

**Indian National Trust for Art and
Cultural Heritage**

71, Lodhi Estate
New Delhi - 110003
www.intach.org



[GUIDELINES FOR LISTING OF BUILT HERITAGE]

For any information, please contact:
Architect- Listing Coordinator
Listing Cell, INTACH
intachlistingcell@gmail.com
011-24631818, 011-24692774, Ext. - 205

1) NAME

Present Name:

Mention the name of the Property by which it is known today.

Past Name:

Mention the previous name and/ or any other name by which it is known.

Note:

If a few properties are popularly known by the name of the owner, then the regional nomenclature should be maintained -

For example - Chaudhary Suraj Singh Haveli

In case of a precinct, the listing should be done for each structure/ building that are part of the complex separately.

For example - In the case of listing of the Red Fort precinct in New Delhi, the performs will be filled for the Red Fort, Lahori Gate, Delhi Gate, Naubat Khana, Diwan-i-aam, and, other buildings that are part of the precinct. However, the buildings will be named as follows - Present Name - Delhi Gate, Red Fort Precinct.

2) PHOTO REFERENCE

a) For Buildings and Structures:

A front elevation photograph

b) For precincts/ Landscapes/ Sites:

A photograph in which max. part of the area is visible.

A high resolution camera, with sensors exceeding 5 MP should be should. While preparing files for printing, a resolution of 300 dpi, with either JPEG, or TIFF formats should be used.



Front elevation in case of a building



In case of a precinct.
Here, Bahu Fort Complex, Jammu

3) MAP REFERENCE

Google Earth location map indicating the location, the access road, and/or any other landmark nearby.



Location Map of Masjid Al-Hijri, Jammu



Location Map of Panchayati Gurudwara, Jammu

4) LOCATION

Address

Plot No./ House No./

Galli no./ Street No./ Street Name

Locality Name

Village/ Town / City name

District, State, preferably with Pin code

Additionally Latitude and Longitude may be provided

Approach

Approach to the site/ building/ structure from the access road with an approximate distance from the nearest landmark

Example-

Address: 225, Pacci Dacci, Jammu, Jammu & Kashmir

Approach: Approximately 100m from Circular Road.

5) PROPERTY TYPE

Please highlight whichever is appropriate.

Building: *Any structure with roof and walls, standing permanently in one place, designed for human occupancy, which may or may not be habitable in the present. These include – Residences, Bungalows, Factories, Police Stations, Temples, Churches, etc.*

Structure: *Refers to anybody or system of connected parts which was not designed for continuous human occupancy. It may, or may not be load bearing in nature. These include – Aqueducts, bridges, canals, gates, dams, stadiums, piers, pavilions, fortifications, etc.*

Precinct: *A space enclosed by walls, or other boundaries, or by an arbitrary sense of boundary around it. This will usually be applicable when there is a group of buildings, structures, or a mix of both. Examples include ganj, mohalla, ghat, complex, bazar, sarai, etc.*

Site: *In this case, refers to an Archaeological site. It is a place (or group of physical sites) in which evidence of past activity is preserved, and has been, or may be investigated using the discipline of archaeology. It may also include archaeological mounds, or any other significant associations with events or ruins.*

Landscape: *It comprises the visible features of an area of land including the physical elements of land forms. It includes gardens, wetlands, grasslands, rivers, lakes, etc.*

Subtype

In case of buildings, the subtypes can be –

- Residential – Houses, Villas, Bungalows*
- Commercial – Banks, Hotels, Motels, Restaurants, Shops, Market places*
- Industrial – Factories, Mills, Power Plants, Fire Stations*
- Secular / Religious – Temples, Churches, Mosques, Ziarats, Gurudwaras, Dargahs*
- Military – Bunkers, Barracks, Armoury*
- Institutional - Govt. Buildings, Schools, Colleges, Universities, Police Stations, Fire Stations*

For example.

For a Temple, the Property type will be as follows

Precinct/ Building/ Structure/ Landscape/ Site

Subtype: Religious/ Secular

6) DATE OF CONSTRUCTION

Precise Date

The exact date/ year/ period of construction which is either available, or can be ascertained through written text or inscriptions.

Approximate Date

In case, the exact date of construction is not available, relative dating like 18-19th century, or, during King Akbar's reign can be mentioned.

Source of Information

Please provide either name of the person who provided the information, or any other source(s) of information- newspaper, books, foundation stone, information board, etc.

For example:

Precise Date: N.A.

Approximate Date: 100 years

Source of Information: Zainab Begum, Owner's Daughter-in-law

7) OWNERSHIP

Single/ Multiple

If the property has a single owner, or has multiple owners.

Multiple owners are usually present in case of a Trust.

Public/ Private

Properties that are owned by the Central Government, the State Government, or by any local government are Public Properties. Sometimes, religious properties are owned by local bodies, and, hence are public properties.

Private properties are either owned by an individual, or a group of people, or even a Trust/ Company which is not a government organization.

Name of the Owner & Address

Please mention the name of the owner(s), the Trust, or the Government Department with their address/ contact details.

8) PROPERTY USE

Abandoned/ In use

Mention if the property is still in use, or has been abandoned by the owners.

Present Use

Mention the Present use of the building. In case of Abandoned structures, there will be no present use.

Past Use

Mention the use for which it was being put to use in the past (if any).

9) SIGNIFICANCE

Historic Significance

Historical Significance is the importance of a property to the history, architecture, archaeology, engineering, or culture of a community, region or nation.

A place may have historic value because it has influenced, or has been influenced by, an historic figure, event, phase or activity. It may also have historic value as the site of an important event.

Cultural Significance

Cultural Significance embraces the qualities for which a place has become a focus of spiritual, political, national or other cultural sentiment to a majority or minority group

Social Significance

Socially significant structures are those which have the potential to yield important socio-economic history or information. Railway Stations, Town halls, clubs, markets, water works, etc. are examples of socially significant sites.

Associational Significance

Associational Significance basically refers to the association of the heritage structure/ precinct with events, activities or patterns. It also includes association of the structure with either important people, or, those who have made a significant contribution to India's living heritage.

Local Legends

Any local legend associated with the site/ building/ structure.

In many cases, all these significances may be overlapped, and it will not be possible for the lister to filter and describe each of the significance separately, a combined significance may be provided.

10) ARCHITECTURAL DESCRIPTION

Architectural Style

Mention the architectural style which makes up the characteristic features of the building notable and historically identifiable. This may include - Mughal, Indo- Saracenic, Hindu Temple architecture, Indo- Gothic, Buddhist, Islamic, Rajputana, etc.

Site & Surrounding

It should describe the immediate environs of the building with its basic site planning.

Plan

Mention the basic form of the plan (if identifiable), like - linear, rectangular, circular, etc, mentioning the number of floors of the building, number of rooms on the ground floor, the open spaces and their placement. A sketch/ rough draft may also be provided, if necessary.

Façade

Describe the overall appearance of the building/ property. It should include details like the orientation of the building (in relation to sun, or any other block on the site). It should include important structural features like columns, dome, trusses, etc along with architectural features like bands, cupolas, chhatris, minarets, window details, gateways, etc. The façade should be described precisely, mentioning every possible detail visible. However, there is a general principle for describing buildings- describing the building in a logical sequence - from group up, façade exterior to the interior.

Decorative Feature

Mention the structural elements which have decorative features in the form of cornices, brackets, arches, pilasters, etc., including the ornamentation details, either by describing them, or by providing additional photographs for clarity of the subject.

Building material & Construction Techniques

Mention the details of the material and the techniques used for construction of the property/ building classified under - Walls, Floors, Roof, Openings.

11) CONDITION DESCRIPTION

Sign of Distress

It should mention all the signs of distress which will require immediate attention. For eg – water seepage. These may, or may not be structural in nature.

Structural Problems

All problems which are related with the structure of the building – damages to the roof, beams, columns and load bearing walls.

Addition and Alterations

Additions and alterations either in the structure, or in the original building material is to be mentioned , including when the addition/ alteration was carried out.

Repairs and Maintenance

The Repairs and Maintenance done either by the owner, or, by the caretaker and its frequency.

Threats to the Property

It will include all man-made (encroachment, illegal construction, vandalism, etc.) and natural (heavy rain, high winds, disasters, etc.) threats.

12) STATE OF CONSERVATION

Good/Fair/Showing Signs of Deterioration/Advanced State of Decay / Danger of Disappearance

Please choose the appropriate choice to assess the overall condition of the property.

13) OTHER REMARKS

Mention any comments/ remarks that you want to provide.

14) GRADE

Archaeological: A/B/C

Architectural: A/B/C

Historical: A/B/C

Associational: A/B/C

Social/Cultural: A/B/C

Final Grading: I*/I/IIA/IIB/III

The grade assigned to a building/ property will depend on

- a. Age
- b. State of Preservation
- c. Archaeological, Historical and Architectural Value

GRADE

Grade I*:

This category comprises buildings and precincts of national and historic importance and are under the protection of the ASI or State Department of Archaeology.

Grade I:

Buildings/ properties in this category are of exceptional national/ regional importance with unique features and are the prime landmarks of a city/ town. These buildings need to be kept under permanent state of preservation, and can be recommended for protection. Interventions in such structures are to be closely monitored.

Grade II:

This category comprises buildings of local importance, possessing special architectural or historical value. These buildings form local landmarks contributing to the image and identity of the city.

Grade III:

This category comprises buildings/ precincts, which normally do not qualify for permanent retention, but are nevertheless of some historical or architectural importance and contribute to determining the character of the locality.

15) REFERENCES

Reference notes

Maps/plan/Drawings

16) LISTERS

Name

Contact Number / E-Mail Address

Date of Listing

17) REVIEWER

Name

Contact Number / E-Mail Address