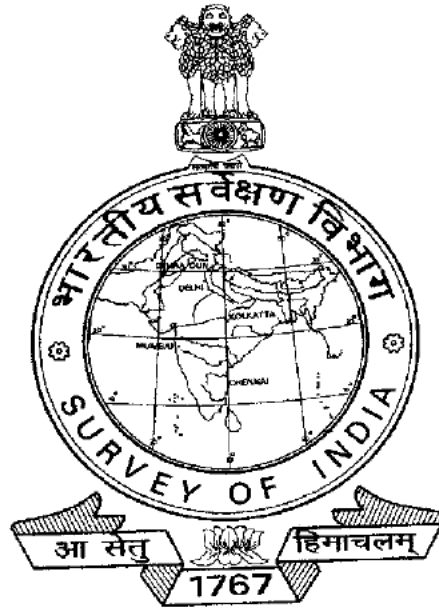


**SURVEY OF INDIA**



**DEPARTMENT OF SCIENCE & TECHNOLOGY**

**GOVT. OF INDIA**

**Guidelines for Film & Photography Permission**

*By the Order of*

**OFFICE OF THE SURVEYOR GENERAL INDIA**

**POST BOX NO. 37**

**HATHIBARKALA ESTATE , DEHRADUN ( UK)**

## PREFACE

Survey of India under the department of Science & Technology , Govt of India is one of the oldest scientific department working since 1767 and is known for its legacy, heritage and history.

St. Thomas church at Chennai, George Everest observatory in Mussoorie, burial place of William Lambton at Hinganghat, Distirct Wardha (MH), Old Headquarter of SOI at Kolkata, Magnetic Observatory in Sabbhawala Dehradun, National Survey Museum at Geodetic Branch Dehradun and Kalayanpur GT Station are few major point of attraction for Geographers, explorers, historians, research scholars and story writers since many years.

To promote the culture, knowledge and history of surveying & Mapping among the common people of our country, Survey of India is formulating its media and filming policy to encourage its private and Govt media filming partners by allowing them to visit and cover the historical and heritage building, Office premises, library and Survey Museum.

### **Objectives and Implementations of Media Policy in SOI**

- Recognition and felicitation of those who have been the torch bearers in field of Geospatial and have brought laurels and acclaim to country.
- Promotion of culture to preserve history, legacy and achievements of the department with passage of time.
- Take steps to encourage private and Govt film makers/ story writers at the same time promoting its necessity and usefulness among the social and television media.
- To structure mechanism for scrutiny of requests/proposals for photography / videography/ documentary and commercial films etc.

### **Guidelines for Filming/ Videography Permission**

Permission for "Filming" [as defined in the Ancient Monuments and Archaeological Sites and Remains Act, 1959] academic and commercial purposes shall be granted by the Surveyor General of India, after making such enquiries as he may deem necessary.

**Fee for filming – Rs 10,000/- (non-refundable) (per day for single site/monument).** The fee may be exempted in case of Central and State Departments or agencies engaged by them carrying out filming, for promotional, educational or any other non commercial purpose. The Surveyor General of India, will be the competent authority to grant such exemptions.

Security Deposit of Rs 50,000/- (refundable) will required to be deposited prior to filming/videography. The Security Deposit may be exempted in case of Central and State Departments carrying out filming by their own resources, and not on contract, for promotional, educational or any other non commercial purpose. The Surveyor General of India, will be the competent authority to grant such exemptions.

### **Terms and Conditions For Videography/Filming**

1. 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 in profarma attached as Annexure A, along with Documents required detailed in the profarma to Head of the concerned SOI Office.
2. In the application for filming / videography production company must state name of production, name of the company size and crew and number of equipments and support vehicles and names of key personal to be present on filming day.
3. A script must be submitted with all proposed shooting scenes and production schedules along with request for filming / videography. No permission for filming of violent or obscene scenes in the premises will be granted.
4. Permission for Video/ filming shall be non-transferable and shall be valid for specified date(s)/ period.
5. The Videography and filming shall be carried out only in the presence of the officer designated by Head of concerned SOI office, under whose administrative control Monument/ Museum/ Building/ Archeological site falls.
6. Information regarding size of the crew to be intimated in advance so that an appropriate member of staff can be present to oversee the activities.
7. All crew members must sign-in with security upon entering the museum /premises. Photo-identity proof preferably passport/ official ID/ Voter ID/ Aadhar/ Driving License, etc. of all crew members shall be presented to the designated officer.



8. The permission so granted shall not include entrance fee as applicable. Entire team/ individual shall purchase the entry ticket as per prevailing rates.
9. Set design shall be approved prior to date of photography/filming. All set alternatives that affect the physical structure/ appearance of museum/site/monument facility or require removal/shifting of equipments artifacts/ antiquities, display cases, require written approval of the Head of concerned SOI office. The specific objects or display cases to be filmed must be specified in writing.
10. Videography and filming shall not obstruct or hamper or limit the movement of visitors who may lawfully be within the precincts of the museum/monument/site. It shall not restrict the accessibility of exhibitions, entrances/ exits, doorways, pathways and high traffic areas.
11. Film crew members may not handle museum objects or gallery cases or pedestals may only moved by SOI staff in special circumstances with the prior approval of Head of concerned SOI officer.
12. Floors, doorways and walls, must be protected from accidental scratching, peeling of plaster/paint etc.
13. No smoking, food and / or liquids (even sealed containers) of any kind are permitted in the galleries or near Artifacts/ antiquities.
14. No atmosphere generating equipments such as fog machine is allowed inside the premises.
15. Cameras on tripods or ladders are not allowed in the exhibition areas without the written permission of the Head of the concerned SOI office. All equipment on wheels must have a locking system to prevent them from moving when not in use.
16. Cables and wires must run along the walls in possible and must either be secured with tapes or sandbags. Cables are not to be taped to any of the hardwood floors.
17. All equipments must be placed specified distances (usually 5ft) from artifact/casing, to avoid equipment accidentally falling onto artifacts/ antiquities.
18. Cameras, setup, cameras focusing and scene blocking should be done in available light only. Light should be reflected or bounced whenever possible rather than aimed directly at an object.
19. To prevent heating of surfaces during shooting lighting with hot lights on any one object will be done for no more than 10 minutes rest period between lightings with specific permission for designated officer only.
20. Screens must be used on tungsten in candescent spot or flood lights to control heat and protect objects.
21. Flash units must be at least 10 feet from the object being filmed / photographed and far enough away from adjacent objects so that if a unit falls, it will not touch objects or walls.
22. No extraneous materials such as water, oil, grease or like shall be applied on the object or part thereof.
23. Use of any artificial lights (except existing museum lights) including flash-light synchronized with the exposure of camera is prohibited on certain objects, such as 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.
24. 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.
25. No person shall undertake any filming operation at a protected / restricted area zone or any classified documents / records maps manuscripts etc. Violator will be prosecuted.
26. The contact person/location manager shall communicate only with the designated officer.
27. Any act, which may cause damage or injury to any antiquity/ artifact/ antiquity 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 individual/agency will have to settle any such claim arising out of the damage, injury or loss of any antiquity/ artifact.



28. Digital copy of full unedited version as well final publication version of film/video should be submitted to Office of Surveyor General via email or portable storage media (like CD/DVD), prior to publication/release.
29. Videos and films for which prior permission was sought for promotional educational or any non-commercial purpose if sold reproduced distributed or otherwise commercially exploited in any manner should be done with prior intimation to Survey of India. Video and films in which permission was already sought for commercial purpose when sold, reproduced or distributed will not required any further intimation/permission.
30. 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 Survey of India or concerned its office shall have no responsibility or liabilities of any nature, whatsoever, concerning the above said matters.
31. Film and television programs shall provide Survey of India with an on screen end credit.
32. 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.
33. The above guidelines/ terms and conditions are subject to change without prior notice. Visitors are advised to see the website of the Survey of India from time to-time for any changes.

#### **Guidelines for Photography of ancient objects/ equipments/ books and journals of Survey of India.**

1. Photography (without tripod/ monopods/ flash-light/multiple lenses) is permitted free-of-cost to public in Sol's all Monuments, Archaeological sites and Museums. Selfie sticks are strictly prohibited in vicinity of museum objects or gallery cases or artifacts pedestals as well as in the exhibitions, entrances/ exits, doorways, pathways and high traffic areas premises.
2. Prior permission, for photography using Camera with multiple lenses, flash or artificial light, tripod/ monopods, if requested for academic or research purposes, or if requested by Central and State agencies/Departments, for promotional, educational or any other non commercial purpose, need to be taken from Head of concerned SOI office. The requests shall be made through a form as annexed at Annexure - B.
3. In such cases Security Deposit of Rs 10,000/- (*refundable*) will required to be deposited prior to *photography*. The Security Deposit may be exempted in case of Central and State Departments carrying out filming by their own resources, and not on contract, for promotional, educational or any other non commercial purpose. The Surveyor General of India, will be the competent authority to grant such exemptions.
4. Request for Photography using photography using Camera with multiple lenses, flash or artificial light, tripod/ monopods etc for other purposes including commercial purposes, shall be granted by the Surveyor General of India, after making such enquiries as he may deem necessary. Such request shall be made on form annexed at annexure A, to Surveyor General Office. Security deposit, fee and other terms & conditions as prescribed for Filming/Videography shall be applicable in such cases.
5. Such request shall be made by the applicant at least 15 days prior to the date of visit of the concerned person. Such permission will be granted for taking photographs of museum/site/monument/artifact/antiquity in its existing position. Any alternatives that affect the physical structure/ appearance of museum/site/monument facility or require removal/shifting of equipments/ artifacts/ antiquities/display cases, require separate approval of the Head of concerned Sol office.



6. Opening of showcase or moving/ shifting of antiquities, etc. will only be allowed with written permission from concerned head of office and will be carried out only in the presence of the officer designated by Head of concerned SOI office.
7. Taking photos and snapshot of any historical publications, manuscripts and handbooks will only be allowed to individuals for research/ academic work or to Central and State Govt agencies/Departments for promotional, educational or any other non commercial purpose.
8. All equipments must be placed specified distances (usually 5ft) from artifact/ antiquity/casing, to avoid equipment accidentally falling onto artifact/ antiquity.
9. Cameras, setup, cameras focusing and scene blocking should be done in available light only. Light should be reflected or bounced whenever possible rather than aimed directly at an object.
10. Flash units must be at least 10 feet from the object being photographed and far enough away from adjacent objects so that if a unit falls, it will not touch objects or walls.
11. No extraneous materials such as water, oil, grease or like shall be applied on the object or part thereof.
12. Use of any artificial lights (except existing museum lights) including flash-light synchronised with the exposure of camera is prohibited on certain objects, such as 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.
13. 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.
14. No person shall take any photograph inside of administrative and technical wings of Building or places notified as protected / restricted area zone. Any act of violation of privacy of any of Sol's employee or other visitors is strictly prohibited.
15. Photography any classified documents / records maps manuscripts etc is strictly prohibited. Survey of India may take legal action against violators.
16. 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 individual/agency will have to settle any such claim arising out of the damage, injury or loss of any antiquity/ artifact.
17. It shall be sole responsibility of the concerned individual that the image or the photograph 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 Survey of India or concerned its office shall have no responsibility or liabilities of any nature, whatsoever, concerning the above said matters.
18. Survey of India should be acknowledged while using the photograph.

**Exemption from entry fee/ security deposit/ and other cognate matter**

The SGI may by order may exempt a person or institution engaged in photography / filming / videography, from entry fee/ security deposit/ and other cognate matter, if such a person / professional is an expert and having earned recognition in the field of Geography, Surveying and Mapping, Culture, History, Creative writing or having association with any other prestigious institution.

Age

Category

Support Number (Date of Birth)

Previous Name (If any)

Country of Origin

Qualifications

Purpose of Study

Educational Field

Research/Project Title (if any)

Research/Project Period

Name of the Institution/University

Address of the Institution

Country of the Institution

Type of Institution

Specialization (if any)

Remarks

Signature of the Applicant

**Requisition Proforma for Filming/Videography/Photography(commercial purposes) Permission**

(To be submitted to office of Surveyor General of India)

<b>Name of the Applicant</b>	
<b>Passport size Photograph</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>Email Address</b>	
<b>Purpose of filming - Educational/ Film/ Documentary/ Other (if Other indicate purpose in brief)</b>	
<b>Name of the place for which permission in required -</b>	
<b>Date(s) of visit &amp; Duration</b>	
<b>Type of Camera and attachments (such as tripod, flash etc.)</b>	
<b>Number of Crew Members</b>	



<b>(attach details in jpg/pdf format) [attachment should not exceed 2 MB]</b>	
<b>Number of Equipments (attach details)</b>	
<b>Vehicle No/s</b>	
<b>Script/ Synopsis (attach details)</b>	
<b>Name and Designation of Head of Central/State Government Department endorsing request and Endorsement letter no</b>	
<b>Demand Draft (Number/ date of issue) Receipt and UTR no of Payment made through Bharatkosh</b>	

**Date of Application**

**Name and Signature of Applicant**

**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. Endorsement letter of Central/State Government Department (if any)
6. Undertaking regarding abidance of all terms and conditions of Guidelines for Film & Photography Permission
7. Demand Draft amounting to Rs 10,000/- per day (non-refundable) in favour of the Establishment & Account Officer Survey Of India Payable at Dehradun/ Receipt and UTR no of Payment made through Bharatkosh

## Annexure-B

**Requisition Proforma for Photography Permission (for using tri-pod/monopod/multiple lenses)**  
**(Academic/ Research or Educational/Non Commercial Purposes)**  
 (To be Submitted to Head of concerned Sol Office)

<b>Name of the Applicant</b>	
<b>Passport size Photograph (upto2 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 permissi on in required -1 or multiple (upto5 at a time)</b>	
<b>Date(s)of visit</b>	
<b>Type of Camera/number of lenses</b>	
<b>Name and Designation of Head of Central/State Government Department endorsing request and Endorsement letter no</b>	
<b>Any other detail</b>	