

Permission for Photography 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 photographing/ filming at the State protected Archaeological Sites/Monuments/ Museums.

3. Guidelines for Photography Permission

- i. Photography (**without tripod/ monopods/ flash-light**) is open to public in all the State Protected Sites/Monuments/ 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 Director/Director General of Department of State Archaeology & Museums, Haryana. The requests shall be made through a form as annexed at **Annexure - A**.
- ii. 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.
- iii. Opening of showcase or moving/ shifting of antiquities, etc. is not allowed.
- iv. Prior permission from the Director/Director General of Department of State Archaeology & Museums, Haryana shall be obtained for taking photographs of the antiquities kept in reserve collection.

- v. Fee amounting to **Rs. 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 Department of State Archaeology & Museums, Haryana. **The Department of State Archaeology & Museums, Haryana shall be acknowledged while using the photograph.** The requests shall be made through a form as annexed at **Annexure – B**.
- vi. The request for photograph(s) used for commercial purposes shall be made directly to the Department of State Archaeology & Museums, Haryana. Payments shall be made using Demand Drafts.

Annexure - A

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

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 photography - Research/ Conference Presentation/ Publication	
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 lenses	

Name of the HOD (in case, if affiliated with any university) (attach forwarding letter from the HOD)	
Any other detail	

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

**Performa for Requesting Digital Photography
(for Commercial Purposes)**

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	
Details of Commercial Use	
Name of the Museum(s)/Monument(s) for photography	

Mode of payment (Demand draft)	DD number and date
Any other detail	

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. Two passport size photographs of the applicant.
2. List of Monument(s)/Museum(s) for photography.
3. Demand Draft amounting to Rs. 750/- (non-refundable per image) in favour of the Director/Director General, Archaeology and Museums Haryana.