

## Archaeological Survey of India

### Policy for Supply of Photographs. etc.

(Approved on 17/04/2023 File No. T-27011/2/2019-PHOTO-Part(1))

The Archaeological Survey of India (ASI), established in 1871, has been engaged in systematic search, document and study of ancient monuments, archaeological sites and remains through the country. Being a premier archaeological institution, ASI maintains a rich collection of photographs, as part of its institutional collection.

This collection of rare and valuable photographs of the explored and excavated archaeological remains, antiquities, ancient monuments, etc. is available to academicians who are engaged in study and research on various aspects of heritage and culture. The ASI encourages and facilitate researchers to conduct studies utilizing this rich collection from its photo archives.

The demand for access to ASI collection has been increasing over the years. This policy is for providing access to ASI collection of photos etc. as follows:-

#### 1. Photographs

1.1. **Number of the Photographs** - For Research scholars/ authors/ article writers, the photographs may be provided as per the requirement against a synopsis of the proposed work, but not more than 25 per project, per calendar year. ASI shall examine the synopsis and decide the number of photographs within the limit prescribed.

1.2. **The rate of the Photographs** - The following rates of Photographs would be supplied to the public/ institutions as per the rates given below-

SI. No.	Description	General/ Academic	Commercial	Remarks
1	Soft copy of digital images (300 dpi)	Rs. 250/	Rs. 2500/	Images from photo Archive
2	CD/ DVD copy of Video footage/ Drone Vide Monuments/ Sites	Rs. 1000/	Rs. 10,000/	Max. 3 minutes clippings permitted with 3-4 cuts

1.3. **Concession for retired ASI officers** - Officers retired from the ASI may obtain the photographs for academic purposes @ 25% of the rate in existence at the time of demand.

1.4. Rates prescribed at 1.2 shall stand automatically revised by 5% addition every year, *w.e.f.* 1st April.

## **2. Terms and Conditions:**

2.1. All Scholars, Institutions, and Commercial agencies should acknowledge the Archaeological Survey of India and concerned Institutions while using materials for both academic and commercial purposes.

2.2. Five copies of the Publication in which the photograph would appear may be sent free of cost to the Central Archaeological Library, 24, Tilak Marg, New Delhi 110001 under intimation to the o/o the Director General Archaeological Survey of India.

2.3. All orders should be obtained in writing from the concerned party in the form of a letter to the Head of Office.

2.4. In case the party concerned does not see to know the schedule of rates and or does not make specific mention in his/her order of his willingness to pay for the digital images, S/he should be informed of the rates and his/her confirmation of the order should be obtained in writing before the work is taken in hand. Simultaneously inquiries should be made to clear his/her initial order.

2.5. All supplies should invariably be made against payment except in very special cases, where the party is very well known to ASI and can take personal responsibility that payment by the party will be made without trouble. In these cases, the images may be supplied/ sent by registered post along with a bill of cost of payment

2.6. In the case of local delivery, the party should be informed when the images are ready. So that s/he can take delivery thereof by depositing the money with the office.

2.7. Packing and posting charges should invariably be included in the bill.

2.8. If the images are to be used for reproduction (Refer 2.2), the covering letter forwarding the images should invariably mention that the copyright of the Archaeological Survey of India should be suitably acknowledged and two copies of the publication in which the images are to appear should be sent free of cost, to the Central Archeological Library, New Delhi, a copy of the letter should be endorsed to the Librarian Central Archeological Library, New Delhi so that the Librarian may keep a check on the receipts.

2.9. Orders are often received for the supply of photographs pertaining to objects in museums, art galleries, and private possession. In such cases, the party should be asked to apply to the proper authorities even if the negatives of the concerned objects are available with the Survey unless the party produces a letter from the proper authorities allowing the survey to make the supply. This will avoid possible complications over copyright.

2.10. There should be a periodical check for ascertaining that all amounts have been duly realized from the parties. For this purpose, a register of all supplies made against payment should be maintained by the photographers with a column "Date of Realization" This register should be monthly shown to the accounts/cashier of the office, who should enter the date of realization in the column with initials. The register will be an auditable document and should be maintained with all possible care. Reminders should if necessary, be sent to parties from which the dues have not been realized within a reasonable time.

2.11. Supply of unpublished images of excavation and excavated material can be considered only if the period of five years has already elapsed after the completion of fieldwork and such requests will be considered by the Director General, ASI, and not by the Head of the office.

2.12. All employees of the ASI may obtain free of cost, from the office of the Director General, ASI the following number of digital images for the purpose noted against each (Refer 1.1).

Purpose	No. of digital images
1. For publication by the ASI	According to actual requirements
2. For study and building up of a collection	Not more than twenty-five per Calendar year

2.13. For illustrating articles, etc. to be published in a non-departmental publication with an honorarium an officer should purchase images in accordance with the rule.- Students of the Institute of Archaeology, Archaeological Survey of India may obtain, free of cost, 12 images for illustrating their essay in the final examination, on the recommendations of the Director Institute of Archaeology.

2.14. ASI reserves the right to accept or reject (fully or partially) any request/demand of providing the pictures/videos etc. without assigning the reasons to the applicant.