

# **Photography/ Filming Policy for the Archaeological Site Museums of the Archaeological Survey of India**

## **1. Introduction**

There are 46 Archaeological Site Museums under the jurisdiction of Archaeological Survey of India (ASI) spread over the length and breadth of the country. In archaeological site museums, objects retrieved during excavations at the site, found during explorations or during scientific clearance/ conservation of the monuments which have significance in terms of history, archaeology of the site/ region are displayed. The significant objects are displayed in the galleries, however, rest are kept in the reserve collections to facilitate research work. The objects are circulated for display from the reserve collection.

## **2. Objective**

In order to regulate the antiquities in the archaeological site museum under ASI being photographed and filmed for commercial purpose and the security/ safety of visitors, there are certain guidelines that shall be followed while photographing/ filming at the Archaeological Site Museum of the ASI.

## **3. Guidelines for Photography Permission**

- 3.1 Photography (without tripod/ monopods/ flash-light) is open to public in all the museums free-of-cost. Selfie sticks are strictly not permitted in the museum premises. Prior permission for using camera free-of-charge (with multiple lenses, tripod/ monopods/ large photography bag) for academic purposes shall be granted by the concerned in-charge of the Circle/ Mini Circle, etc. The requests shall be made through a form as annexed at **Annexure - A**.
- 3.2 Request of photography free-of-charge (with tripod) shall be made by the applicant at least 15 days prior to the date of visit of the concerned person.
- 3.3 Opening of showcase or moving/ shifting of antiquities, etc. is not allowed.
- 3.4 Prior permission from the concerned Officer in-charge of the Circle/ Mini Circle, etc. shall be obtained for taking photographs of the antiquities kept in reserve collection.
- 3.5 Fee amounting to ₹750/- per photograph shall be charged from the applicant who intends to use it for commercial purposes. Such photograph(s) in digital format (high resolution 300 dpi) shall be supplied via e-mail by the concerned in-charge of the Circle/ Mini Circle. The Archaeological Survey of India shall be acknowledged while using the photograph. The requests shall be made through a form as annexed at **Annexure - B**.

- 3.6 The request for photograph(s) used for commercial purposes shall be made directly to the concerned in-charge of the Circle/ Mini Circle. Payments shall be made using Demand Drafts or through e-payments.

#### **4. Guidelines for Filming/ Video Shooting Permission**

- 4.1 “Filming” [as defined in the Ancient Monuments and Archaeological Sites and Remains Act, 1959 <sup>1</sup>] permission for academic and commercial purposes shall be granted by the concerned Officer in-charge of the Circle/ Mini Circle, etc.
- 4.2 Fee for filming - ₹50,000/- (non-refundable) (per day for single museum) and ₹10,000/- (refundable) as a security money [subject to revision]. The fee may be exempted in case of Central and State agencies carrying out filming by their own resources and not on contract. However, the Director-General, ASI, will be the competent authority to grant such exemptions.
- 4.3 Due acknowledgment shall be given to the Archaeological Survey of India.
- 4.4 Request of filming/ video shoot along with camera crew shall be made by the applicant at least 15 days prior to the proposed date of shoot.
- 4.5 Documents required for the filming along with the form are annexed at **Annexure - C**.

#### **5. Terms and Conditions**

- 5.1 No extraneous materials such as water, oil, grease or like shall be applied on the object or part thereof.
- 5.2 The photography and filming shall be carried out only in the presence of the concerned museum in-charge.
- 5.3 Use of any artificial lights (except existing museum lights) including flash-light synchronised with the exposure of camera is prohibited on certain objects, as indicated below –
- 5.3.1 *Works on paper, textiles, naturally occurring dyes, oil paintings on canvas, murals, wood, bone and Ivory and other materials painted or coloured come under the extremely susceptible to light damage category. In any circumstances, such objects should never be photographed using flash-light or any kind of alternative artificial light.*

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<sup>1</sup> “filming”, together with its grammatical variations and cognate expressions, means the preparation of a cinematographic film [including video film] with the aid of a camera which is capable of taking films of more than eight millimeters and which requires the use of a stand or involves other special previous arrangements.

- 5.3.2 *Not susceptible objects to light damage such as metal, stone, most ceramics, glass, that have largely been used outdoors or have otherwise lost their natural colouring through design or use, etc. can be photographed under controlled artificial light of about 650 Lux/ hour.*
- 5.4 Any act, which may cause damage or injury to any antiquity/ artifact or part of it, shall not be undertaken. In case of any damage/ loss, the security money deposited for filming would be forfeited and further, the licensee will have to settle any such claim arising out of the damage, injury or loss of any antiquity/ artifact.
- 5.5 Photography and filming shall not obstruct or hamper or limit the movement of visitors who may lawfully be within the precincts of the museum. It shall not restrict the accessibility of exhibitions, entrances/ exits, doorways, pathways and high traffic areas.
- 5.6 Five copies of publication should be supplied free-of-cost to the Archaeological Survey of India immediately following the final editing of publication. Photographs and films may not be sold, reproduced, distributed or otherwise commercially exploited in any manner without prior permission of the Archaeological Survey of India.
- 5.7 Film and television programs shall provide Archaeological Survey of India with an on screen end credit.
- 5.8 Works of art incorporated in the publication or film shall carry the artist/ author's name and the correct title of the work.
- 5.9 Permission for photography/ filming shall be non-transferable and shall be valid for specified date(s)/ period.
- 5.10 Photo-identity proof preferably passport/ official ID/ Voter ID/ Aadhar/ Driving Licence, etc. shall be presented to the in-charge of the concerned museum(s).
- 5.11 The permission so granted shall not include entrance fee as applicable. Entire team/ individual shall purchase the entry ticket.
- 5.12 Photographs and films will not be used or portrayed to trivialise, sensationalize or demean the objects or the museum.
- 5.13 It shall be sole responsibility of the concerned individual and/or film production unit that the image or the film does not defame, libel or slander any person, infringe any Copyright, Trademark, privacy, confidentiality or publicity of any person, breach any laws, rules, codes and guidelines. The Archaeological Survey of India or concerned museum shall have no responsibility or liabilities of any nature, whatsoever, concerning the foregoing matters.
- 5.14 No press release referring to the museum in any promotional material will be issued without prior permission of the Archaeological Survey of India.

- 5.15 Any other condition, which the local official put forth in the larger interest of the safety and security of the antiquities / artifacts, Government property as well as staff and visitors in the museums, shall be abiding on the agency or person seeking permission.
- 5.16 The above guidelines/ terms and conditions are subject to change without prior notice. Visitors are advised to see the website of the Archaeological Survey of India from time-to-time for any changes.

**Requisition Proforma for Photography Permission (Academic Purposes)**  
**(for using tri-pod/ monopod/ multiple lenses/ large photography bags)**

<b>Name of the Applicant</b>	
<b>Passport size Photograph (upto 2 MB)</b>	
<b>Profession - Research Scholar/ Educator/ Govt. Employee/ Independent Researcher/ Departmental/ Official/ Others</b>	
<b>Affiliation/ Organisation</b>	
<b>Address</b>	
<b>Age</b>	
<b>Nationality</b>	
<b>Passport Number (other than Indian National)/ Identity Card Number</b>	
<b>Contact Number</b>	
<b>E-mail Address</b>	
<b>Purpose of photography - Research/ Conference Presentation/ Publication</b>	
<b>Name of the museum(s) for which permission is required - 1 or multiple (up to 5 at a time)</b>	
<b>Date(s) of visit</b>	
<b>Type of Camera/ number of lenses</b>	
<b>Name of the HOD (in case, if affiliated with any university) (attach forwarding letter from the HOD)</b>	
<b>Any other detail</b>	

**Proforma for Requesting Digital Photograph**  
(for Commercial Purposes)

<b>Name of the Applicant</b>	
<b>Passport size Photograph (upto 2 MB)</b>	
<b>Profession - Research Scholar/ Educator/ Govt. Employee/ Independent Researcher/ Departmental Officer/ Official/ Others</b>	
<b>Affiliation/ Organisation</b>	
<b>Address</b>	
<b>Age</b>	
<b>Nationality</b>	
<b>Passport Number (other than Indian National)/ Identity Card Number preferably Aadhar Card</b>	
<b>Contact Number</b>	
<b>E-mail Address</b>	
<b>Details of Commercial Use</b>	
<b>Name of the museum(s) where object is stored</b>	
<b>Accession number of the object(s) (if known)</b>	
<b>Mode of payment (Demand draft/ ***E-payment)</b>	DD number and date
<b>Any other detail</b>	

**\*\* Please note:**

**Documents Required along with the form –**

1. One passport size photograph of the applicant
2. List of Museum(s) where object(s) is/ are stored
3. Accession number of the object(s)
4. Demand Draft amounting to ₹750/- (non-refundable per image) in favour of the concerned in-charge of the circle/ mini-circle i.e.

**The Superintending Archaeologist, name of the concerned circle, Archaeological Survey of India**

or

**The Deputy Superintending Archaeologist, name of the concerned mini circle, Archaeological Survey of India**

***\*\*\*The details regarding e-payment method will soon be updated.***

**Requisition Proforma for Filming Permission**

<b>Name of the Applicant</b>	
<b>Passport size Photograph (upto 2 MB)</b>	
<b>Profession</b>	
<b>Affiliation/ Organisation</b>	
<b>Address</b>	
<b>Age</b>	
<b>Nationality</b>	
<b>Passport Number (other than Indian National)</b>	
<b>Identity Card Number</b>	
<b>Contact Number</b>	
<b>E-mail Address</b>	
<b>Purpose of filming</b> - Educational/ Film/ Documentary/ Other	
<b>Name of the museum(s) for which permission in required</b> - 1 or multiple (up to 5 at a time)	
<b>Date(s) of visit</b>	
<b>Type of Camera</b>	
<b>** Number of Crew Members (attach details in jpg/pdf format) [attachment should not exceed 2 MB]</b>	



<b>** Number of Equipments (attach details)</b> [attachment should not exceed 2 MB]	
<b>** Script/ Synopsis (attach details)</b> [attachment should not exceed 2 MB]	Number of pages
<b>** Demand Draft (Number/ date of issue)</b>	
<b>***E-payment Mode (Total Amount/ Date of payment)</b>	

**\*\* Please note:**

**Documents Required along with the form –**

1. Script/ synopsis of the film/ documentary
2. Details of crew members (names along with ID proof)
3. Two passport size photographs of the camera person
4. List of equipments
5. Demand Draft amounting to ₹50,000/- (non-refundable per day for single museum) and ₹10,000/- (Refundable amount as security money) in favour of the concerned in-charge of the circle/ mini-circle i.e.

**The Superintending Archaeologist, name of the concerned circle, Archaeological Survey of India**

or

**The Deputy Superintending Archaeologist, name of the concerned mini circle, Archaeological Survey of India**

**\*\*\*The details regarding e-payment method will soon be updated.**



## GUIDELINES FOR FILMING OPERATION

वीडियो/फिल्म शूटिंग के लिए आवेदनपत्र के साथ की जाँच|Checklist Of Enclosure To Be Submitted With The Video / Film Shooting Application Is:

1) शूटिंग से कम से कम ९० दिन पहले आवेदन पत्र (आनलाईन) को पूर्णरूप से विधिवत भरकर जमा कराए।  
Dully filled application (online) Complete in all respect must be submitted at least 90 days prior to date of shooting.

2) एक डिमांड ड्राफ्ट, सुरक्षा जमाराशि के लिए।  
One demand drafts for security deposit.

3) वीडियो फिल्म शूटिंग की स्क्रिप्ट।  
Script of the Video/Film shooting.

4) विदेशी /विदेशी भूमिका के विषय में विदेश मंत्रालय, भारत सरकार, नई दिल्ली व्दारा जारी अनापत्ति / निकासी पत्र प्रस्तुत करना होगा।

In case of foreigner / foreigner cast. No objection / clearance letter of Ministry of External Affairs, Govt. of India, New Delhi.

### **शुल्क तथा सुरक्षा जमाराशि का विवरण / Detail Of Fees And Security Deposit:**

(क) फिल्मांकन के लिए शुल्क - रु.१,००,०००/- प्रतिदिन विश्व धरोहर स्मारक के लिए तथा अन्य प्रतिस्मारक के लिए शुल्क - रु ५०,०००/- प्रतिदिन जो भा.पु.स की वेबसाईट के ई-पेमेंट गेटवे द्वारा देय होगा |Fee for filming operation - Rs. 1,00,000/- per day for World Heritage Monument (Please visit out official website [www.asi.nic.in](http://asi.nic.in) (<http://asi.nic.in/>)) and for other monuments Rs. 50,000 per day through the payment

(ख) फिल्मांकन के लिए सुरक्षा जमाराशि - रु. ५०,०००/- विश्व धरोहर स्मारक के लिए तथा प्रतिस्मारक के लिए सुरक्षा जमाराशि - रु. १०,०००/- डिमांड ड्राफ्ट के रूप में देय होगा|Security Deposit for World Heritage Monument, filming operation - Rs. 50,000/- and Rs.10,000/- per monument is payable in the form of Demand Draft

(ग) सुरक्षा जमाराशि डिमांड ड्राफ्ट जो कि सम्बंधित सर्किल में देय हो, "महनिदेशक, भारतीय पुरातत्व सर्वेक्षण, धरोहर भवन, 24 तिलक मार्ग, नई दिल्ली" के पक्ष में भरा जाए।|Mode of payment of Fee and Security Deposit is through Demand Draft payable at Mumbai drawn in favour of "Director Genral, Archaeological Survey of India, 'Dharohar Bhawan', 24, Tilak Marg, New Delhi"

सुरक्षा जमाराशि मुक्त करने की प्रक्रिया / Procedure Of Release Of Security Deposit:

1) बिन रूपान्तरित वीडियो/ फिल्म शूटिंग का कापा सत्य जाच हतु जमा करना हागा |Un-edited version of the video/film shooting to be submitted.

पत्रव्यवहार के लिए पता

Address For Correspondence:

O/O The Director General  
'Dharohar Bhawan'  
Archaeological Survey Of India  
24, Tilak Marg, New Delhi

### Do's And Don'ts For Filming Operation :

1. The licensee shall not film interior of the monument(s), that is to say, such parts of the monuments as is covered by a roof of any description.  
अनुज्ञाधारी स्मारक के उन भीतरी भागों का फिल्मांकन नहीं कर सकता, जिन के कोई भी भाग किसी प्रकार से ढके गये हैं.
2. The licensee in respect of monument(s) of religious character shall not violate any customary or religious practices in vogue or do anything which is not in keeping with the religious sentiments.  
अनुज्ञाधारी धार्मिक चरित्र के संदर्भ में किसी भी प्रथा को भंग नहीं करेगा या प्रचलित धार्मिक रिवाज अथवा किसी भी प्रकार की धार्मिक मनोभावों को ठेस नहीं पहुंचाएगा.
3. The license is only for educational purpose or publishing the monument
4. The filming operation shall be done only for highlighting the monument for tourism promotion.
5. The licensee or any other member of his party shall abide by the instructions of the Archaeological Officer or his representative at the monuments.
6. The licensee shall not take any person or cast and heavy equipment near the monument(s).
7. Generator should be kept outside the monument premises.
8. The licensee shall not make any damage to the dilapidated parts of the monument during the course of filming operation.
9. The licensee shall ensure that the movement of visitors within the precincts of the monument is not in any way harmed.
10. The courtesy of the Archaeological Survey of India shall be duly acknowledged.
11. Contravention of the above conditions may lead to the cancellation of the license without any compensation to the licensee.

12. The permission is granted for a specified period and will not be extended.
13. No addition and alteration in the site/location will be entertained.
14. No fitting or fixture of the light will be put on the ancient structure of the monument.
15. The licensee shall not use any flash or any other artificial light in respect of paintings.
16. If the film shot at the monument contain any objectionable scenes the department reserves the right to remove or delete the same for telecasting/screening and action will be taken as per rules. Therefore, the licensee should ensure that a copy of the CD is submitted before the release of the film.
17. A copy of the unedited length of film shot at the monument will be given to Archaeological Survey of India,.....(name of the Circle).....after completion of shooting in CD/DVD format.
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