

Photography/ Filming Policy for the Archaeological Sites/Monuments/ Museums of Department of State Archaeology & Museums, Haryana

1. Introduction

There are **36** Archaeological Monuments and Sites and **05** Zonal Museums and **01** Site Museum under the jurisdiction of Department of State Archaeology & Museums, Haryana spread all over the state.

2. Objective

There are certain guidelines that shall be followed while filming at the State protected Archaeological Sites/Monuments/ Museums.

3. Guidelines for Filming/Video Shooting Permission

- i. Filming permission for academic and commercial purposes shall be granted by the **Director/Director General** of Department of State Archaeology & Museums. (“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.)
- ii. Fee for filming - 40,000/- (Non-Refundable) (per day for single Site/Monument/ Museum) and 10,000/- (Refundable) as a security money [subject to revision]. The fee may be exempted in case of for researchers and Central/ State agencies carrying out filming by their own resources and not on contract end. However, the Director/Director General, Department of State Archaeology & Museums, Haryana, will be the competent authority to grant such exemptions.
- iii. Due acknowledgment shall be given to the Department of State Archaeology & Museums, Haryana.
- iv. 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.
- v. Documents required for the filming along with the form are annexed at **Annexure - C**.

4. Terms and Conditions

- i. For Museum Objects-No extraneous materials such as water, oil, grease shall be applied on the object or part thereof.
- ii. The photography and filming shall be carried out only in the presence of the concerned in-charge.

- iii. Use of any artificial lights (except existing museum lights) including flash-light synchronized with the exposure of camera is prohibited on certain objects, as indicated below –
 - a) 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.
 - b) 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.
- iv. 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
- v. Photography and filming shall not obstruct or hamper or limit the movement of visitors who may lawfully be within the precincts of the State Protected Site/Monument/ Museum. It shall not restrict the accessibility of exhibitions, entrances/ exits, doorways, pathways and high traffic areas.
- vi. Five copies of publication should be supplied free-of-cost to the Department of State Archaeology & Museums, Haryana 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 Department of State Archaeology & Museums, Haryana.
- vii. Film and television programs shall provide Department of State Archaeology & Museums, Haryana with an on screen end credit.
- viii. Works of art incorporated in the publication or film shall carry the artist/ author's name and the correct title of the work.
- ix. Permission for photography/ filming shall be non-transferable and shall be valid for specified date(s)/ period.
- x. Photo-identity proof preferably passport/ official ID/ Voter ID/ Aadhar/ Driving License etc. shall be presented to the in-charge of the concerned museum(s).
- xi. The permission so granted shall not include entrance fee as applicable. Entire team/ individual shall purchase the entry ticket.
- xii. Photographs and films will not be used or portrayed to trivialize, sensationalize or demean the objects or the museum.
- xiii. 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 Department of State Archaeology & Museums, Haryana shall have no responsibility or liabilities of any nature, whatsoever, concerning the foregoing matters.

- xiv. No press release referring to the State Protected Site/Monument/ Museum in any promotional material will be issued without prior permission of the Department of State Archaeology & Museums, Haryana.
- xv. 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.
- xvi. The above guidelines/ terms and conditions are subject to change without prior notice.
- xvii. The renewal and rejection of the application for Movie Shooting/Photography is subject to the approval of only Director/Director General, Archaeology and Museums Haryana.**

Requisition Performa for Filming Permission

Name of the Applicant	
Passport size Photograph (upto 2 MB)	
Profession - Research Scholar/ Educator/ Govt. Employee/ Independent Researcher/ Departmental/ Official/ Others	
Affiliation/ Organization	
Address	
Age	
Nationality	
Adhaar No. or any other Identity proof	
Contact Number	
E-mail Address	
Purpose of Filming-Educational/Film/ Documentary/Other Details	
Name of the State Protected Monument(s)/ Site(s)/museum(s) for which permission in required	
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)	

I declare that the above information is correct and true to best of my knowledge.

Seal of the organization

Station:
Date

Signature of the applicant

**** 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 applicant and cameraman.
4. List of equipments.
5. Demand Draft amounting to **Rs. 40,000/-** (non-refundable per day per monument/site/museum) and **Rs. 10,000/-** (Refundable amount as security money) in favour of the Director/Director General, Archaeology and Museums Haryana.