

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

Introduction

There are 45 Archaeological Site Museums under the jurisdiction of 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.

Objective

In order to protect the antiquities 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.

Guidelines for Photography Permission

- a. Photography (without tripod/ monopods) 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 (with multiple lenses, tripod/ monopods/ large photography bag) for academic and commercial purposes shall be granted by the concerned Superintending Archaeologist. The requests shall be made through a form as annexed at **Annexure - A**.
- b. Request of photography (with tripod) shall be made by the applicant at least 15 days prior to the date of visit of the concerned person.
- c. Opening of showcase or moving/ shifting of antiquities, etc. is not allowed.

d. Prior permission from the headquarters shall be obtained for taking photographs of the antiquities kept in reserve collection. Such requests may be made to the Joint Director-General (Museums)/ Director (Museums), Archaeological Survey of India, Janpath, New Delhi.

Guidelines for Filming/ Video Shooting Permission

- a. Filming [reference AMASR Act] permission for academic and commercial purposes shall be granted by the concerned Superintending Archaeologist.
- b. Fee for filming - ₹25,000/- (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.
- c. Copyright of the film shall stand with the Archaeological Survey of India.
- d. Request of filming/ video shoot along with camera crew shall be made by the applicant at least 30 days prior to the date of visit of the shoot.
- e. Documents required for the filming along with the form as annexed at **Annexure - B**.

Terms and Conditions

1. No extraneous materials such as water, oil, grease or like shall be applied on the object or part thereof.
2. The photography/ filming are further subject to prior appointment with the Dy.SA (M)/ ASA/ AA and shall be carried out only in their presence.
3. Use of any artificial lights including flash-light synchronised with the exposure of camera is prohibited. However, existing museum lights shall be allowed.

4. Any act, which causes or is likely to cause damage or injury to any antiquity or part of it shall not be permitted.
5. Photography/ 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.
6. Three copies of publication/ CD/ DVD should be given/ supplied free-of-cost to the Archaeological Survey of India. Photographs/ films may not be sold, reproduced, distributed or otherwise commercially exploited in any manner without prior permission of the Archaeological Survey of India.
7. Any publication of the photographs will be duly acknowledged and five copies of the published work shall be submitted to the DG, ASI.
8. 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.
9. Permission for photography/ filming shall be non-transferable and shall be valid for specified date(s)/ period.
10. Photo-identity proof preferably passport/ other identity card shall be presented to the in-charge of the concerned museum(s).
11. The permission so granted shall not include entrance fee as applicable. Entire team/ individual shall purchase the entry ticket.

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

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

Requisition Proforma for Filming Permission

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

** Script/ Synopsis (attach details) [attachment should not exceed 2 MB]	Number of pages
** Demand Draft (Number/ date of issue)	

**** 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 `25,000/- (non-refundable per day for single museum) and `10,000/- (Refundable amount as security money) in favour of **The Director General, Archaeological Survey of India**

