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Government of India
Archaeological Survey of India
Monument Section

Janpath, New Delhi-110011
7th September 2016

Office Memorandum

07 SEP 2016

Subject:- The Guide Policy of Archaeological Survey of India for Centrally Protected Monuments- regarding

Please find enclosed herewith a copy of the Guide Policy of ASI for guides within a Centrally Protected Monuments, as approved by the Hon'ble Minister for Culture for your information and implementation.

The said Policy shall come into effect from the date of issue of this letter.

o/c


(T.J. Alone)
Director (Monuments)

To

The Superintending Archaeologist / Dy. SAs,
All Circles / Mini Circles,
Archaeological Survey of India

Copy for information to: -

1. All Regional Directors of ASI: East, West, Central, North and South Region.
2. All Offices / Branches of ASI.

The Policy for Archaeological Survey of India Guides to perform within Centrally Protected Monuments

Introduction & Objectives

Archaeological Survey of India (ASI), under the Ministry of Culture, is the premier organization for the archaeological researches and protection of the cultural heritage of the nation. Maintenance of ancient monuments and archaeological sites and remains of national importance is the prime concern of the ASI. Besides, it regulates all archaeological activities in the country as per the provisions of the Ancient Monuments and Archaeological Sites and Remains (AMASR) Act, 1958 and Rules, 1959 with subsequent amendments.

ASI administers and manages 3687 ancient monuments and archaeological sites and remains of national importance through its 29 Circles and 3 Mini-circles. Being a custodian of centrally protected monuments and responsible to manage all affairs related to protected monuments, the Archaeological Survey of India is mandated to take actions so that activities are taken up in harmony with the provisions of AMASR Act, 1958 and Rules, 1959 made there under.

Guiding involves disseminating knowledge about our cultural heritage among the common masses such as tourists, students or common art lovers who require varying nature of information before and while visiting any place of their choice. The experience acquired with the help of received or gathered information, enrich the, knowledge of individual, help one to plan things in advance and ease out one's stay at tourist destinations, which make the tour memorable as a whole.

Tourists may need simple information on subjects like accommodation, transportation, places of interest, market, medical aid, helpline, other offices, etc., besides detailed and authentic information about national monuments. Signages, published literature, electronic media, web world, etc. are flooded with information on varied subjects but ultimately has their own limitations. In spite of having information through various resources, everybody wants to visit his place of interest once in a life. While visiting the heritage site, a tourist requires authentic information for that purpose a guide appears to be the best medium of communication for providing information on the spot to tourists as per their interest and requirement and oriented according to the queries. Personal interaction is the best medium to disseminate information. So far as centrally protected monuments are concerned, the Guide would play a vital role in disseminating correct and factual information with his knowledge and experience so that the visitor is enriched and enjoys his experience during his visit to the monument in the larger context.

Guiding in Centrally Protected Monuments or monuments & sites maintained/administered/managed by the Archaeological Survey of India by charging certain fee from visitor attracts provisions the Ancient Monuments and Archaeological Sites and Remains Rules, 1959. Rule 8 of the AMASR Rules, 1959 provides prohibition of certain acts within the monument or site. Sub Rule 8(d) of the above rules specifies requirement of a licence from designated authority for guiding with charging certain fee in the premises of Centrally Protected Monument.

Rule 8(d) : No person shall within a protected monuments hawk or sell any goods or wares or canvas any custom for such goods or wares or display any advertisement in any form or show a visitor round or take his photograph for monetary consideration, except under the authority of, or under, and in accordance with the conditions of, a licence granted by an archaeological officer or Additional Director General, Ministry of Tourism, Government of India for the purposes of showing a visitor round;

At present, the above Rule position is under implementation by the ASI and shall be applicable for the purposes of this Policy document.

Further, to facilitate the issuing of guide licence and related affairs, vide notification S.O. 73 (E) dated 21.01.2003, the Additional Director General, Ministry of Tourism, Government of India has been delegated with powers for framing and issuing of guidelines, for issuance of the guide licences, approval and registration of qualified persons selected through due process by a committee constituted for the purpose to operate in the protected monuments of national importance.

That the said delegation is being withdrawn.

2. Scope and effect

- 2.1 That from now onwards there shall be only one category of guides known as **“ASI Monument guide”** who would be authorized to work in the centrally protected monuments or monuments & sites maintained / administered / managed by the Archaeological Survey of India for which he is licenced. The policy shall be applicable only to such guides who are allowed to work in the centrally protected monuments or monuments & sites maintained / administered / managed by the Archaeological Survey of India having valid licence granted by the Specified Authority as required under Rule 8(d) of the AMASR Rules, 1959.
- 2.2 The assessment of number of tourist guides for each monument or group of monuments would be determined by the foot fall, growth potential, extent and size of the monuments/group of monuments. The process would be done every five years by the Archaeological Survey of India.
- 2.3 The licence would be granted to individuals only and not to any firm or association or company or other body corporate, after following due process of selection.
- 2.4 The Archaeological Survey of India shall be responsible for conducting the tests and work out mechanism for grant of such licences. In so far as Monument Guides operating within the centrally protected monuments are concerned, the various categories of guides who have qualified the test to be conducted under this policy shall only be entitled to operate within the centrally protected monuments.
- 2.5 This Policy shall acknowledge all licences given to guides working at Fatehpur Sikri, by the Archaeological Survey of India pursuant to the directions of the Hon'ble Supreme Court of India and shall be deemed to have been given under this policy, till fresh licences are issued to such guides in accordance with present policy, which shall not be later than one year from the date of

notification of this policy.

Provided that the Archaeological Survey of India shall conduct the necessary examination within the said period of one year.

Similarly, all guide licences granted by the Additional Director General, Department of Tourism, Ministry of Tourism (GOI) shall be acknowledged and deemed to have been issued under this policy, till fresh licences are issued to such guides in accordance with present policy, which shall not be later than one year from the date of notification of this policy.

Provided that the Archaeological Survey of India shall conduct the necessary examination within the said period of one year.

- 2.6 Only those Guides who have been issued licences under the present policy or those who are deemed to have been licenced under clause 2.5A, subject to the provisions thereof, shall be entitled to act as licenced guide(s) within the Centrally Protected Monuments or monuments & sites maintained / administered / managed by the Archaeological Survey of India.
- 2.7 Subject to clause 2.5A, on and after the issuance of Licences by the Archaeological Survey of India under the present policy, all licences issued earlier by any Authority shall become invalid and will not entitle any person to act as Guides in the Centrally Protected Monuments or monuments & sites maintained / administered / managed by the Archaeological Survey of India.
- 2.8 Date of Effect : the policy shall come into the force from the date on which it is formally notified by the ASI. It shall not have retrospective effect.

3. Selection criterion.

3.1 Educational Qualification: following qualification is recommended.

Educational qualification	Experience	Language
Bachelor Degree (Ancient History, Medieval history, Modern history, with knowledge of art and architecture)	Guide should have sufficient experience in guiding at monuments.	He should have fluency in one or more languages.
Desirable : Degree in tourism / hotel management	Specific experience of guiding in the monument or group of monument.	Knowledge of a foreign language in addition to English.

The Archaeological Survey of India may in the interest and expediency exempt or relax the educational qualifications taking into consideration the experience possessed by a candidate/s in the given case.

3.2 Age Limit.

- (a) The Individual should be of minimum 21 years of age at the time of submission of application for a fresh licence.

- (b) The licence of an ASI monument guide, who has attained 60 years of age, shall thereafter be renewed subject to medical fitness test and a report certifying the fitness of the concerned guide.

3.3 Other conditions.

- (a) He should be a citizen of India.
- (b) He should have clean Police record or should not have any criminal case pending against him/her.
- (c) He should not have been convicted / penalized in the past.
- (d) Preference may be given to local candidate who is well versed with the monuments of that area.

3.4. Domicile Proof.

- (a) Candidates who wish to work as Guides will have to submit their residence proof of the State in which the tourist destination / monument / site is situated.
- (b) Candidates have to submit the proof of Domicile with the application.
- (c) The following are recommended as documentary proof for Domicile:
 - (i) Certificate of proof of Residence by the competent authority (not below the rank of Tehsildar).
 - (ii) Passport.
 - (iii) Voter Identity Card.
 - (iv) Ration Card.

4. Process of selection.

- 4.1 Wide publicity shall be given while inviting applications for grant of licence and sufficient time shall be given for filling up of applications.
- 4.2 The applications shall be invited through open advertisement specifying the number of guides with respect to specific monument or group of monuments.
- 4.3 Individuals shall submit their application(s) in the prescribed Form, as specified by the Archaeological Survey of India along with photocopies of all documents required as proof of their eligibility and in no case applicants shall be allowed to submit any additional document/s as such proof at a later stage.
- 4.4 The process of selection shall comprise written test and viva voce.
- 4.5 The entire process shall be conducted in a fair and transparent manner.
- 4.6 Individual may apply for one or more licences in respect of specific monuments or group of monuments. The maximum number of monument specific licences which may be issued to a person shall not be more than 15 (fifteen) and in respect of group specific monuments the licences to be issued shall not exceed 5(five) groups of monuments. Issuance of either category of licence shall not be a bar for issuance of licence in the other category.

5. Written Test and Viva Voce

- 5.1 Examination for selection of required numbers of candidates for grant of licence shall consist of written Test and Viva Voce.
- 5.2 Archaeological Survey of India shall formulate written test with a view to testing the knowledge of candidate on history, architecture and significance of monuments in addition to general awareness.

- 5.3 The written examination shall be more elaborate so that caliber and ability of the candidate is well represented.
- 5.4 Archaeological Survey of India shall take written test and Viva Voce.
- 5.5 The Viva Voce shall be conducted by a committee comprising not less than three experts, one each from ASI and MOT and another expert(s) as Archaeological Survey of India may deem fit and proper.
- 5.6. Examinations/tests and viva voce shall be held in respect of both specific monuments as well as group specific monuments.
- 5.7 Test or training shall be organized in such a manner that no two tests overlap with each other. It shall be ensured that the dates of tests for group specific monuments shall not clash with the dates for the tests concerning specific monuments.
- 5.8 On completion of test and viva-voce, ASI shall draw a merit list for grant of licences for monument specific and group of monuments specific guides.

6 Training

- 6.1 All candidates found successful after written test and viva voce shall be given training.
- 6.2 Objective of the training should be to impart knowledge of essential guiding skills, tourism products/ aspects of the destination & state, and fair knowledge of social, political and economic policies etc., of the destination/ region in specific and entire country in general. The detailed syllabi would be laid down by the Archaeological Survey of India in consultation with the Ministry of Tourism, GOI.
- 6.3 The duration of the Training to candidates is recommended as under:

Duration of class room training	:	4 weeks
Duration of field training	:	2 weeks
- 6.4 Archaeological Survey of India shall design a training module- monument specific as well as group of monument specifics, basics and ethics, rules, etc., in consultation with the Ministry of Tourism, GOI.
- 6.5 The field training would be given to all successful candidates to enrich their knowledge to cover monument(s) for which the licence is granted.
- 6.6 During the training course frequent group discussions & role plays shall be arranged to improve their interactive and relational abilities.
- 6.7 At the end of training each candidate shall submit a report on the given assignment for valuation.

7. Issuance of guide licence.

- 7.1 On completion of guide training course, certificate to all candidates would be issued by Archaeological Survey of India.
- 7.2 Issue of licence: successful candidates after going through training and completion of required assignment shall be given licence by the Archaeological Survey of India under Rule 8 (d) of AMASR Rules, 1959.
- 7.3 Archaeological Survey of India may design an ID card to be issued to all guides with licence.

8. **Fee for licence** : Archaeological Survey of India may charge fee from guides as notified from time to time.

9. Renewal of licence:

- 9.1 Every licence shall be renewed after five years subject to applicable guidelines and/ or terms and conditions, if any.
- 9.2 The renewal of licence shall not be automatic. A licence shall be renewed after an interview of the applicant guide. The interview shall aim to test whether the concerned guide has updated his information/knowledge about the concerned monument or not in keeping with passage of time. Pending complaints, if any, against that applicant who intends to renew his licence shall be taken into account at the time of renewal. Renewal cannot be claimed as a matter of right.
- 9.3 Archaeological Survey of India shall be entitled to charge a fee for renewal of guide licence, as shall be notified.

10. Renewal of licence upon attaining 60 years:

Presently no specific age of retirement is being specified. However, after attaining the age of 60 years a guide shall have to undergo a Medical Fitness test and obtain a certificate from a Registered Medical Practitioner (RMP) certifying that he is both physically and mentally fit for duties of a guide, before renewal of licence. No renewal of licence of a guide who has attained the age of 60 years shall be granted without such fitness test and the necessary medical certificate.

11. **Loss of licence/ID :** In case of loss or theft of licence or ID, the concerned guide shall immediately inform the concerned authority in writing and also give written information of such loss or theft to local police station.

12. Duplicate licence/ID:

- 12.1 For Duplicate licence or ID card, as the case may be, the candidate shall make an application to the Archaeological Survey of India for the purpose in the format as specified by the ASI.
- 12.2 Archaeological Survey of India may charge a fee for issue of duplicate licence or ID card as the case may be.
- 12.3 After completing the required process, duplicate licence or ID card shall be issued to the candidate, which shall not be later than 30 days from the date of his application.

13. Management of Guides.

- 13.1 Archaeological Survey of India reserves the right to specify and restrict the total number of guides who may be permitted to operate in a specific monument or a group of monuments.
- 13.2 Archaeological Survey of India reserves the right to vary, reduce or increase the number of guides with respect to any monument or group of monuments as may be required and deemed fit by ASI depending upon change of attending circumstances or for any other reason or reasons, necessitating such variance in the number of operating as ASI Monument Guides.
- 13.3 Archaeological Survey of India shall specify detailed guidelines, dos and don'ts for the guides within premises of the monument.
- 13.4 Archaeological Survey of India shall specify other required conditions to be followed or imposed for smooth functioning of the guiding system in

- monuments in the interest of tourists and propagation of historical and archaeological significance of the protected monuments.
- 13.5 Archaeological Survey of India shall be entitled to regulate the functioning of guides and guiding activities within the area of monuments of national importance.
 - 13.6 The Superintending Archaeologist of a Circle shall have the right to bar the entry of any ASI Monument Guide on grounds of misconduct or other grounds of misbehavior with tourists or any other like reason or in the interest of safeguarding the welfare of the monument and the tourists.
 - 13.7 In addition to the above, the Superintending Archaeologist of the Circle shall have the right to recommend suspension or cancellation of a licence on the grounds as mentioned in the preceding paragraph.
- 14. Feedback :** ASI shall put in place a mechanism to collect feedback from visitors on guiding activities within the centrally protected monuments or sites maintained / administered / managed by the Archaeological Survey of India.
- 15. Publicity:** ASI shall take all steps for making adequate publicity not only concerning the monuments under its protection but also the information about guide and guide activities.
- 15. Powers:** ASI reserves the right to make amend, alter or modify this policy as may be required from time to time.
