

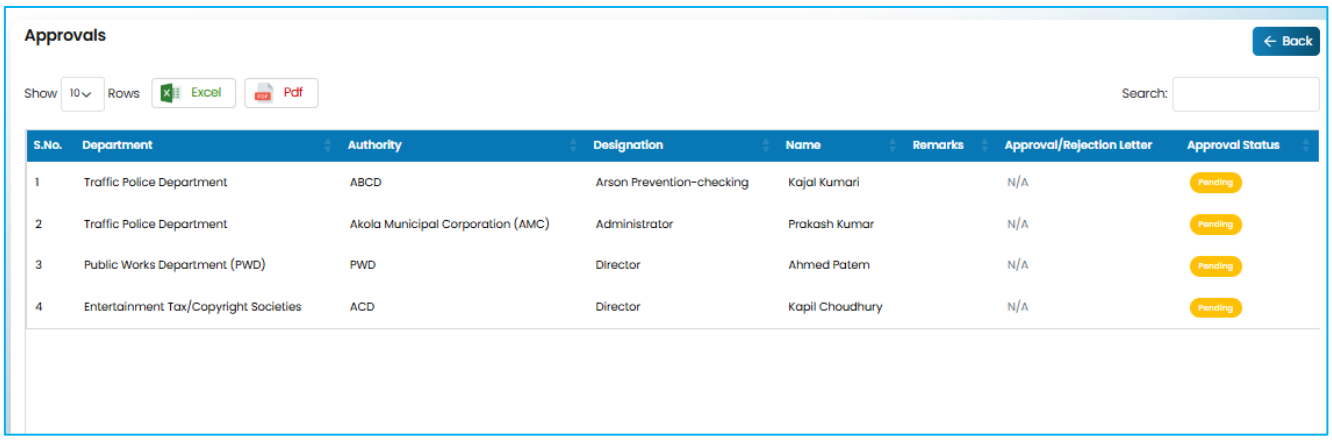


Figure 18: Department Approval View from Nodal Officer Dashboard

7.3 Viewing Approval Dashboard

18. Please Refer a figure 15, The Nodal Officer to click on **"Approval Details"** option to have a detailed approval dashboard to view the requests by clicking the Departments Approvals as shown:

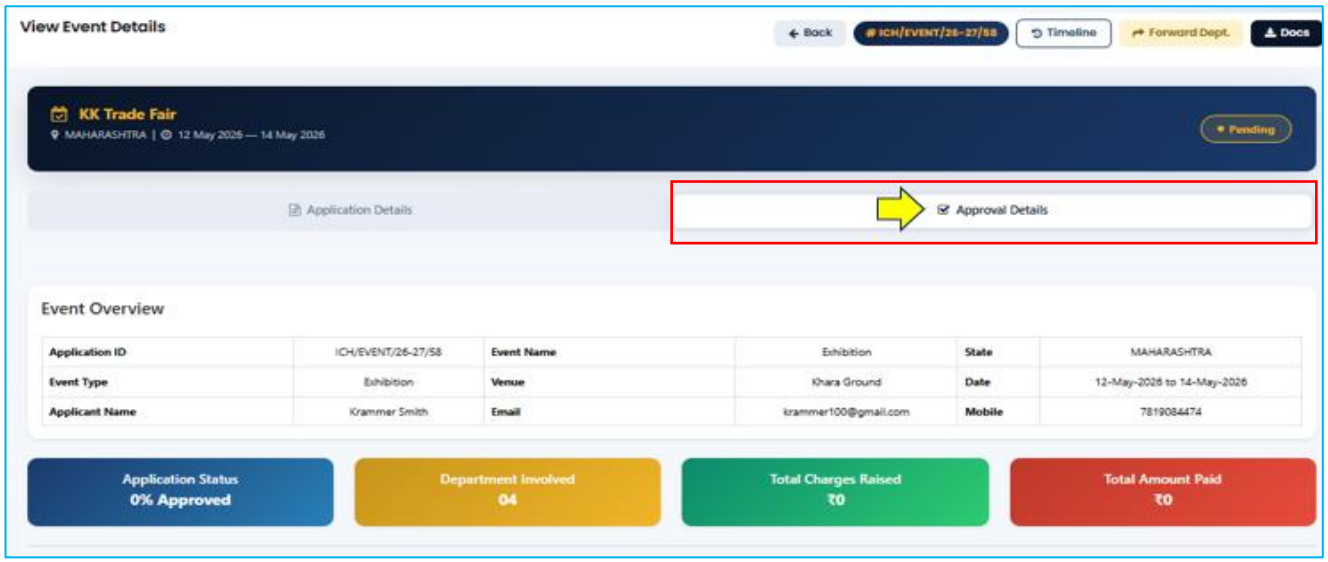


Figure 19: ICH Live Event Portal for Nodal Officer - Live Event Details with Approval View

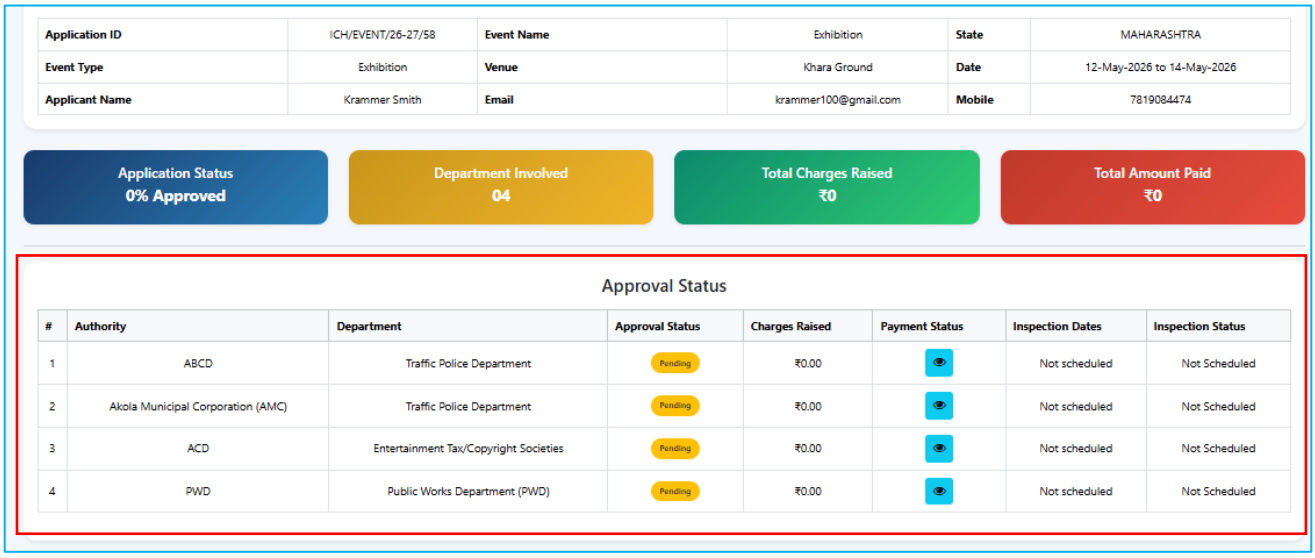


Figure 20: ICH Live Event Portal for Nodal Officer - Dashboard with Approval Status View

7.4 Handling “Other Venue” request from applicants

19. The Nodal Officer must log in to the portal again if there is a request to handle a venue that does not currently exist in the system. The officer is required to configure or map the new venue with the relevant departments, enabling them to process requests associated with that specific venue.



Figure 21: ICH Live Events Portal for Nodal Officer - Login Page

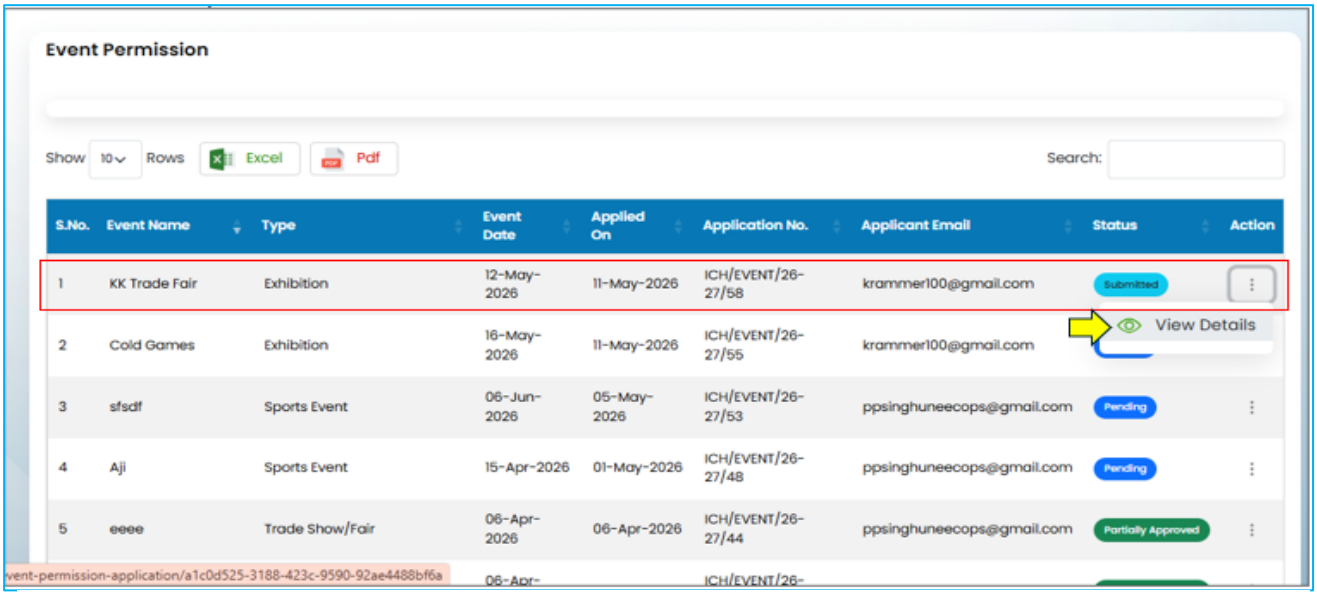
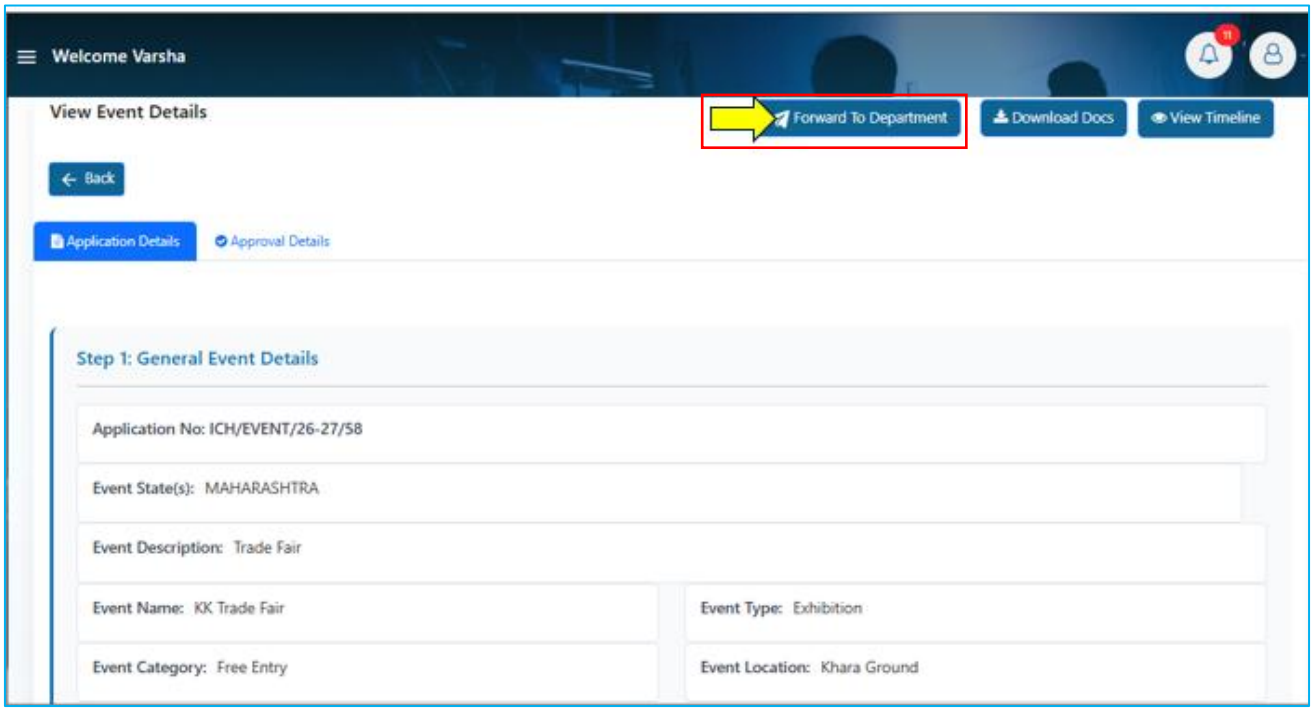


Figure 22: ICH Live Event Portal for Nodal Officer - Dashboard with Application of non-existent venues

20. The State Nodal officer to open the application dashboard and see the application for the unmapped venue in submitted mode. The Nodal officer will click the **"View Details"** option.
21. The Nodal officer to click on **"forward to department"** option to add the desired department(s).



The Nodal Officer now has two options for venue mapping:

- The officer can select the district from the **"State"** dropdown list and map the venue using departments that already exist in the system.
- Alternatively, the officer can map the venue by adding a new department that is not currently available in ICH by clicking on the "Add Department" option.

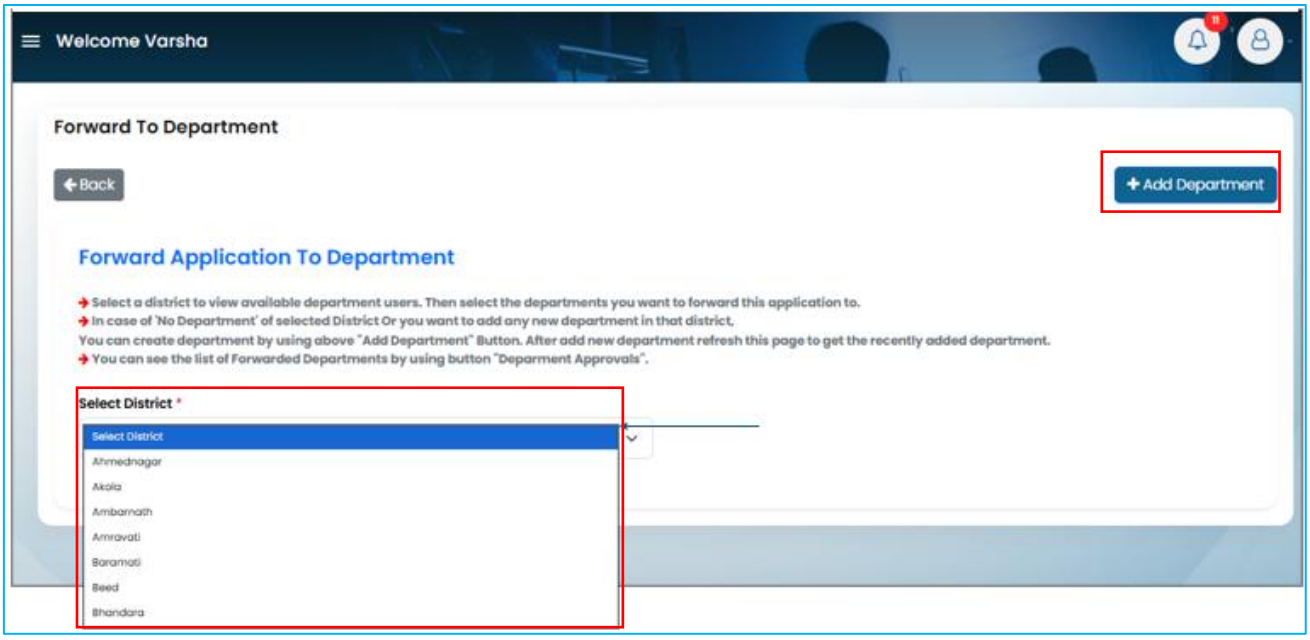


Figure 23: ICH Live Event Portal for Nodal Officer - Forward to Department Option for venue mapping

22. Referring to Figure 22, the Nodal Officer can map an existing department to a venue using the **"Forward to Selected Departments"** option. If the required department is not available for the selected state, the officer can add it using the **"Add Department"** option and then other venue request forwarded accordingly.

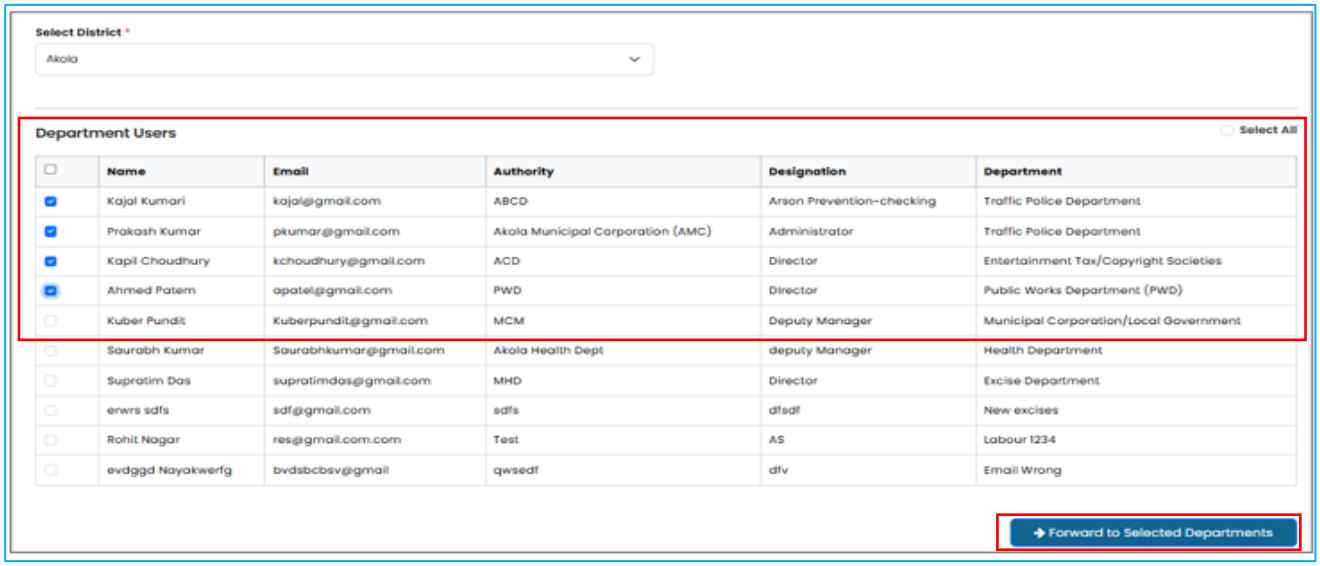


Figure 24: ICH Live Event Portal for Nodal Officer - List of existing departments view for venue mapping

7.5 Log out

23. The Nodal Officer can now log out of the portal by navigating to the Profile section on the top right corner and then clicking “Log Out” option as shown.

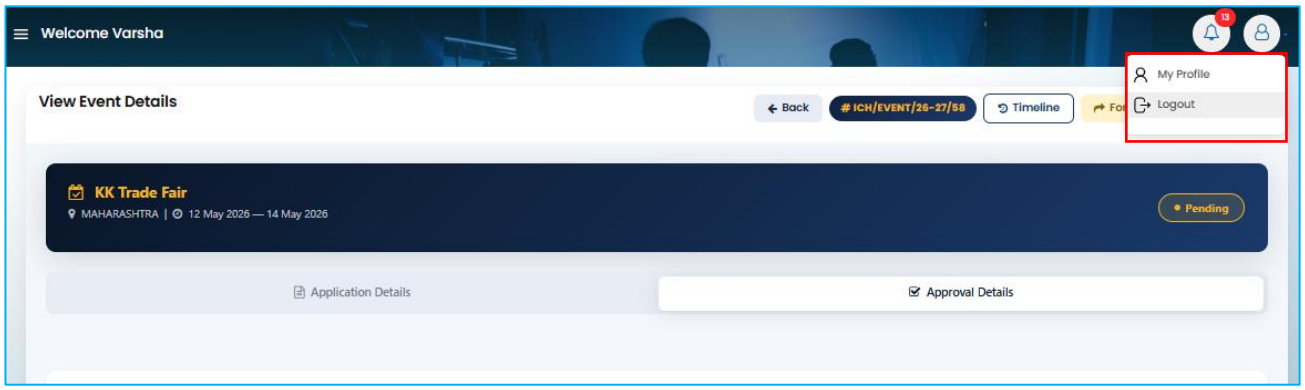


Figure 25: ICH Live Event Portal for Nodal Officer - Dashboard with Profile Section view

24. Another tab for confirmation of ready to leave? will be showcased and then the Nodal Officer to click on Log Out to confirm logging out of the portal.

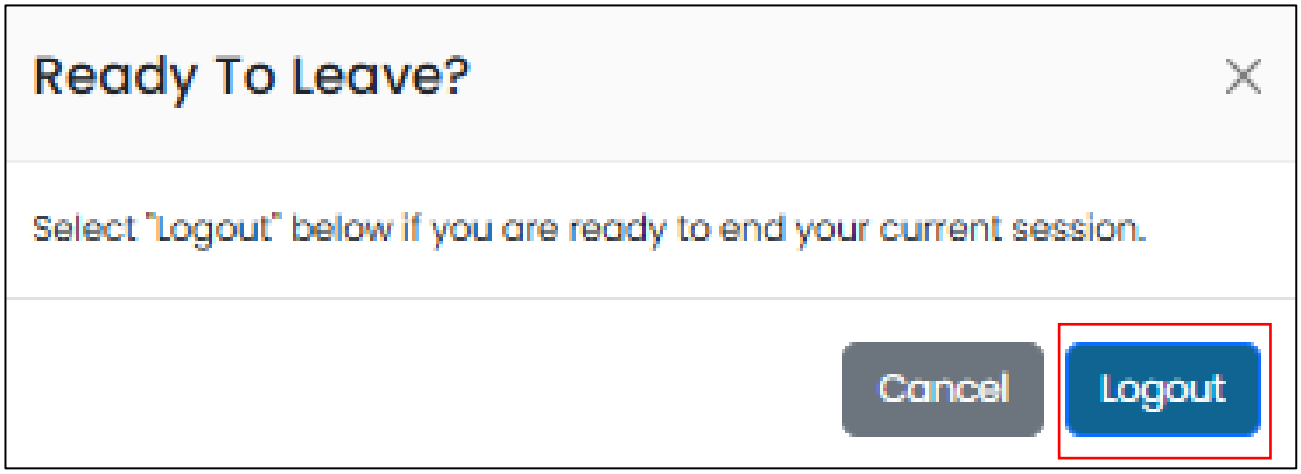


Figure 26: Log Out section

8 CHECKLIST FOR SUBMISSION FROM NODAL OFFICER

Sr. No.	Document Name	Type	Mandatory (Y/N)
1	Approval letter	-	Y

****