

F.No.3(13)/2021-Monu./1849  
(DEPARTMENT OF ARCHAEOLOGY)  
GOVT. OF N.C.T. OF DELHI

VIKAS BHAWAN-2, B-Block, 2<sup>nd</sup> Floor,  
M.G. Road, Civil Lines, Delhi-110054

Dated: 06/11/2022.

To

Sh Manikshaw Bakshi  
Dy. Manager (e – film shooting permission)  
Delhi Tourism & Transport Development Corporation (DTTDC)  
18-A, DDA SCO Complex,  
Defence Colony, New Delhi - 110024.

Sub.: **Reg. e – film shooting permission policy of Department of Archaeology, GNCTD**

Sir,

I am directed to forward herewith duly approved e – film shooting permission policy duly along with list of monuments with admissible fee for film shooting/ security deposit of respect of Department of Archaeology, GNCTD for further necessary action at your end.

This issues with the approval of Competent Authority.

Encl. : As above

Yours sincerely,

Head of office (Archaeology)

Dated:

F.No.3(13)/2021-Monu./

Copy for information to :

1. OSD to Hon'ble Deputy CM, Government of NCT of Delhi.
2. PS to Pr. Secretary (ACL), GNCTD, 4<sup>th</sup> Level, B-Wing, Delhi Sectt. New Delhi-02.
3. PS to Secretary (ACL), GNCTD, 7<sup>th</sup> Level, C-Wing, Delhi Sectt. New Delhi-02.
4. PS to Director (Archives / Archaeology), Department of Archaeology, GNCTD, VIKAS BHAWAN 2, Civil Lines, Delhi 110054.
5. PS to General Manager, DTTDC, 18-A, DDA SCO Complex, Defense Colony, N D - 24.

Head of office (Archaeology)

(Annexure 'A')

**DEPARTMENT OF ARCHAEOLOGY, GNCTD GUIDELINES FOR FILMING  
OPERATION ON ITS MONUMENTS**

**Check list of enclosures to be submitted with the Video / Film Shooting Application is as under :**

- 1) Dully filled application (online) Complete in all respect must be submitted at least 90 days prior to date of shooting.
- 2) One demand draft for Security Deposit.
- 3) Script of the Video/Film shooting.
- 4) In case of foreigner / foreigner cast, No objection / clearance letter of Ministry of External Affairs, Govt. of India, New Delhi.

**Detail Of Fees and Security Deposit:**

- (a) Fee for filming operation – Rs. 50,000/- or Rs 25,000/- per day for monuments as listed in Annexure "B" will be payable through the e – payment gateway of Department of Archaeology, GNCTD
- (b) Security Deposit @ Rs. 25,000/- and Rs.10,000/- per monument is payable through the e – payment gateway of Department of Archaeology, GNCTD where Fee for film operation is Rs 50,000/- and Rs 25,000/- respectively.
- (c) Mode of payment of Fee and Security Deposit is online through e - payment gateway of Department of Archaeology, GNCTD.

**Procedure Of Release Of Security Deposit:**

On submission of Un-edited version of the video/film shooting in the department.

**पत्रव्यवहार के लिए पता**

**Address For Correspondence:**

**O/O The Head of Office (Archaeology)  
Department of Archaeology, Govt. of N.C.T of Delhi  
2<sup>nd</sup> Floor, 'B' Block, VIKAS BHAWAN 2,  
New Delhi - 110054**

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**Annexure 'A'**

**Do's And Don'ts For Filming Operation at monuments of the Department of Archaeology, GNCTD:**

- 1 The permission shall not be transferable and shall be valid only for duration for which it is issued.
- 2 Nothing shall be done by the permission holder or any member of it's team which has, or may have, effect of exposing any part of the monument of attached lawn or garden to risk of damage for which the permission holder shall be liable for both civil and criminal action, in case of any damage.
- 3 The filming operation shall be restricted to the specific monument in respect of which the permission has been granted.
- 4 The licensee shall not film interior of the monument(s), that is to say, such parts of the monuments as is covered by a roof of any description.
- 5 The licensee in respect of monument(s) of religious character shall not violate any customary or religious practices in vogue or do anything which is not in keeping with the religious sentiments.
- 6 The filming operation shall be done only for highlighting the monument for tourism promotion.
- 7 The licensee or any other member of his party shall abide by the instructions of the Archaeological Officer or his representative at the monuments.
- 8 The licensee shall not take any person or cast and heavy equipment near the monument(s).
- 9 The licensee shall not make any damage to the dilapidated parts of the monument during the course of filming operation.
- 10 The licensee shall ensure that the movement of visitors within the precincts of the monument is not in any way harmed.
- 11 No extraneous matter, such as water, oil, grease or the like etc. shall be applied on any part of the monument.
- 12 The generating plant for electric power, wherever required, shall be placed atleast 50 meters away from the monument or attached lawn or garden.

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- 13 The filming operation shall not obstruct or hamper the movement of Security Guards, attendants, or deployed staff of department and persons who may lawfully be required to be within the precincts of the monument.
- 14 No addition and alteration in the site/location will be entertained.
- 15 No fitting or fixture of the light will be put on the ancient structure of the monument.
- 16 The licensee shall not use any flash or any other artificial light in respect of paintings.
- 17 If the film shot at the monument contain any objectionable scenes the department reserves the right to remove or delete the same for telecasting/screening and action will be taken as per rules. Therefore, the licensee should ensure that a copy of the CD is submitted before the release of the film.
- 18 A copy of the unedited length of film shot at the monument will be given to the Department of Archaeology, GNCTD after completion of shooting in CD/DVD format.
- 19 A representative of the department will remain present at the site to oversee entire filming and will report back to the department about any damage /violation of condition of permission.
- 20 Monument and its surrounding will not be defaced or altered in any way during the film shooting. Any such damage will make permission holder liable to pay fine as ascertained by the department on case to case basis. Ensure that no littering in the monument premises is done during film shooting.
- 21 The Deptt. of Archaeology, Govt. of NCT of Delhi should be duly acknowledged in the film / documentary.
- 22 The permission shall be deemed to be cancelled in case of violation of any of the aforesaid conditions.

**List of monuments under the Department of Archaeology, GNCTD identified in respect of Film Shooting Permission**

No.	STAKEHOLDER	Name of monument & location	Category	Charges	Duration	Security Deposit	POLICE District	TRAFFIC District
1	ARCHAEOLOGY	Bara Lao ka Gumbad, Vasant Udyan Park, Vasant Vihar	Monument	50,000	1 Day	10,000	DCP (HQ)	DCP (HQ)
2	ARCHAEOLOGY	Bhuli Bhatiyari Ka Mahal, Karol Bagh / Jhandewalan Metro St.	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
3	ARCHAEOLOGY	Bijri Khan's Tomb, sec 3, R.K Puram	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
4	ARCHAEOLOGY	Ghalib ki Haveli, Ballimaran, Chandni Chowk	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
5	ARCHAEOLOGY	Gol Gumbad, Near Lodhi Road Flyover Crossing	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
6	ARCHAEOLOGY	Mutiny Memorial, Northern Ridge, Near Hindu Rao Hospital	Monument	50,000	1 Day	10,000	DCP (HQ)	DCP (HQ)
7	ARCHAEOLOGY	Dara Shikoh Library Building. AUD Campus, Kashmir Gate	Monument	50,000	1 DAY	10,000	DCP (HQ)	DCP (HQ)
8	ARCHAEOLOGY	Tomb at Lado Sarai, Mehrauli	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
9	ARCHAEOLOGY	Tomb of Mohd. Quli Khan, (behind Qutab Minar)/Mehrauli	Monument	50,000	1 Day	10,000	DCP (HQ)	DCP (HQ)
10	ARCHAEOLOGY	Turkman Gate, Ram Lila Ground	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
11	ARCHAEOLOGY	Zail at Bawana	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
12	ARCHAEOLOGY	Maqbara Paik, GTK Bye Pass Road	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
13	ARCHAEOLOGY	Jharna, Mehrauli, opp. Jahaz Mahal, Mehrauli	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
14	ARCHAEOLOGY	Tomb behind Bus Terminal, Mehrauli Archaeological Part	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
15	ARCHAEOLOGY	Baradari & Tomb, Sadhana Enclave	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)
16	ARCHAEOLOGY	Tomb, GK-1	Monument	25,000	1 Day	5,000	DCP (HQ)	DCP (HQ)

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