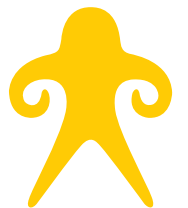


Guidelines for Chapters 2024



INTACH

INDIAN NATIONAL
TRUST FOR ART AND
CULTURAL HERITAGE

Guidelines for Chapters 2024



INTACH

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Preface

I am delighted to present to you the Chapter Guidelines 2024, a framework designed to guide Chapters in bringing awareness of India's rich Cultural Heritage, and fighting for its preservation.

Chapters Guidelines first published in 2003 & thereafter further revised in 2013, 2016 and 2019. Revised version of Guidelines 2024 incorporates the dynamics of feedback from the chapters and members to facilitate the functioning of the chapters and provide enhanced financial transparency.

Another highlight of the Chapter Guidelines is the Chapter eight, wherein guidelines for undertaking projects under Corporate Social Responsibility have been outlined. The revised process to obtain benefit under the section 80 G of Income Tax has also been explained.

With the promulgation of revised finance Act, the trusts registered under section 12AB of Income Tax Act, 1961 have to be very careful while managing their accounts. The provisions contained in Financial Operating Procedure are to be strictly adhered to by the chapters to maintain transparency and probity.

I would like to emphasize that Chapters while taking up projects/programmes in which Agreements or MoUs are to be signed such documents need to be signed only after is approved by the Central Office and the Member Secretary gives authorization to the specific Chapter Convener to sign such documents.

Three new areas pertaining to Geo Heritage, Numismatic Heritage and Fortification and Military Heritage in India, have been included in the Guidelines to cover the entire spectrum of heritage.

I would like to express my heartfelt gratitude to all the experts and Conveners who contributed their expertise and insights in the development of these guidelines. Their collective wisdom and passion for our heritage have been instrumental in shaping this publication. It is my firm belief that this revised issue of Guidelines will further strengthen the bond between the Head Office and Chapters.

Major General L K Gupta AVSM (Retd)
Chairman, INTACH

Introduction

1. In 1984 the Indian National Trust for Art and Cultural Heritage (INTACH) was registered as a society (hereinafter referred to as Society/Trust) under Section 12A of the Income Tax Act. Today it is recognized as one of the world's largest heritage organizations, with over 231 Chapters across India.
2. The Memorandum of Association and the Rules and Regulations (Appendix B [Pg. 180]) spell out INTACH's objectives and the manner in which these objectives are sought to be realized. It would also be appropriate to read through the full-page advertisement (copy at Appendix C [Pg. 195]) that was published in all national dailies in May 1984, to fully comprehend the sentiments and commitment to the cause of conservation to be upheld by INTACH Members.
3. The INTACH Logo, based on the anthropomorphic copper figure from Shahabad (circa 1800-1700 BC), is equally the perceived brand image of INTACH.
4. The objectives spelt out in the Memorandum of Association constitute INTACH's Mandate and Vision. Its stated mission to date continues to be:
 - (a) Sensitize the public about the pluralistic cultural legacy of India
 - (b) Instill a sense of social responsibility towards preserving India's common heritage
 - (c) Protect and preserve India's living, built, and natural heritage by undertaking necessary actions and measures
 - (d) Document unprotected buildings of archaeological, architectural, historic and aesthetic significance, as well as the cultural resources, as this is the first step towards formulating conservation plans
 - (e) Develop heritage policies and regulations, and make legal interventions to protect India's heritage when necessary
 - (f) Provide expertise in the field of conservation, restoration and preservation of specific works of art; and encourage capacity-building by developing skills through training programmes
 - (g) Undertake emergency response measures during natural or man-made disasters and support the local administration whenever heritage is threatened
 - (h) Foster collaborations, Memoranda of Understanding (MoU) and partnerships with government and other national and international agencies
 - (i) Generate sponsorships for conservation and educational projects

5. To achieve the above-stated mission, at subsequent Visioning Exercises further measures were spelt out:
- (a) INTACH must widen and strengthen its base so as to involve people in caring for our common heritage, as outlined in the objectives of the Memorandum of Association of the Society
 - (b) INTACH should develop into a highly competent and efficient organization of first recourse in all matters concerning Built (Architectural), Natural, Art (Material), Intangible (Living) Heritage in the country by building the requisite professional and other skills, both at its Central Office and at the Chapter level
 - (c) INTACH should strive to become the primary advisor on all matters pertaining to protection, conservation and preservation of heritage for the central government, the state governments (including institutions, agencies and organizations under them, such as the Armed Forces), and for institutions of decentralized governance such as the Panchayati Raj Institutions in the rural areas, for the urban local bodies (municipalities, metropolitan authorities, cantonment boards, etc.), and also the Corporate and Public Sectors
 - (d) INTACH should put into place an effective system of networking with other like-minded organizations and build a mutual support system

These Guidelines seek to assist the Chapters in realizing INTACH's Vision over the next ten years.

Constitution and Structure of Chapters

1. The Memorandum of Association of the Indian National Trust for Art and Cultural Heritage (Clause 3) defines the objectives for which the Society/Trust (INTACH) is formed. One of the objectives is 'to constitute or cause to be constituted Regional Branches or Chapters at convenient centres in India to promote the objectives of the Society' (sub clause xvi).
2. The Rules and Regulations of the Society/Trust (Section V) pertain to the powers and functions of the Governing Council and the Executive Committee. These Rules and Regulations (sub clause xviii of Clause D of Rule 17) states that the Governing Council shall have the power to set up centres (Chapters) in India or elsewhere as and when deemed necessary for the furtherance of the objectives of the Society/Trust. By implication this power extends also to the closure of a Chapter.
3. The Governing Council has delegated these powers to the Executive Committee and hence the decision to establish a Chapter or to close it rests with the Executive Committee of INTACH.
4. The above-mentioned provisions are flexible enough to enable the Executive Committee to approve the establishment of a Regional Branch or a Chapter for any geographical area, be it a state, a region, a district or a city or any other that may be considered convenient. *Any Regional Branch or Chapter thus created, no matter how organic a part of the Society or Trust it may be, has however no legal or independent existence of its own. The*

Society/Trust, through its executive bodies, remains responsible for the acts of any such unit created by it. Thus, the

Annual Reports and the Annual Audited Accounts of the Society/Trust have to incorporate the annual reports and audited accounts of all Chapters as well. The accountability is legally indivisible. Similarly, a person (or institution) may be on the rolls as Member of a Chapter, but he or she is also a Member of the Society/Trust (INTACH).

Geographical Jurisdiction

5. The Chapter's jurisdiction extends only to the area specified at the time of its establishment and approval, unless specifically modified by an order of the Chapters Division. A single Chapter in a state could be considered as covering the entire state, until such time that more than one Chapter is constituted in the state.

Constitution and Structure

6. The Chapters Division at the Head Office, Delhi, coordinates and facilitates the work and activities of all Chapters, and acts as an interconnecting bridge between the Central Office, other Divisions and

the Chapters. At present there are no regional branches established, but there is a State Convener for each state who performs the function expected of a branch.

Opening of New Chapter

7. A Chapter is constituted by those INTACH Members who are resident within its jurisdiction. A Chapter should have a minimum of twenty-five (25) Members, with ten (10) of them being Life Members/Associate Life Members. For remote areas, this number could be ten (10) to begin with, though efforts must be made to increase the membership to twenty-five (25) within a year. Each Chapter will have a Convener whose nomination is approved by the INTACH Chapters Division with the approval of the Member Secretary. The Convener should propose the name of a Co-Convener or Co-Conveners and obtain approval from the Chapters Division. The Convener/Co-Convener should be from amongst the Members, and be known for his/her interest in preservation and conservation of art and cultural heritage.

Opening of New Sub-Chapter

8. It is preferable for Chapters having more than 100 Members to be sub-divided into convenient Sub-Chapters responsible for heritage in a particular area or locality of the Chapter. A Sub-Chapter may be set up with a minimum of ten (10) Members in the adjoining towns or important centres of heritage, subject to the approval of the Chapters Division.

The guidelines for starting a New Sub-Chapter is briefly enumerated below:

It is preferable for Chapters having more than 100 Members to be sub-divided into convenient Sub-Chapters responsible for heritage in a particular area or locality of the Chapter.

- i. A Sub-Chapter may be set up with a minimum of ten (10) Members in the adjoining towns or important centres of heritage, subject to the approval of the Chapters Division.
- ii. After creating a group of 10 like-minded members and discussion with the State / nearest regional Chapter Convener the request mail/ letter to open a sub-chapter will be forwarded to the Chapters Division/ Central Office.
- iii. The Sub-Chapter will be established under an existing nearest Chapter or under the State Chapter constitution.
- iv. Conveners / Co-Conveners must have become Life Member within one-year of the Chapter's establishment date.
- v. If a Sub-Chapters desires to convert into a full-fledged Chapter - About 25 prospective Members are contacted and motivated to enroll as Life or Associate individual /Students by the Convener/Co-Convener. There should be at least 10 life members and mix of other categories. The membership category and fees payable is given as Appendix C-II. Fees are to be paid by Online/Cheque/Draft to "INTACH General". Filled forms complete in all respects, signed by the member, Convener/State Convener with the fee amount is sent to the Chapters Division. On approval intimation and welcome letter with INTACH Kit is sent to the member and State/convener.
- vi. Once the Sub-Chapter is opened and Convener/Co-Convener appointed, they will intimate Chapters address, contact details, e-mail etc.

- vii. The Sub-Chapter Convener/Co-convener will attend the Orientation Programme in the first year at the Central Office generally held in March.
- viii. The Chapter will function in accordance with the Chapter's Guidelines and with formation of Executive/Subtasks Committees. Regular interaction with Chapter members - at least once every quarter should be held and members updated.

Membership

9. INTACH is essentially a membership-based organization of volunteers who have an abiding and active interest in the preservation and conservation of India's art and cultural heritage. Membership is important as it gives weight to INTACH's representation as an organization of first choice for preservation and conservation of art and cultural heritage. INTACH therefore needs to involve a cross section of people in addressing its core concerns. The representation must cut across social strata and not be confined to the educated elite. Chapter membership should comprise, as far as possible, persons representing diverse professions and skills required to fulfill the various facets of INTACH mandate enshrined in its Memorandum of Association. It should also include the people's representatives, the decision makers and the implementers who impact the preservation and conservation of heritage, as well as students and the youth – the future stakeholders of the country.
10. The primary responsibility of increasing INTACH's membership base devolves on the Chapters. The Conveners, Co-Conveners and Members of the Executive Committee have a special role to play in the execution of this responsibility. The role and responsibility of the Conveners in all such cases is significant. The criteria mentioned for admission as an INTACH Member must be scrupulously followed by the persons recommending and seconding the request. Once admitted, a Member can only be removed from membership by following the procedure laid down in INTACH's Rules and Regulations (Rule 33).
11. The Rules and Regulations (Section III, Rule 3) provide that the General Body of the Society shall be composed of the following classes of Members (Voting Category):
 - (a) Founder Members, (ii) Life Members, (iii) Ordinary Members, (iv) Donor Members, (v) Institutional Members (Executive Head), and (vi) Corporate Members (Executive Head).

Besides these classes of membership, there are the following classes of membership (Non-Voting Category), created primarily to enable a larger number to have active participation in programmes and activities of interest to them, without other obligations that membership of the General Body entails:

- (b) Associate Individual Member, Student Member. These are the non-voting Members of INTACH.
(Refer to Appendix C I, II [Pg. 196 - 199] for the Application Forms & Receipt)

Chapter Executive Committee

12. Each Chapter shall have an Executive Committee with at least five (5) Members, including the Convener. Chapters that consist of fifty (50) Members or more should have an Executive Committee consisting of at least eleven (11) Members. The composition should be of professionals, such as architects, planners, historians, lawyers, environmentalists, archaeologists, epigraphists, and similar relevant professions. It is to be noted that no two members from the same family are appointed as Convener, Co-Convener and Treasurer or as a member of Chapter Executive Committee.

13. The Executive Committee should meet at least once every quarter to deliberate on the activities undertaken or proposed to be undertaken by the Chapter to achieve INTACH's objectives. The reports of the meetings should be sent to the Central Office periodically.
14. The Executive Committee of a Chapter may decide to constitute councils, committees, working groups, task forces, etc., for specific functional or activity areas, and delegate such responsibility and powers to them as it considers necessary.
15. Similarly, it should join hands with other organizations or networks to achieve common objectives. Some Chapters have a diverse number of resource persons, which enables them to address a correspondingly large range of issues pertaining to preservation and conservation of art and cultural heritage. In such places, the Chapter can and should act as a nodal point to establish forums or platforms to bring such resource persons together to formulate concrete programmes of activity wherein they can play the role best suited to their capacity and capability.

Chapter Annual Meeting

16. Annual Meeting of all the Members on the rolls of a Chapter should be convened at least once a year by the 31st of July to brief them on the activities of the Chapter and its proposed plans. The proceedings of the meeting should be sent to the Central Office by 30 September each year.

Tenure of Conveners

17. The normal tenure of the Conveners, Co-Conveners and the Executive Committees shall be of three (3) years, with further extensions if necessary. The Chapters Division may bring about a change of Convener, Co-Convener or Executive Committee Member at any time if circumstances so warrant.

Role of Patron

18. Patrons appointed by INTACH are generally non-members who are reputable, high profile or organization in order to add the credibility and integrity of an organization and its worthy activities. They tend to be someone who agrees to lend their name to the organization as a way of support and inclined to represent causes of the organization and feel passionately about it. They are well known and able to get media coverage, bring sponsorships and generate some monetary benefits through Govt Departments, donations and CSR.

They add weight to the capacity of INTACH Regional chapters to progress its purpose, especially its public image and income-generating capacity and performance, e.g. attending local functions and events as a VIP guest, keynote speaker, 'fronting' a public appeal, featuring on promotional leaflets. They may indicate their endorsement of the INTACH and its purpose or cause at various forums. As an active patron they may contribute in lending time, effort, contacts, influence, ideas, inspiration etc in order to progress the activities of the INTACH Chapters and also by playing an active role by contributing to the INTACH Chapter activities and providing support from the ASI, State Cultural Department, inclusion of Chapter in State Heritage Committees and strengthening the chapter to undertake the documentation and safeguard the cultural heritage of their region.

Role of Patrons in INTACH:

- i. The guidance and support of Patron is useful and can be sought from District Administration for INTACH activities.
- ii. Patrons must allocate 'quality time' when the Convener/members raise Issues of concern regarding built heritage, natural heritage, tangible & Intangible heritage.
- iii. Create Awareness and help INTACH to prepare books, maps, tourist guides to highlight the local heritage and culture.
- iv. Instruct the concerned officials to take prompt action when approached by the District Chapter.
- v. Nominate INTACH Members on District Level Advisory Committees concerned with cultural and Heritage matters.
- vi. Approach District Administration to allocate CSR funds at their disposal for specific heritage projects.
- vii. Approach District Administration to allocate space in the Collectorate or provide rent free Government owned accommodation for INTACH office.
- viii. Highlight the importance and need for preservation & conservation of our rich heritage & culture in all his/her departmental and public meetings.
- ix. Support and advocate INTACH news in matters concerning ASI/State Archeology local museums, heritage buildings etc
- x. Call for periodic meetings with persons connected with local Museums, Art Galleries etc, regarding their upkeep and the maintenance & measures to increase the footfall.

Conclusion

19. In brief, the Chapter can adopt a flexible approach in its internal structuring as long it does not dilute its legal and financial accountability to INTACH, as stated in the Trust's Memorandum of Association and the Rules and Regulations.

Legal Status

1. Chapters are forums formed with the authority and directions granted by INTACH and do not have any independent legal status of their own. All actions taken by a Chapter are thus deemed to be actions of INTACH as a Society/Trust. The following legal aspects need special attention on the part of Chapters:
 - (a) It is the Governing Council of the INTACH that has the power to enter into agreements for and on behalf of the Society/Trust (Rule 17D xxi of the Rules and Regulations). A Chapter must refer all cases where a legally binding agreement (which includes Memorandum of Understanding, contract or any such document) has to be executed, to the Chapters Division. The Convener or any other functionary of the Chapter can sign such an agreement only if specifically authorized to do so in writing by the INTACH Member Secretary on behalf of the Governing Council. Wherever such an agreement is for a project for which funds are to be received, a copy of the project that forms the basis of the agreement should be sent along with the draft agreement to the Chapters Division.
 - (b) In case a Chapter undertakes to prepare a dossier for nomination of a site or a city or landscape to be recognized as a UNESCO World Heritage Site or any other similar recognition, the Chapter should obtain approval from the Central Office.
 - (c) It is the Governing Council that has the power to sue and defend all legal proceedings on behalf of the Society (Rule 17D xxii of the Rules and Regulations). It is in the name of the Member Secretary of the Society/Trust that INTACH can sue or be sued as per the provisions laid down under Section 8 of the Societies Registration Act, 1860. *Any legal proceeding (including a PIL), if it necessitates authentication or signatures on behalf of INTACH, must be referred by the Chapter to the Chapters Division.* The Convener or any other functionary of the Chapter can sign such legal proceedings only if authorized by the Member Secretary of INTACH on behalf of the Governing Council.
 - (d) The Governing Council has the power to make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of the property or affairs of the Society/Trust. All cases necessitating the execution of such documents must be referred to the Chapters Division. The Convener can sign such instruments on behalf of INTACH only when authorized in writing by the INTACH Member Secretary on behalf of the Governing Council.
 - (e) The above-mentioned stipulations are likewise applicable to any appointments and agreements executed with consultants or any other persons for any projects or studies, unless they are covered by a resolution of the Governing Council delegating such powers to the Convener of a Chapter in the case of a specific project or study.
 - (f) INTACH would like to assist the Chapters in publishing their research material as well as ensuring its distribution. All too often Chapters bring out excellent publications locally but are unable to distribute these to a wider reading public. INTACH therefore encourages the Chapters to send

their completed manuscripts to the Central Office for publication. In case a Chapter prefers to locally bring out a publication sponsored or funded by INTACH, it must ensure that the name and logo of the Indian National Trust for Art and Cultural Heritage is displayed prominently on the Full Title page and the Credit page and in abbreviated form on the spine. The names of consultants and other resource persons who may have played a part in the particular project or study should appear under 'Acknowledgement'. Under no circumstances should the impression be given that the publication belongs to an individual or a group of individuals. Where a sponsor also funds the publication, the sponsor's name may be mentioned on the Cover along with the name of the Indian National Trust for Art and Cultural Heritage. The question of copyright in such cases should be settled in advance before the approval for publication is taken in consultation with the Chapters Division.

- (g) As Chapters are an integral part of INTACH all receipts and expenditures incurred by a Chapter will be a part of the receipts and expenditures of INTACH. In view of this, all such receipts and expenditures of Chapters have to be reflected in the INTACH Statement of Accounts. Chapters will report these to the Central Office by the 31th of May every year.
- (h) The Rules and Regulations require that the Annual Report and the Audited Accounts be submitted for consideration at the Annual General Meeting of INTACH (Rule 14). *The information regarding each Chapter has to be merged and reflected in the integrated and consolidated Statement of Accounts.*
- (i) *All banking accounts have to be in the name of 'Indian National Trust for Art and Cultural Heritage' or 'INTACH'. The name of the Chapter could be mentioned for identification so as to read 'Indian National Trust for Art and Cultural Heritage – (Name of the Chapter)'. All receipts have to be credited to this account. Accounts are to be operated by the authorized signatories, as authorized by the Member Secretary (Rule 27).*
- (j) The Income Tax Permanent Account Number (PAN) of INTACH is AAATI0289B. INTACH is registered under Section 12A of the Income Tax Act, and is exempted from payment of income tax by the Ministry of Finance under Section 80G of the Income Tax Act, 1961, on account of it being a charitable organization. Furthermore, donors to INTACH are exempted from income tax payment to the extent of 50% of their donation under Section 80-G of the Income Tax Act, on the basis of the certificate issued for the donated sum by INTACH Central Office.
- (k) *In cases however where a consultant or contractor has been engaged by a Chapter for a fee, income tax is required to be deducted by the Chapter before any payment is made to the consultant/contractor. The Chapter is required to issue a TDS Certificate in the prescribed Form 16 A in which the PAN of INTACH and the Acknowledgement Number of the TDS Quarterly Return filed by INTACH has to be mentioned. The challan should be sent to INTACH Central Office before the 7th of the month following the one in which the challan has been filed. These are legal requirements and must be scrupulously observed.*
- (l) *Chapters involved in the execution of projects as consultants or otherwise should also familiarize themselves with the legal and tax provisions pertaining to Service Tax. Chapters that are involved in the execution of projects as consultants or otherwise should also familiarize themselves with the legal and tax provisions pertaining to Service Tax. The chapters must ensure that all projects/works undertaken are within the parameters set out in the Memorandum of Association and are not in violation of any tax requirements.*
- (m) INTACH is authorized to receive contributions from abroad. The Ministry of Home Affairs has allotted FCRA Registration Number 231650350 under Section 6(1) of the Foreign Contribution (Regulation) Act, 1976, for this purpose. *Chapters will have to take prior permission from INTACH Central Office before getting into any agreement with any organization for FCRA funding.* (Ref: sub para. above)

INTACH's Code of Ethics

1. The image that the public has of INTACH is important for its long-term survival and sustenance. Public perception of the image is determined by the ethical standards that every one of its Members follows in order to achieve the objectives of the organization. It demands that every Member shall:
 - (a) cherish and protect our common heritage
 - (b) care for the conservation of the local environment
 - (c) spread concern and a sense of belonging amongst the local community
 - (d) respect our own culture and that of others
 - (e) encourage creative expression and inspire young minds to develop secular and cultural values
 - (f) Uphold INTACH's goal and mission to conserve heritage
2. INTACH's mission to conserve heritage is based on the belief that living in harmony with heritage enhances the quality of life, and is the duty of every citizen of India as laid down in the Constitution of India.
3. We need to protect our heritage to bequeath it to the younger generations, to enjoy and enable them to comprehend in depth Indian history and culture.

INTACH's Motto: 'Dedicated to Conservation'

INTACH'S Code of Conduct

1. Adherence to the Code of Ethics is a moral commitment for every INTACH Member. It should reflect itself in his/her conduct conforming to the provisions of INTACH's Rules and Regulations. The membership form for enrollment as an INTACH Member explicitly states that the person (including Institutional Member) has read the Memorandum of Association and the Rules and Regulations, and agrees to abide by them.
2. Rule 10 of the Rules and Regulations lays down that no person who is an undercharged insolvent or has been convicted for any offence in connection with the formation, promotion, management or conduct of the affairs of the Trust or of a corporate body or for any offence involving moral turpitude, shall be entitled to be a Member of the Trust or of any Committee within the Trust. Furthermore, Rule 33 states that any Member who has committed a breach of any of the rules of the Trust or who has refused or neglected to abide by any such rule, or has committed any act which is likely to bring discredit to the Trust may be removed from its membership.
3. Thus, the conduct of every INTACH Member has to be such that it brings credit to the organization. *The word 'INTACH' along with its Logo has acquired over the years a brand image that has an iconic identity representing protection, conservation, restoration and enhancement of India's diverse and pluralistic cultural heritage.* The sustenance and perpetuation of this image is the sacred responsibility of every Member, with loyalty towards INTACH and its Logo being the hallmark of his/her conduct. The name and logo cannot be used for soliciting any personal benefits (Rule 31, 32c & d).
4. A Chapter and its Members should normally confine their activities within their Chapter's jurisdiction except where another Chapter requests help, or when assigned certain specific responsibilities by Chapters Division in an area where there is no Chapter and activities have to be undertaken in the larger interest of the Trust.
5. Organizations and institutions that have objectives similar to those of INTACH can become INTACH Members, and vice versa. However, it is a matter to be decided by the Central Office, and should be referred along with all relevant details to the Chapters Division for guidance and decision. A Member in his *personal capacity* can however become a member of any such institution.
6. Chapters have necessarily to interact with the local branches of national and international level organizations. While doing so, it should be borne in mind that no commitments are made that are not in conformity with the Rules and Regulations and policies of INTACH contained in various circulars issued by the Central Office. *In cases where* references necessarily have to be made to such an organization at the national or international level, it should be done by the Chapter in consultation

with the Chapters Division. However, in cases that do not involve any financial or administrative commitment on the part of INTACH, a copy could be endorsed to the Chapters Division.

7. An INTACH Member is required to observe the rule of law, specifically the laws relating to cultural heritage. The Convener, as leader of the team, must also ensure that Members do not publicly debate or bring out contentious issues involving their own or other Chapters or the Central Office without first bringing them to the notice of the Chapters Division and seeking clarifications for mutual resolution. In all cases it must be ensured that the conduct does not discredit INTACH or place it in an unfavorable light.
8. If a member, including the Convener derives pecuniary benefits for providing professional services on behalf of INTACH, he/she will do so keeping in mind the provision of Service Tax or any other taxes as applicable, and making sure that there is no violation of law. The Central Office must be kept informed of such arrangements and its approval taken.

In cases where a project is assigned to an outside expert, INTACH's Memorandum of Association (Clause 4) allows payment in good faith by way of honorarium/fee for the services rendered. No benefit shall be accepted by the Trust (Rule 36) which, in its opinion, involves conditions or obligations opposed to the spirit and objectives of the Trust. Chapters must equally abide by this provision.

Role and Activities of Chapters

1. The role, activities and programmes of INTACH must conform to its mission and to the objectives and goals enshrined in the Memorandum of Association (Appendix B [Pg. 180]). Chapters have to plan and execute the programmes in a manner that helps them in achieving these goals and objectives. The role, activities and programmes that a Chapter may like to cover extend to the areas given in the succeeding paragraphs.
 - (a) Undertake an inventory (Listing) of (i) Natural Heritage, (ii) Built Heritage, (iii) Art (Material) Heritage, and (iv) Intangible (Living) Heritage, in accordance with the guidelines. The information thus collected can be effectively used for creating awareness about the local heritage. It can also facilitate action for providing legal protection to heritage assets. However it is important that a listing is published, not only for purposes of record but also for wider dissemination in the form of reference books and guide books, etc.
 - (b) Create awareness about the local heritage and its importance by:
 - (i) Organizing lectures, seminars, symposia, debates, competitions and group discussions
 - (ii) Participating in annual or periodic functions, fairs, festivals, celebration of days earmarked for specific heritage themes, etc.
 - (iii) Organizing heritage walks, nature trails, treks, field trips, rallies, etc.
 - (iv) Organizing awareness camps
 - (c) Undertake watchdog activities to detect cases of cultural heritage at risk, and make efforts for their legal protection against demolition/desecration with the help of the local authorities.
 - (d) Involve civic society in order to generate public opinion to pressurize the authorities for remedial measures. Enlist the help of the print and electronic media in the campaign. Mobilize public opinion whenever demolition of heritage structures is proposed or threatened by the local authorities. A First Information Report in such instances must be sent to the Chapters Division at the earliest, if it merits endorsement/action by the Central Office.
 - (e) Network with schools, colleges, universities, other academic institutions and youth clubs by:
 - (i) Training teachers with a view to establish Heritage Clubs in their educational institutions
 - (ii) Organizing and encouraging visits to museums

- (iii) Organizing debates, poetry sessions, quizzes, poster making and painting competitions on heritage issues of local, regional and national importance
 - (iv) Motivating schools to take children to visit sites of historic and cultural importance
 - (v) Conducting nature and heritage walks
 - (vi) Organizing participative theatre on social/cultural/historical aspects
 - (vii) Developing educational programmes/resources/training aids for children about heritage which would provide learning-cum-enjoyment experience
 - (viii) Encouraging schools to initiate interactive cultural programmes such as heritage melas, folk dances, folk music, local craft exhibitions, etc.
 - (ix) Providing opportunities for interaction with conservation experts
- (f) Acting as an organization of first choice for the local administration on preservation and conservation of our heritage and environment.
- (g) Writing and publishing books, pamphlets, monographs, etc., particularly on the history and culture of the district or the region or specific historical or cultural sites
- (h) Publishing a Chapter newsletter periodically. Holding periodic meetings of Chapter committees and members, and involving as many members as possible.
- (i) Establishing a Heritage Cell in the local body (municipality/zilapanchayat) for the enforcement of Heritage Regulations and, generally, for the protection, conservation and restoration of the cultural heritage of the area. As the world is fast losing its cultural heritage, be it monuments, heritage buildings, sites, arts and crafts or natural sites due to natural pressures, lack of awareness, policy or incentives, the Chapters should have the following information:
 - (ii) buildings protected by the various agencies in their area
 - (iii) buildings unprotected in the area
 - (iv) buildings being conserved, encroached, threatened or demolished
 - (v) buildings listed by INTACH
 - (vi) endangered art and craft forms and traditions
 - (vii) existing policies, administrative and legal measures
 - (viii) various court orders for heritage including PILs
- (i) Developing the competence to formulate technically sound and financially viable and fundable projects which can be executed on the basis of the Chapter's own strength or with the help of others.
- (j) Endeavouring to identify professional talent and skills available amongst its members and, if not so available then, identify such talent locally and build and enhance competence through training programmes, workshops and actual hands-on experience.

- (k) Participating in activities sponsored or organized by government departments or their agencies such as the forest department (in regard to forestation, conservation and preservation of flora and fauna, etc.), the tourism department (festivals, exhibitions of local handicrafts, built heritage, particularly archaeological monuments of interest to tourists, etc.).
- (l) Participating in activities of institutions such as the District Archaeological Association.
- (m) Networking with like-minded organizations such as historical societies, professional bodies, museum societies, heritage societies, ICCR, youth organizations such as the Boy Scouts and Girl Guides, Nehru Yuvak Kendra, etc., for inclusion of heritage conservation in their activities.
- (n) Encouraging environment friendly local technology for water conservation, water harvesting, waste management, etc.
- (o) Filing of PILs (Public Interest Litigations) in the concerned High Court in cases where there is a grievous threat to art or cultural heritage and which requires judicial intervention and orders: this should invariably be done by the Chapter in consultation with the Chapters Division so that the wider ramifications of such an intervention are kept in mind (see Annexure I [Pg. 17]) to this chapter).
- (p) Instituting awards to recognize and reward local effort for its initiatives in cultural heritage matters.
- (q) Conservation of Artifacts: Since INTACH has the ICI (Art and Material Heritage Division) with its Conservation Centres spread over all regions of the country, it is a must for the Chapters to consult the ICI (A&MH Division) before taking up the work of conservation of artifacts. The ICI at Headquarters and the Conservation Centres in its field formations must be involved in either directly undertaking the work or at least supervising or overseeing the work being done by others in order to ensure proper quality control.

These instructions may be carefully adhered to.

Where a Chapter has developed the capacity to take up the execution of a conservation project it must ensure that all sanctions, clearances, permissions, etc., required under the relevant laws and rules, and the standing orders thereunder are obtained before taking up the actual execution of the work. Particular care should be taken to avoid any confrontation with the authorities who are charged with the responsibility and have the powers under these laws to regulate conservation activities. These authorities may be the local municipal authorities or the particular Panchayati Raj Institution, the Archaeological Survey of India or the State Archaeology Department.

- (r) Conservation of built heritage: Chapters must consult the Architectural Heritage Division before taking up the work of conservation or developments around the built heritage. AH Division must be involved in either directly undertaking the work or at least supervising or overseeing the work being done by others in order to ensure proper quality control.

These instructions may be carefully adhered to.

The Chapter must ensure that all sanctions, clearances, permissions, etc., required under the relevant laws and rules, and the standing orders thereunder are obtained before taking up the actual execution of the work.

- (s) Prior to taking up any conservation or development project, especially within the perimeter of 300 meters of an ASI or State Archaeology protected monument or site, appropriate clearances should be obtained from the authorities concerned. In the event of archaeological or natural artifacts or structures being found while working at the project site, the artifacts should not be removed without consulting

the respective INTACH division and informing the concerned authorities. As far as possible the local officers and agencies/ local authorities concerned should be briefed appropriately on the work that is being undertaken within their jurisdiction.

Priority Programmes for Chapters

2. There are certain activities which are absolutely basic and universal which every Chapter must attempt to do. The Convener should ensure that Chapter Meetings are held every quarter and records maintained, and reports sent to the Chapters Division. Other priority programmes that every Chapter must undertake are as follows:
 - (a) Listing of cultural heritage of the area (Ref: Chapters 13-16) and its publication.
 - (b) Creating awareness about the cultural heritage of the local area and its significance. (Ref: Chapter 17)
 - (c) Selecting a Passion Project and implementing it.
 - (d) Fighting for a public cause—against encroachment and destruction of heritage assets.

To achieve the above, each Chapter must build its own internal strength professionally (by involving professionals), as well as financially (by attracting donations and by taking up projects of local relevance). The Chapters Division could be contacted by the Chapter for formulating concrete activities for these purposes. The Chapters Division will extend all possible assistance in coordinating with other INTACH Divisions (AHD/NHD/ICI (A&MH)/HECS/ICHD/Tourism) to meet the Chapter's requirement in executing programmes/projects. Tabulated format of Chapters activities is placed at Annexure II [Pg. 19]) of this chapter.

Chapter Office

3. The Chapter Office is a place earmarked by the Convener to facilitate interaction between the general public and INTACH and to receive information. A sign board giving the working hours and the selected days of the week when it functions should be displayed prominently, along with the address of the Chapter and telephone numbers.

Annexure 1

PUBLIC INTEREST LITIGATION: GUIDELINES SET OUT BY THE SUPREME COURT

1. In 2010 the Supreme Court, in the case of State of Uttaranchal v. Balwant Singh Chauhal and Ors, AIR 2010 SC 2550 passed a landmark judgment in which it set out parameters for the courts hearing Public Interest Litigations (PIL). This was in order to stem the tide of frivolous Public Interest Litigations, of the sort which are usually motivated by malice or for personal gain.

Origin

2. Public Interest Litigations originated in India when progressive judges of the Supreme Court expanded the requirements of 'locus standi' in order to include '*a legal action initiated in a Court of law for the enforcement of public interest or general interest in which the public or a class of the community has pecuniary interest or some interest by which their legal rights or liabilities are affected*' (PIL as defined in the *Advanced Law Lexicon*).
3. To quote from the Supreme Court judgment, '*This Court while exercising its jurisdiction of judicial review realized that a very large section of the society because of extreme poverty, ignorance, discrimination and illiteracy had been denied justice for time immemorial and in fact they have no access to justice. Predominantly, to provide access to justice to the poor, deprived, vulnerable, discriminated and marginalized sections of the society, this Court has initiated, encouraged and propelled the public interest litigation. The litigation is upshot and product of this Court's deep and intense urge to fulfill its bounden duty and constitutional obligation.*
4. The courts expanded the meaning of right to life and liberty guaranteed under Article 21 of the Constitution. The rule of locus standi was diluted and the traditional meaning of "aggrieved person" was broadened to provide access to justice to a very large section of the society which was otherwise not getting any benefit from the judicial system.'

The Supreme Court Guidelines to Courts for Acceptance of PILs

5. The Supreme Court in paragraph 198 of its Judgment has set out the following guidelines to be followed by courts when admitting a PIL:
 - (a) The courts must encourage genuine and bona fide PIL and effectively discourage and curb the PIL filed for extraneous considerations.
 - (b) Instead of every individual judge devising his own procedure for dealing with the public interest litigation, it would be appropriate for each High Court to properly formulate rules for encouraging the genuine PIL and discouraging the PIL filed with oblique motives. Consequently, we request that the High Courts who have not yet framed the rules, should frame the rules within three months. The Registrar General of each High Court is directed to ensure that a copy of the Rules prepared by the High Court is sent to the Secretary General of this Court immediately thereafter.
 - (c) The courts should prima facie verify the credentials of the petitioner before entertaining a P.I.L.
 - (d) The court should be prima facie satisfied regarding the correctness of the contents of the petition before entertaining a PIL.
 - (e) The court should be fully satisfied that substantial public interest is involved before entertaining the petition.

- (f) The court should ensure that the petition which involves larger public interest, gravity and urgency must be given priority over other petitions.
- (g) The courts before entertaining the PIL should ensure that the PIL is aimed at redressal of genuine public harm or public injury. The court should also ensure that there is no personal gain, private motive or oblique motive behind filing the public interest litigation.
- (h) The court should also ensure that the petitions filed by busybodies for extraneous and ulterior motives must be discouraged by imposing exemplary costs or by adopting similar novel methods to curb frivolous petitions and the petitions filed for extraneous considerations.’

Procedures for INTACH to Follow

6. Public Interest Litigations have brought about a lot of good. Well researched PILs with a genuine purpose to benefit society at large while filling in for lacunae in policy have been the source of many progressive policies in the country.
7. INTACH chapters are encouraged to consider PILs when there is a cause at stake for the greater good of the community at large and when there seems to be no other way of bringing this to the notice of the government or the public. However, as with any other tool, PILs can be misused. It was in order to prevent such misuse that the Supreme Court brought in the guidelines in *State of Uttarakhand v Balwant Singh Chauhan & Ors.*
8. Therefore, as a note of caution, chapters should file Public Interest Litigations only as a last resort or as an emergency measure. Before filing a PIL please ensure the following:
 - (a) That the cause is truly worthy, and adequately researched.
 - (b) That it fits into the scheme of the guidelines set down by the Supreme Court.
 - (c) That in addition to the guidelines set out by the Supreme Court each chapter should also check the guidelines/rules of the High Court under whose jurisdiction the chapter falls.
9. An important aspect to remember is that a member of a committee cannot litigate against a decision of the committee unless the member resigns from the committee.
10. No PIL should be filed by INTACH if there is the least possibility that there could be a perception that it could be motivated by professional gain for INTACH.
11. Any proposed PIL to be filed by a chapter should not be filed unless sanctioned by the Chapters Division and only after a copy of the proposed petition is vetted by the Chapters Division.

Advocacy

12. Overall, it would be preferable for Chapters to focus on advocacy for heritage regulations, i.e. especially the regulations prepared by the late ShriShyamChainani on built heritage. The State of Jammu and Kashmir has a comprehensive heritage protection Act which could be used as a model Act as it includes all aspects of heritage, built, natural and intangible. The main focus should be on educating people, including government officials, the legal fraternity, etc., on the need for heritage laws and the need for preservation of heritage. Many times this will obviate the need for filing a PIL as there will already be an understanding amongst implementing authorities of the issues INTACH wishes to convey.

Annexure 2

Chapter Activities: Tabulated Format

A. Overview | B. Administration and Management | C. Role And Activities

001-003 C 2 Inventory/Listing	<ul style="list-style-type: none"> • Creating awareness about the local heritage • Facilitate action for providing legal protection to heritage assets • Listing published • for purposes of record • for wider dissemination (reference books, guide books, etc.)
004-010 C 3 Awareness Activities about local heritage & its importance	<ul style="list-style-type: none"> • Organizing - lectures, seminars etc. - heritage walks, field trips etc. - camps • Participating - annual/periodic functions, fairs, festivals / heritage themes days • Maintaining - website _____ • Social Media Activities (Facebook Blog, Twitter Blog, WhatsApp) • Interacting with the print and electronic Media
011-012 C 4 Watchdog Activities	<ul style="list-style-type: none"> • Detecting - cases of cultural heritage at risk • Acting - efforts for their legal protection against demolition / desecration / encroachment (<i>with the help of the local authorities</i>)
013-015 C 5 Involvement of Civic Society	<ul style="list-style-type: none"> • Generating public opinion - pressurize authorities for remedial measures • Enlisting - the help of the print and electronic media in the campaign • Mobilizing public opinion (threat of demolition of heritage structures by local authorities) <ul style="list-style-type: none"> - <i>First Information Report to the Chapters Division if it merits endorsement/ action by the Central Office!</i>
016-025, 026-030 C 6/7 Networking Activities schools, colleges, universities, academic institutions, youth clubs	<ul style="list-style-type: none"> • Training teachers (to establish Heritage Clubs in schools etc.) • Organizing museum visits - debates, painting competitions on heritage issues • Conducting - nature walks, heritage walks • Networking with like-minded organizations
031 C 8 Participation Activities	<ul style="list-style-type: none"> • Activities - sponsored/organized by government departments/their agencies • Forest Department Activities related to flora and fauna, forestation etc. • Tourism Department (festivals, local handicraft exhibitions) • Archaeological Survey of India Activities
032-033 C 9 Writing / Publishing books, pamphlets, monographs	<ul style="list-style-type: none"> • History and culture of _____ district • Specific historical / cultural sites
034-040 C 10 Establishing Heritage Cell Local body / Municipal Corporation	<ul style="list-style-type: none"> • Enforcement of Heritage Regulations • Generally - for the protection, conservation and restoration of the cultural heritage of the area
041-043 C 11 Competence Building	<ul style="list-style-type: none"> • Identifying - professional talent and skills available amongst our members • Identifying - professional talent and skills amongst local individuals • Building & Enhancing professional talent and skills • through training programmes, workshops, actual hands-on experience
044 C 12 Miscellaneous	<ul style="list-style-type: none"> • Encouraging - environment friendly local technology • for water conservation, water harvesting, waste management • Filing of Public Interest Litigations (PIL) in the concerned High Court <i>if there is a grievous threat to art or cultural heritage and which requires judicial intervention and orders</i>

The State Convener

1. The role of the State Convener is essentially that of a link between the INTACH Central Office and the Chapters in the state. His relationship with the Chapters is that of a facilitator vis-à-vis the Central Office and as the person who can provide an overview of the state as a whole.
2. A State Convener is required to liaise with the State Government and its principal agencies concerned with preservation and conservation of art and cultural heritage. He may also be required to liaise with the State-level officers of central government organizations, like the Archaeological Survey of India, the Prasar Bharati, Directorates of Handicrafts and Handlooms, and similar organizations in the fields of culture and the arts. Although most of the action has to be at the Chapter level, the importance of these strengths in enabling INTACH to play its advocacy role effectively should be obvious
3. Notwithstanding the direct relationship between a Chapter and the INTACH Central Office, the Chapter should endorse a copy of any important communication addressed to the Central Office to the State Convener so that he remains informed and is enabled to play his role as a facilitator. Similarly, the State Convener should endorse a copy of important communications that he addresses to the Central Office to the Chapter Convener concerned.
4. The role of the State Convener should be:
 - (a) To assist Chapters and Chapter projects vis-à-vis the State Government and its principal agencies and INTACH's Central Office
 - (b) To identify new opportunities for INTACH activities in the State
 - (c) To interact with the State Government for the formal execution of a Memorandum of Understanding (MOU) between the State Government and INTACH for the protection, conservation and preservation of the State's cultural heritage, as per the draft regulations at Appendix F [Pg. 207]
 - (d) To suggest possibilities of fund raising within the State
 - (e) To set up partnerships with like-minded organizations
 - (f) To assist Chapters wanting to file PILs in accessing legal advice when required
 - (g) To facilitate greater interaction with the media, specially the vernacular media
 - (h) To suggest to INTACH's Chapters Division where new Chapters need to be set up or where it is advisable to amalgamate Chapters or to close down any Chapter
 - (i) To make it a must to monitor larger project undertaken by the Chapters of the State

5. The State Convener should visit the Chapters in the State once a year and also call a meeting of all Chapter Conveners in the State once a year. A representative of the Chapters Division of INTACH should be invited. State Conveners should also be informed about larger projects in their State being executed by the Divisions of INTACH.
6. In order to help the State Convener to play the role of facilitator he/she may constitute an INTACH State Heritage Committee. Although the State Convener should be the Convener of the committee, a prominent and respected citizen should chair its meetings. The committee should have the following as its other members:
 - (a) Conveners and Co-Conveners of the Chapters in the State
 - (b) Nominees of the State departments of Culture, Tourism, Archaeology and of the State academies in the field of culture
 - (c) A few select citizens/civil and military officials/experts having abiding interest in preservation and conservation of culture and heritage
7. The functions of the State Heritage Committee should include the following:
 - (a) Policies and programmes to be adopted for achieving the objectives and goals of INTACH as stated in its Memorandum of Association. In particular, it should consider ways and means of enabling the Chapters to play the role outlined in the present guidelines
 - (b) Identification of policies and programmes of the State Government and its departments and agencies that have a bearing on the protection, preservation and conservation of the art and cultural heritage of various regions of the State and the role that INTACH and its Chapters can play in collaborating in these policies and programmes
 - (c) Finding solutions to the problems faced by Chapters in ensuring conservation of art and cultural heritage of their local areas
 - (d) Ways in which the State Government and INTACH could collaborate in competency building among the functionaries and professionals at the local level that is required and relevant to conservation of cultural heritage
8. As leader of the INTACH family in the State and its principal facilitator, the State Convener has to be extremely circumspect in joining issues with outside authorities and agencies on matters concerning the Chapters or the head office. He should ensure that nothing is done that would show INTACH in an unfavorable light. Any such issues must be brought to the specific notice of the Chapters Division for mutual resolution.
9. There is no Chapter as such for the State as a whole and all activities, thus, are carried out through the Chapters. However, a State Convener is also, ipso facto, a member of INTACH and as such is borne on the rolls of the Chapter wherein he/she resides. One of the roles of the State Convener in his individual capacity should be to take an active part in the programmes and activities of the Chapter as its member.

Administration and Management of the Chapter

Chapter Management

1. A Chapter consists of INTACH members who are on its rolls. It thus has only volunteers and, no regular support staff or professionals on its payroll. A minimum requirement would be the assignment of responsibility, mainly to volunteers or interns and professionals, for maintenance of records, accounts and supervision of projects assigned to the Chapters. Proceedings of meetings and discussions have to be maintained as they constitute the memory of the Chapter.
2. The Convener is the prime mover in programmes and activities that are taken up by the Chapter. The Convener should provide the necessary sustenance to the Chapter organization, by team work and harmonious relationships for the viability and sustainability of a Chapter.
3. As mentioned earlier, it is not necessary that every INTACH member on the rolls of the Chapter should have similar interests. However, there are always a few members who have a common interest in respect of a programme or activity that can be taken up within the short-term vision spelled out at the beginning of these Chapter Guidelines. The Chapter Executive Committee could recognize such a group and empower it to implement the programme or activity of its common interest. The human resource is generally the most critical resource but some fund-raising may also be necessary. Projects that can attract sponsors and funding can be formulated by the group and negotiated by the Chapter for implementation. As mentioned earlier, it is for the Chapter Executive Committee to decide what type of structures it should evolve for smooth functioning and implementation. The approach should be flexible but it should be within the legal framework of INTACH and the administrative and financial accountability of the Chapter and INTACH as a registered society.
4. Important 'Activities Report' of the Chapter should be sent quarterly by the tenth (10) day of the months of Mar- Jun-Sep-Dec for reflecting in INTACH's quarterly *Virasat* newsletter. The Annual Activity Report must reach by May every year, in order to be included in the INTACH Annual Report.

Chapter Administration

5. Each Chapter should provide the Chapters Division with its office address, telephone and FAX number, e-mail and bank account details once constituted. The minimum records that must be maintained by each Chapter are:
 - (a) Permanent Register of INTACH members on the rolls of the Chapter, along with the category to which they belong and the amount of fees received/receivable

- (b) Register of attendance of meetings
 - (c) Register containing the proceedings of meetings of the Executive Committee, the Chapter meetings and the meetings of its other committees
 - (d) Register of books (library)
 - (e) Files or folders for each activity or programme taken up by the Chapter
 - (f) Miscellaneous file or folder for general correspondence
 - (g) Account books and bills/vouchers. (See paragraph 9 below)
6. The Chapter Convener may decide on the other records that have to be maintained. The main objective in maintaining the records should be to provide continuity and stability to the Chapter as an organizational entity and to ensure accountability and audit.

Chapter Library

7. Record keeping is important as it provides continuity in the functioning of a Chapter. It also stores the memory of the Chapter that is a pre-requisite for continuity. The Chapter Library has an important function as it could be the source for formulating schemes, programmes, projects, etc. It should have the following publications:
- (a) Copies of all the Acts, Rules and Regulations relevant to the protection, conservation and restoration of the various aspects of cultural heritage
 - (b) INTACH's Memorandum of Association and Rules and Regulations
 - (c) Copies of INTACH's PAN Card and Income Tax Exemption Certificate
 - (d) INTACH Annual Reports
 - (e) Copies of the various publications brought out by INTACH Central Office and its various divisions and by other Chapters from time to time
 - (f) Any other reports and publications irrespective of the source but which pertain to the protection, conservation and restoration of cultural heritage, especially those pertaining to the local cultural heritage
 - (g) The Chapter's own reports and publications

Chapter Accounts and Audit

8. Opening a Bank Account

Each Chapter Convener is authorized by the Central Office to open a bank account in a scheduled bank as per the following resolution:

'Resolved that each State Convener/Regional Convener/Chapter of the Indian National Trust for Art and Cultural Heritage (INTACH) may be authorized to open an account in a scheduled bank to maintain the Trust's account'. It is resolved further that the account may be operated jointly by any two of the following: the Convener, the Co-Convener of the state or regional chapter, Director Chapters Division and the Director Finance & Accounts (Central Office).

This account is jointly operated by the Convener and the Co-Convener and a person in addition if any, authorized by the Central Office. A Chapter is generally permitted to open one account only. The following information should be furnished:

- (a) Account No., Bank details
- (b) NEFT/RTGS Code
- (c) Nine digit MICR code of the Bank
- (d) Photocopy of a blank cheque or a cancelled blank cheque

9. Book of Accounts

Each Chapter is required to maintain the following minimum account books:

- (a) Balance Sheet, book for recording Income and Expenditure Accounts and Receipt and Payments Accounts;
- (b) Receipt Book;
- (c) Bank Pass Book;
- (d) Annual Statement of Income and Expenditure.

(Each entry in these books of accounts must be authenticated by the signature of the Convener or a person duly authorized by him.)

10. The Receipt and Retention of Membership Fee by the Chapter

Membership fee including the membership renewal fees for all categories of membership can be retained in full by the Chapter except for the fee received from Corporate and Donor members, which should be transferred to INTACH. On approval of membership, 50 per cent of the fee will be given to the Chapter. Membership admission fee should be treated as the corpus fund of the Chapter and be deposited in fixed deposit and only the interest accrual used for the Chapter activities. However, the annual subscription, wherever applicable, can be utilized by the Chapter for its activities.

11. Donations

Donations should be shown distinctly on the receipts side, classified into two parts—

- (a) Donations in general which should preferably be used to increase the corpus of the Chapter.
- (b) Donations for a particular project/purpose.

Similarly, the expenditure out of the donation should be shown separately on the payment side of the Accounts.

In order to enable the donor to obtain benefit of income tax under sections 80-G of the Income Tax Act, 1961, the donor should send the donations direct to INTACH, Central Office account. The donation received will be uploaded in Form 10-BD and Form 10-BE thus generated will be sent to donor for claiming the benefit under section 80 G of Income Tax Act 1961. Following documents should also be sent to the central office along with the amount donated.

The following documents should be sent to the Central Office:

- i) A copy of the letter and cheque received from the Donor indicating the purpose of the donation; or the transaction ID in case of transfer of money through RTGS.
- ii) A photocopy of the receipt issued to the Donor.
- iii) A photocopy of the PAN Card of the Donor.

12. Statements of Accounts

The following points should be kept in view while preparing the receipts and payments account and income and expenditure account:

- (a) The funds received from the Central Office should not be clubbed together in the receipts side as a single entry, but should be shown separately for each activity for which funds are received, for example: administrative support; listing and documentation; listing of natural heritage; patrika, exhibition, heritage awareness programmes; FCRA project (name of the project) grant; grants received directly by the Chapter from other sources, etc. Similarly, the payment for each such activity should be shown separately on the payment side so that there is a link between the receipts and the payments. The unspent balance for each activity/project should be shown in the receipt and payment account or in a separate schedule to the accounts.

13. Audit of the Chapter Accounts

The accounts of the Chapter for the financial year (1 April to 31 March) should invariably be audited by a Chartered Accountant. The audited accounts should include the following:

- (a) Report of the Auditors
- (b) Receipt and payment account (Appendix D-i [Pg. 200])
- (c) Balance Sheet (Format attached – Appendix D-ii [Pg. 202])
- (d) Income and Expenditure of Account

The audited accounts should be signed by the Convener, Co-Convener and the Chartered Accountant. This should be sent to the Central Office, with a copy of the authenticated bank pass book/statement for the financial year latest by 31st May every year. This is essential as the accounts of the Chapters form part of INTACH accounts as a separate schedule. Hence it is a must to submit the accounts by the prescribed date.

In case of those Chapters, where the total transactions during the financial year does not exceed rupees fifty thousand (Rs.50,000/-) and are unable to meet the Auditor's fee, the Chapter may send a specific proposal to the Chapters Division for reimbursement of the fee of the Chartered Accountants.

These accounts may be signed by the Chapters Convener and Co-convener to be sent after the due authentication of the Chapters Executive Committee.

14. Accounts for Projects

As and when any project for which funds have been received from the Central Office/any other source is completed the same should be reported immediately to the Chapters Division by the Convener along with the following documents:

- (a) Completion Certificate;
- (b) Hard and soft copy of the report/document, and;
- (c) Utilization Certificate.

Utilization Certificate (UC) – The Utilization Certificate should be sent in the attached format or any other format prescribed by the project sponsoring authority without waiting for finalization of Annual Audited Accounts. The amount shown in the UC should be reflected in the Audited Accounts of the respective year in which the expenditure is incurred as it is likely that expenditure on a particular project is incurred/spread over more than a year.

Chapters engaged in handling projects funded by government and other funding agencies may have to maintain more elaborate accounts in the formats prescribed by the funding agencies. The Chapter should submit the accounts in the formats prescribed by the funding department/organization or the INTACH Central Office in case the funds were received from INTACH. The utilization certificate and completion certificate in the prescribed format should be sent directly by the Chapter to the concerned organization with a copy to the Chapters Division and the State Convener. State Conveners must monitor the larger projects undertaken by the Chapters of the state.

It is emphasized that the expenditure on projects the progress report and the UC is to be sent six monthly to the INTACH Central Office, and the sponsoring organization on completion. Compliance with this requirement is very important as no further funds are released by the central government departments, state government departments, other sponsoring organizations unless the utilization certificate is received by them, duly countersigned by the Central Office for the grant/funds released earlier. (Appendix E1- Form for Utilization Certificate [Pg. 203] and E2- Project Financial & Physical Progress Report [Pg. 204]).

15. The Annual Statement of Accounts (duly audited) and the activity reports as mentioned above for the financial year should reach the Chapters Division, latest by the 31st of May every year.
16. It is important that reports and statements are sent by the Chapters within the prescribed time limits as besides the requirement to compile the consolidated statements of accounts and submit the audited statements for the consideration and approval of the General Body of the Society, the Income Tax Return of the Society has also to be submitted within the time limit (30 September or as may be prescribed from time to time by the income tax authorities) laid down under the Income Tax Act, 1961. Failure to do so can result in penalties and the withdrawal of the exemptions granted to the Society under section 10(23) (c) (IV) of the Income Tax Act, 1961.

17. Financial Operating Procedures for the INTACH Chapters

INTACH Chapters may take and execute conservation and preservation works/projects in accordance with INTACH's mandate as enshrined in its Memorandum of Association and Rules and Regulations. The modalities of undertaking and executing these Projects/Works have to be done in accordance

with the rules and procedures as elaborated in the ‘Guidelines for Chapters’. As the Chapters now are taking/getting larger and more complex projects/works which also require professionals/specialists/consultants in a particular field, they have to be fully conversant with the existing laws of the land and with the objective and purpose for which INTACH was set up. The Financial Operating Procedures/ Guidelines which have to be followed are reiterated at Annexure 1 to this Chapter. [Pg. 28 to 33]

Principal Sources of Funds

18. The principal sources of funding for a Chapter could be:

- (a) Membership fees

Please see paragraph 10 above.

- (b) Donations

Innovative ways could be devised by a Chapter to obtain donations (Para 11 above).

- (c) Funds through Corporate Social Responsibility (Para 35 of Annexure I [Page 32]).

19. To Sum Up

It is important that:

- (a) The membership record is updated every year and changes, if any, communicated to the Central Office by 30 September.
- (b) Annual Report of Chapter Activities is sent by 31 May every year for reflecting in the Annual Report of INTACH for the year.
- (c) Audited Chapter Accounts are sent to the Central Office by 31 May, duly signed by the Convener, Co- Convener and the Auditors.
- (d) Important ‘Activities Report’ of the Chapter is sent quarterly by the fifteenth day of the months of March-June-September-December for reflecting in INTACH’s quarterly *Virasat* newsletter.

Towards the above, Convener’s Pledge is at Annexure 2 [Pg. 34] to this Chapter.

Annexure 1

FINANCIAL OPERATING PROCEDURES/GUIDELINES FOR THE CHAPTERS

All INTACH Chapters need to adhere to certain operating procedures having financial implications. For the convenience of the Chapters the Financial Operating Procedures/Guidelines to be adhered to are given below:-

General

1. In 1984 the Indian National Trust for Art and Cultural Heritage (INTACH) was registered as a Society/Trust under Section 12A of the Income Tax Act, 1961.
2. The Income Tax Permanent Account No. (PAN) of INTACH is AAATI0289B. INTACH is registered under 01- Sub Clause (I) of clause(ac) of sub section (1) of section 12 (A) w.e.f. 07.04.2022 being a Charitable Organisation. Non-adherence to the provisions of section 12 A of I.T Act by a Chapter may entail forfeiture for registration of INTACH as a Charitable Trust. Therefore, the Chapters have to comply with the laws of the land and its rules and regulations.
3. The Memorandum of Association and the Rules and Regulations spell out INTACH's objectives and the manner in which these objectives are sought to be realized.
4. Chapters are forums formed with the authority and directions granted by INTACH and do not have any independent legal status of their own. All actions taken by a Chapter are thus deemed to be actions of INTACH as a Society/Trust.

MoUs/Agreements

5. According to Rule 42 of the Rules and Regulation of INTACH, the Society shall sue or shall be sued in the name of the Member Secretary. Thus, a Chapter must refer all cases where a legally binding agreement (for example, a Memorandum of Understanding, a Contract or any such document) is to be executed, to the Chapters Division. The Convener or any other functionary of the Chapter can sign such an agreement only if specifically authorized to do so in writing by INTACH's Member Secretary.

Chapter Projects

6. The Chapter should take up technically sound and financially viable and fundable projects which can be executed on the basis of the Chapter's own strength or with the help of technical expertise from the Central Office. Such Projects executed may be monitored by the Central Office.
7. All technical projects are to be sent to the Central Office before the Chapter can take them up. For this the chapter must send the proposed MOU, DPR etc, for vetting and approval.
8. On appointing consultants and other temporary staff for the projects, a copy of the appointment letter along with the terms and condition must be sent to the Central Office, for approval of Member Secretary.
9. Chapters involved in the execution of projects as consultants or otherwise should also familiarize themselves with the legal and tax provisions/including GST.
10. Notwithstanding clause 6 above, the Chapters must ensure that all projects/works undertaken are within the parameters set out in the Memorandum of Association and are not in violation of any tax requirements.

11. Chapters must not undertake any project which attracts GST without prior approval of the Central Office. Projects attracting GST will be undertaken only through the Central Office, so that there is no default in meeting the liabilities of GST.
12. In cases where the project is assigned to an outside expert, INTACH's Memorandum of Association allows payment in good faith by way of honorarium/fee to be paid for the services rendered.
13. The project/work cannot be implemented on profit sharing basis. This is forbidden as per the INTACH Memorandum of Association.
- 14 (a) If a member, including the Convener, derives pecuniary benefits for providing professional services on behalf of INTACH, he/she will do so only after the approval of the Central Office.
(b) Further the provision of Goods & Service Tax (GST) or any other taxes as applicable, will be kept in mind, making sure that there is no violation of law.
15. Expenses incurred by the Convener/Co-Convener/member, however, are payable as coordination/supervision/expertise allowances or honorarium (clause 4 of the Memorandum of Association). In addition, a Chapter's administrative expenses are applicable as a percentage of the project cost, subject to inclusion in the MoU and in the Agreement. This amount for office expenses is to be credited to the Chapter's accounts.

Benefactions

16. No benefactions shall be accepted by the Trust (Rule 36), which in its opinion involves conditions or obligations opposed to the spirit and objectives of the Trust. Chapters must equally abide by this provision.

Tax Deducted at Source (TDS)

17. In cases where a consultant or contractor has been engaged by a Chapter for a fee, income tax is required to be deducted by the Chapter before any payment is made to the consultant/contractor, provided the amount paid/to be paid for the financial year exceeds Rs. 30,000/- in case of fees for professional or technical services or payment to the contractor. TDS is to be deducted at the rates prescribed from time to time – at present 10% in the case of consultants and 2% in the case of contractors. The amount deducted should be deposited in the bank in the prescribed challan. The Central Office is required to issue a TDS Certificate in the prescribed Form 16A in which the PAN number of Consultant/Contractor, PAN number of INTACH and the Acknowledgement Number of the TDS Quarterly Return filed by INTACH has to be mentioned. The challan should be sent to INTACH Central Office before the 7th of the following month along with the PAN number of the contractor/consultant to whom the payment has been made. These are legal requirements and must be scrupulously observed.

FCRA Matters

18. INTACH Central Office is authorized to receive contributions from abroad. The Ministry of Home Affairs has allotted FCRA Registration Number 231650350 under Section 6(1) of the Foreign Contribution (Regulation) Act, 1976 now under FCRA 2010. Govt. of India, Ministry of Home Affairs (Foreigners Division FCRA Wing) has approved renewal of INTACH Registration as a cultural organization for a period of 5 years with effect from 1.11.2016 for this purpose. Chapters cannot directly receive funds or enter into an agreement with such agencies/institutions. -Administrative charges/overheads are to be retained by the Central Office before transfer of funds to the Chapters.

- 18.1 Separate Accounts will have to be opened for FCRA funds received by the Chapters from the Central Office and operated as such. Funds received from other grants or expenditure pertaining to other works cannot be clubbed to this account. The details of this account and also the audited accounts will be submitted to the Chapters Division.
- 18.2 Chapters are hereby informed that Rule 12 of the FCRA stipulates that FCRA funds exceeding Rs. 1 Crore in a year received by INTACH are to be uploaded on the INTACH website.

Administrative charges / Overheads on Project

19. For all projects generated or being undertaken by the Chapters, the approval of the Central Office/ Member Secretary is to be obtained and the funds are to be received by the Central Office in the sharing of the overheads of 10% or any other percentage permitted within the project budget, 50% of the permissible overheads will be credited towards INTACH Corpus and the remaining released to the Chapters for its activities.
20. If Chapters/State Conveners are made responsible for monitoring/supervision of a project being implemented by the Technical Divisions of the Central Office in their jurisdiction, a lumpsum amount will be given to the Chapter/State Convener for Chapter activities and for its expenses.

Chapter Jurisdiction

21. Chapters will normally confine their activities to the area of their jurisdiction. However, on the specific request of a neighboring Chapter, they can undertake projects of a special nature, subject to it being recommended by the State Convener of both Chapters and permission from the Head Office. For neighboring districts, where no State Chapter exists, consultations with their State Conveners will be done. In all situations, the work has to have the final approval of the Central Office.

Conservation Projects

22. Before taking up the execution of a conservation project, a Chapter must ensure that all sanctions, clearances, permissions, etc., required under the relevant laws and rules and the standing orders thereunder are obtained before taking up the actual execution of the work. Particular care should be taken to avoid any confrontation with the authorities who are charged with the responsibility and have the power under these laws to regulate conservation activities. These authorities may be the local municipal authority or a particular Panchayati Raj Institution, the Archaeological Survey of India or the State Archaeology Department.

Progress Report

23. Project Six Monthly Physical & Financial Progress Report will be sent on the prescribed format by the Chapters for each project being executed. This will also be sent on approval and on the commencement of the project. See Appendix E2 [pg 204] for the format.

Accounts for Project

24. As and when any project is completed, irrespective of the source of funds, it will be reported immediately to the Chapters Division along with:
 - (i) Completion Certificate,

- (ii) Hard and Soft Copy of the report/ document, and
- (iii) Utilization Certificate (see Appendix E1 [Pg 203]).

25. Chapters engaged in handling projects funded by the government and other funding agencies may have to maintain more elaborate accounts as per the formats prescribed by the funding agencies. The Chapter should submit accounts to them in their prescribed formats and also to INTACH. The Project Six Monthly Physical/Financial Report (as per clause 22 above) is also to be sent.

Donations

26. Donations to INTACH are exempted from Income Tax Payment to the extent of 50% of the donation under 11- Clause(i) of the first proviso to section (5) of section 80G of the Income Tax Act, 1961, on this basis a certificate is issued by the Finance to the donor for the donated sum to INTACH. The donated account will be uploaded through Form 10BD each quarter and exemption certificate will be issued after generation of Form 10-BE the same will be sent to the donor. All donations will first be received in central office and will subsequently be sent to the chapters without any deductions.

27. Donations should be shown distinctly on the receipts side, classified into two parts:

- (a) Donations in general which should preferably be used to increase the corpus of the Chapter.
- (b) In order to enable the Donor to obtain benefit of income under section 80G of Income Tax Act, 1961, the following documents should be sent to Finance INTACH, Central Office for uploading the transaction on Form 10 BD and issue Form 10-BE generated to the Donor. The donations so received by Chapters may, therefore, be sent to Central Office along with the details as under.
- (c) A copy of letter and cheque received from the Donor indicating the purpose of the donation/ transaction ID in case money is transferred through RTGS.
- (d) A photocopy of the receipt issued to the Donor &
- (e) A photocopy of the PAN of the Donor

The donations amount will be reimbursed to Chapters, thereafter.

Annual Audited Accounts

28. The audited accounts for the Chapter for the financial year reflecting all receipts and payments must be sent by 30th May (refer to Appendix D1). The audited Balance Sheet and Income and Expenditure Accounts should also be prepared and sent to the Central Office. The receipts / payments will be shown separately for each project/work/activity and not as a consolidated figure/sum, to permit monitoring of the progress of different works. The grant from head office should not be shown as a lump sum amount, but with item-wise break up as below:

Sl. No.	Purpose for which received	Name of the Division from whom received	Amount received	Amount spent/ Paid

This can be sent as a schedule supplement to the audited accounts.

29. All receipts and expenditure of Chapters including from heritage outlets or any other venture will form part of the Chapters Accounts and be reflected accordingly. These ventures will have to abide by the stipulations of local laws and central laws.
30. It is reiterated that it is mandatory to send the annual audited accounts, as Chapters Accounts form part of overall accounts of INTACH and are to be reflected as such.
31. The subsequent allotment/release of any funds to the Chapters will be only after receipt of the audited accounts for the financial year and also on receipts of the expenditure of the earlier allocations/grants, against a particular project/work.
32. All receipts each month should be reported to INTACH Central Office so as to reconcile the total receipts of INTACH at Central Office since PAN. No. of INTACH is used by all Chapters. Non-inclusion of receipts of income by Chapter in Central Office return filed with Income Tax Department would mismatch in receipt/income.

Savings Bank Account

33. Each Chapter Convener is authorized by the Central Office to open one bank account in a scheduled bank, which is to be jointly operated by the Convener and Co-Convener. Account books and bills/ vouchers, etc., will be maintained and kept updated at all times
34. Chapters are to inform the Central Office about the name of their bank, its address, the account number, the bank code accompanied by a copy of a cancelled cheque. The signatures of all those operating the Chapter's accounts must also be intimated.

CSR Guidelines

35. Indian National Trust for Art and Cultural Heritage has been registered for undertaking CSR Activities and its registration no. is CSR00010202 w.e.f 29 June 2021.
36. Following are the guidelines which are to be strictly adhered to by the chapters in case they intend to avail funds through CSR route.
37. CSR activities may be undertaken by company by itself or through-
 - i) A Company established under section 8 of the act or registered public trust or a registered society Section 12A & 80G of Income Tax Act, 1961.
 - ii) Every entity covered under sub rule 1 (i) above who intends to undertake any CSR activity shall register itself with the Central Govt. by filing CSR-1 with Registrar.
 - iii) Indian National Trust for Art & Cultural Heritage, 71, Lodhi Estate, New Delhi, DL07, DL11003 has been registered for undertaking CSR Activity & the registration number is CSR00010202.
 - iv) Any division or Chapter of INTACH undertaking CSR activity must send the proposal to INTACH Central Office along with registration number of company and purpose of donation. The proposal would be examined by the Member Secretary at Central Office.

- v) The money would be directly received in Central Office of INTACH and same shall be transferred to the executing agency/Division/Chapter after retaining 5% as administrative expenses for general management & administration.
- vi) A quarterly progress report, within 15 days of completion of quarter, on both physical and financial expenditure to be submitted.
- vii) While executing CSR projects funds remaining unspent at the end of Financial Year the element of GST paid should be suitably accounted. The executing agency viz., Chapter may either obtain their own GST number with the approval of Central Office or use Central Office GST number and submit details on or before 5th of the following month in which transaction has taken place.
- vi) It is responsibility of executing agency to satisfy that CSR Funds are utilized for the given purpose and any surplus or unspent amount shall be returned to the Company.
- vii) No specific tax exemption has been extended to CSR expenditure per section.

Unique ID registration of INTACH with Darpan Portal

39. INTACH is registered with the Darpan Portal with ID No. DL/2017-0159577. This ID can be quoted by INTACH Chapters for seeking grants/subsidies/contributions from public/Government funds. Provided the proposal is submitted through the Central Office. The requirement of registration with the Darpan Portal has been made optional by the Government of India, Ministry of Home Affairs (Foreigners Division, FCRA Wing) for seeking FCRA services. However, as INTACH is already registered, the ID will continue to be quoted by INTACH while seeking FCRA related services.

In case any other registration with the State Government(s)/Central Government is required, it will be obtained by the Central Office itself and not by individual Chapters which have no separate legal entity. The Chapters should not seek such registration directly. It should be routed through the Central Office of INTACH with necessary details.

Expenditure on cash basis

- 40. Application of funds can only be made on actual payment basis in Charitable Trusts. However, cash payments should be made bare minimum as per RBI guidelines. A report may be sent separately showing payments made through Cash/Electronic Media/Cheques.
- 41. Payments made to any person more than Rs. 50 lakhs during the year has to be reported to central office separately along with audited accounts of the year.
- 42. Now from financial year 2022-23 onwards details of the receipts on which tax has been deducted at source referred to in sec. 194C or 194J or 194Q has to be reported to Income Tax Department separately in the Form 10B/10BB, accordingly all chapters should furnish required dates to central office.

Annexure 2

CONVENER'S PLEDGE

Code of Ethics

1. To uphold INTACH's goal and mission.
2. Cherish and protect our common heritage.
3. Care for the environment.
4. Spread concern for heritage and a sense of belonging amongst the local community.
5. Respect your own culture and that of others.
6. Encourage creative expression and inspire young minds to develop secular and cultural values.

Do's

1. Hold regular Chapter meetings and up-date members on issues and activities.
2. Enroll members of quality and repute, dedicated to conservation.
3. Take up listing works in areas not taken up earlier.
4. Create awareness on heritage among the larger community.
5. Maintain proper accounts and submit the annual audited accounts by 31st May.
6. Report activities taken up on a quarterly basis.
7. Submit utilization certificates and completed listing reports to the Head Office in time.
8. Send quarterly financial and physical progress reports

Don'ts

1. Don't misuse the name and logo of INTACH for personal gain.
2. Don't use the INTACH name and logo for non-heritage issues and activities.
3. Don't enter into Memorandum of Understandings/Agreements/Contracts without the proper approval.
4. Do not directly send project proposal for foreign sponsorship (under FCRA).

Motto: 'Dedicated to Conservation'

I pledge to uphold ethical values and maintain integrity in all my dealings as an INTACH Convener.

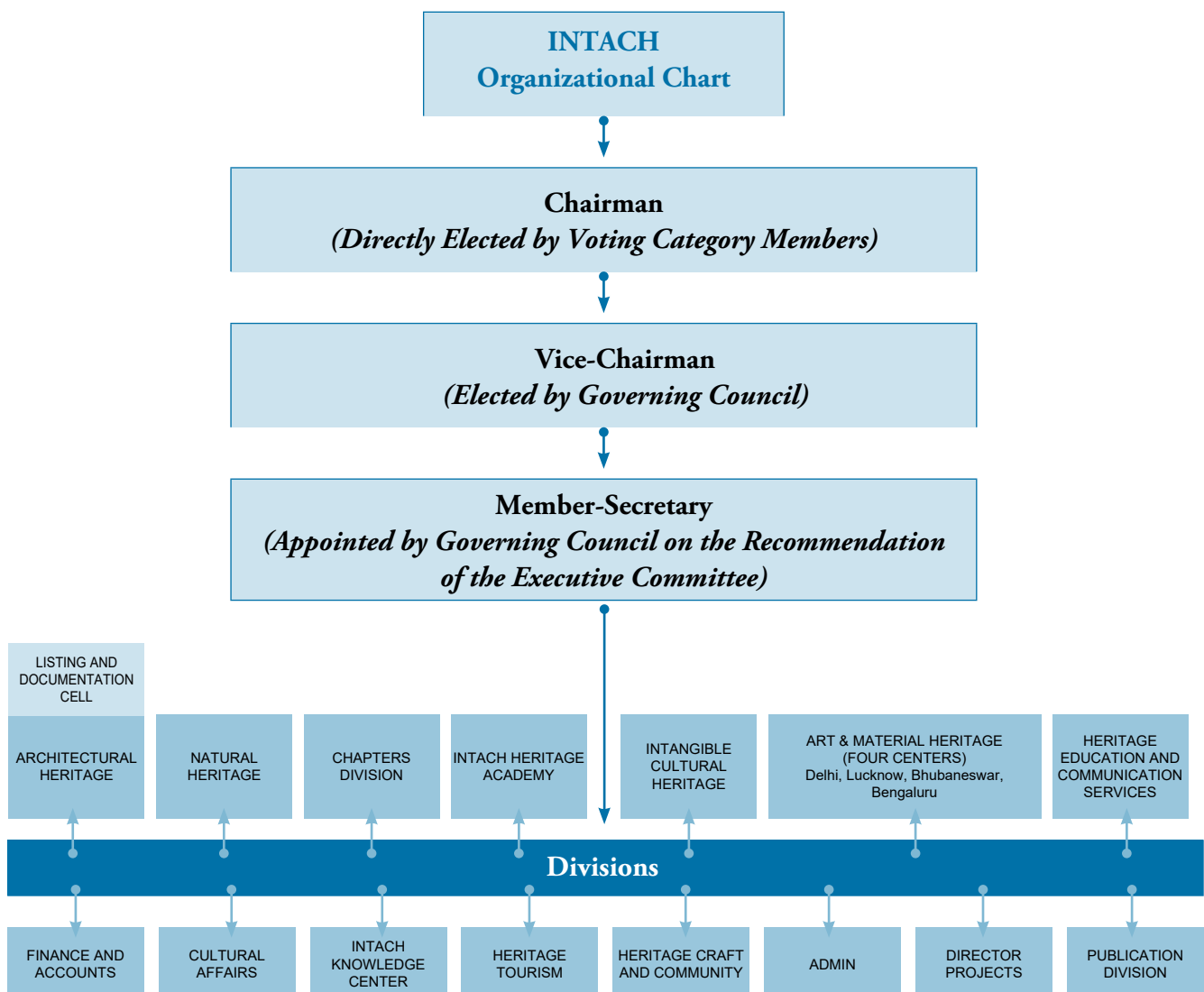
Dated:

Name & Signature _____

Convener/Co-Convener of _____

The Central Office; Administrative and Technical Divisions; Committees

1. The INTACH Central Office is located in its own building, 71, Lodhi Estate, New Delhi– 110003. All communications to the Central Office should be addressed accordingly. The contact numbers of some of the principal functionaries at the Head Office are on INTACH’s website and also in the Conveners’ Directory.
2. The diagram given below gives a graphic description of the way the Central Office is currently organized.



Governing Council

3. The Governing Council holds at least two meetings in a year, approves the Annual Accounts, the Annual Report, the Annual Budget and other policy matters and is empowered to delegate all or any of its powers to the Executive Committee.

Executive Committee

4. The Executive Committee holds at least four meetings in a calendar year, and performs all such duties and exercises all such powers as may be necessary for carrying out the affairs of the Trust subject to the general directions of the Governing Council from time-to-time.

Member-Secretary

5. The Member-Secretary is appointed by the Governing Council on the recommendation of the Executive Committee, and is responsible and accountable for proper management of the Trust and functions under the directions of the Executive Committee.

Each division at the Central Office has a specific role for achieving the mandate of INTACH.

Chapters Division

6. The Chapters Division deals with all matters pertaining to Chapters, and coordinates on behalf of Chapters with all technical divisions, and with the Administrative & Finance Wing of INTACH. The Division undertakes the following workshops/ programs
 - a) INTACH National Conveners' Convention
 - b) INTACH State Conveners Workshop (once-a-year)
 - c) INTACH Orientation Workshop – for newly appointed Conveners/Co-Conveners (once-a-year)
 - d) Chapters Advisory Committee Meeting (twice –a –year)
 - e) Capacity Building Workshop for Chapter Members (twice –a –year)
 - f) Capacity Building Workshop for Institutional Members (On-line)

Architectural Heritage (AH) Division

7. The AH Division deals with all matters pertaining to the preservation and conservation of Architectural Heritage.

The division undertakes a wide range of activities, which include:

- (a) Listing of heritage properties and sites (including precincts)
- (b) Safeguarding initiatives for historical buildings
- (c) Conservation of historic buildings
- (d) Research and documentation
- (e) Dissemination activities like seminars, training, workshops, exhibitions, and publications

Natural Heritage (NH) Division

8. The NH Division deals with all activities relating to the preservation and conservation of natural heritage with the following aims and objectives:
 - (a) To create and stimulate awareness among the public for the preservation of the cultural and natural heritage of India
 - (b) To undertake measures for the preservation and conservation of natural resources and cultural property
 - (c) To undertake documentation of the cultural and natural heritage
 - (d) To undertake pilot conservation projects
 - (e) To identify the cultural components of rural and urban development schemes

INTACH Conservation Institute (ICI)

9. The ICI deals with all matters pertaining to the preservation and conservation of art heritage with the following objectives:
 - (a) To preserve the material heritage for future generations
 - (b) To undertake continuous study and research to develop and test methodologies for path-breaking contributions in the field of conservation science
 - (c) To provide unmatched professional services in conservation of works of art
 - (d) To spread the concern for heritage conservation and preservation

Heritage Tourism Division

10. India is primarily a heritage tourism destination. Due to our more than five thousand years of civilization spanning many eras and historical developments, the heritage of India becomes the legacy of every individual. To those who are in INTACH with a shared passion for conserving India's natural, built, art and intangible heritage, the purpose of heritage tourism becomes a mechanism by which we can showcase our heritage to our own people and to the world. Heritage tourism therefore must be based on the following principles:
 - (a) Authentic experience
 - (b) Sustainable tourism
 - (c) Responsible tourism
 - (d) Least impacting natural heritage tourism
 - (e) Non-exploitative tourism
 - (f) Respect for host culture
11. On the basis of the principles laid down above, the Chapters should attempt to design and provide an authentic and meaningful experience for the tourists while conducting heritage walks, heritage tours and presenting cultural performances. Sensitivity to the local culture and local community should be kept as a prime objective while conducting tourism activities in local areas. The following should be kept in view:
 - (a) Rural tourism should include presenting a true picture of rural India without frills and exaggeration. The rural community and their traditions should be respected and held in equal esteem without patronization and imposing urban/international behaviour patterns on rural communities.

- (b) In tribal areas tourism should be for the proper understanding of tribal customs, values and traditions. There should be no display of tribal people as objects for the amusement of the tourists. Extreme sensitivity should be maintained while dealing with vulnerable communities and indigenous people.
- (c) While conducting nature and adventure tourism we should see that least foot prints are made on the local areas and caution should be taken to inform tourists on not littering, not dumping garbage, avoiding noise pollution, diesel pollution and disturbing the natural habitats of animals and birds.
- (d) Nature tourism should be presented in its pristine quality expanding the understanding of local flora, plants, trees and animal kingdom.

12. The Chapters can develop tours such as:

- (a) Heritage destination tours;
- (b) Nature tours;
- (c) Crafts and community-based tourism;
- (d) Knowledge and wisdom tourism;
- (e) Heritage walks;
- (f) Folk festivals and tradition tours.

13. If sustainable and rural tourism are conducted as per the parameters set out by these guidelines, very high-quality tourists would be willing to access such destinations and tours through our Chapters who would be able to also generate some revenue for heritage conservation.

Intangible Cultural Heritage Division

14. The Intangible Cultural Heritage Division deals with the preservation and revitalization of our cultural heritage. It aims to protect the more endangered elements of our cultural heritage and to document them before they are lost from our living memory. It deals with the following fields:

- (a) Performing arts with music, drama and dance forms
- (b) Oral traditions including languages, folklore, local health traditions, indigenous knowledge systems, customs and rituals

Craft, Community and Heritage Division

15. Although craft is part of intangible heritage, a separate cell has been established at the Head Office to cater to this important area. The Craft, Community and Heritage Division endeavours to conserve and promote the cultural heritage and crafts of communities living in heritage precincts.

Heritage Education and Communication Services (HECS)

16. The Heritage Education and Communication Services Division (HECS) at the INTACH Central office formulates, from time-to-time, strategies and action plans for meeting the HEC needs of each of

the audiences and the circulars issued by the division should be considered as part of the Guidelines. However, the salient features of the strategies and action plans are summarized below for the guidance of the Chapters:

‘Creating awareness about our cultural heritage and its communication in its multiple dimensions should be accorded the highest importance by the Chapters.’

The INTACH Knowledge Center (IKC)

17. INTACH Knowledge Centre (IKC) consisting of library, documentation centre, audio- visual centre and archives is a user- friendly reading space which INTACH members from the Chapters can use during their visits to INTACH Head Quarter. It houses the information material covering the subject areas on architecture, arts, crafts, conservation, environment, textiles, culture, tribes, legislation, history, museum, handicrafts, sculpture, Intangible heritage and other conservation and heritage related areas.

The key objectives of Knowledge Centre are to:

- Reinforce the vision of INTACH.
- Acquire, organize and disseminate information related to heritage, architecture, arts, intangible cultural heritage, natural heritage, material heritage and conservation.
- Preserve the resources of IKC for future generations.
- Facilitate the informational requirements of students, research scholars, professionals and users from the public.
- Support activities of INTACH by providing information and references on related matters.

The IKC has not only books and publications on cultural heritage, but also studies and projects undertaken by INTACH since its inception. It has data-base of books, listings, project reports, INTACH archival files photos, maps/drawings/panels, and other publications.

Catalogues of its holdings (books, publications, reports, conference proceedings, etc.) is available on the website <http://documentationcentre.intach.org/#>. This can also be accessed via INTACH’s main website. Information about recent additions and other important matters concerning the use of the Knowledge Centre services is also available on the INTACH website.

The website www.intach.org, the official website of INTACH is being maintained and monitored from the Head Office. It attempts to disseminate information to its members who are spread across the country and to the rest of the world. The website acts as an easy reference and resource bank for downloading membership forms, to know the various activities being organized, news updates, projects undertaken or completed by the Chapters, etc. The major heads include:

- (a) About INTACH: Here one can find details about INLTACH’s Mission, History, INTACH’s Charter, INTACH’s Logo (correct logo and its usage), Code of Ethics and INTACH’s structure.
- (b) People: The list of Founder Members, General Body, Electoral Process, Governing Council, Executive Committee, INTACH Team and Conveners & Co- Conveners.
- (c) Divisions: The detailed information on the various activities undertaken by the divisions is updated on a regular basis.

- (d) Chapters: Under Chapters one can find details about the various Chapters around the country as well as about the overseas Chapters. This includes what the Chapters do, their structure and Guidelines for Listing (natural, architectural heritage and intangible heritage).
 - (e) The Chapter Network gives contact details of all Chapters Conveners and Co- Conveners.
 - (f) Partners: Under this head the visitor can get information on the MOUs signed between INTACH and various international and national organizations and state agencies; a list of its funding agencies and the corporate houses which partner with it.
 - (g) Election: This page covers the information of INTACH's Annual General Meetings and Election details.
 - (h) Join INTACH: This page gives information on how an individual can join the fight for conserving India's heritage. You don't have to be an archaeologist or a historian to join INTACH. You just have to care enough for India's heritage. One can become, a member, volunteer with us, fund a project or do internships.
 - (i) INTACH head office publishes two major newsletters- Virasat (which is also circulated to its members) and Young INTACH Newsletter (for school children and heritage clubs). The issue can be read online under Newsletters and Archives, Heritage Alerts contain newspaper clippings about heritage and its conservation or related activities covered by major newspapers in circulation. INTACH films can also be seen on the website.
 - (j) Major events taking place at the Head Office are uploaded under Events.
18. INTACH is also actively available on four social media platforms- Facebook: INTACH (Web Link: <https://www.facebook.com/intach.heritage>), Twitter: INTACH (Web Link: <https://twitter.com/intachindia>), Instagram: INTACH (Web Link: https://www.instagram.com/intach_heritage/) and INTACH YouTube (Web Link: <https://www.youtube.com/channel/UCj1-0tkkVfVRtak5B4LrvJA>)

Chapters should periodically update information and make it available to the Chapters Division for addition/modification on INTACH Website and Social Media Accounts. They should also send 2 copies of the publications brought out by them so that the same can be uploaded for information to the other Chapters and kept for record in IKC.

INTACH Heritage Academy (IHA)

19. INTACH Heritage Academy (IHA) was established as the Centre for Conservation Training and Capacity Building (ICCTCB) in 2012 to help disseminate learnings from initiatives and activities taken up by various Divisions of INTACH. The vision of IHA is to be a centre of excellence for training, research and capacity building relating to cultural and natural heritage in India. It is the first-of-its-kind in the country, running programmes for training and capacity building in all aspects of heritage understanding, documentation, conservation and management. The Academy aims to further research to develop a critical understanding of complexities and issues related to heritage.

Chapter Conveners are requested to nominate Members from their respective Chapters to attend the Capacity Building Workshop conducted for the Members at INTACH Headquarter, twice in the year. The three-day Workshop is conducted by IHA in collaboration with the Chapters Division, to help build the capacity of INTACH Members towards contributing to the Chapter work in an informed and active manner.

Cultural Affairs

20. The Cultural Affairs Division was seen and conceived as a platform to further INTACH's mandate of spreading heritage awareness from a wide panorama, ranging from material heritage, intangible heritage, architectural heritage, natural heritage and so on. The Division seeks to create awareness about heritage through regular cultural programmes - film screenings, talks, lectures, performing art, crafts etc. organized to highlight heritage issues, drawing experts from various tangible and intangible fields of heritage.

Focus Areas:

1. Cultural Programmes - Lectures/talks, film screening, performing art, exhibitions/quizzes and other events for dissemination, understanding and appreciation of various aspects of tangible and intangible heritage of the country and encourage discussion on cultural heritage issues.
2. Document the lectures/talks organized for our audience as a publication to further augment the INTACH's mandate

Outreach Programme:

1. Publicity campaigns for all the events are carried out using social media, emails, posters etc.
2. The events are recorded and uploaded on the website.
3. The Division live streams the programmes on You-tube for a wider audience. These streams then automatically get archived in You-tube, which can be accessed by a larger audience.
4. Various publications based on lectures and talks are used for outreach purposes to further create awareness about heritage issues.
5. All-important days - World Heritage Day, World Heritage Week, World Environment Day etc are celebrated and publicized.

Quarterly Newsletter - Virasat

21. INTACH produces a newsletter 'Virasat' for its convenors and members. It was first published in January – February 1992. Initially, a four pages newsletter it was subsequently increased to 8 pages in 1993 and 12 pages in 1997. The 10th anniversary issue was of 18 pages (English) featuring a comprehensive review of INTACH and served as excellent public relations material for spreading awareness about INTACH's role in conservation of its heritage. The Hindi Edition of Virasat Newsletter was introduced in September 1992. Due to the increase in the number of Chapters and expansion of activities of various divisions 'Virasat' has grown exponentially and now has more than 80 pages.

The registration numbers for English and Hindi editions:

- DEL Eng/2004/14304
- DEL Hin/2004/14144

In January 2023, the Newsletter was redesigned to follow modern aesthetics, keeping functionality as well as a look that can bring it at par with international standards. The content architecture presents a tighter summation of activities for impactful uptake of the readers. Following best practices in publishing it uses typefaces which are easy to read both in print and in digital media.

In addition to a summation of INTACH activities in the quarter, the redesigning version also includes columns on Unearthing Heritage, Lesser Known Heritage and messages from INTACH Chairman and Member Secretary.

Publications

22. This Division was formally established in 2010 to coordinate the publications brought out by Intach as there was no single division to look after such publications in Intach.

The Division produces books and other publicity material such as folders, brochures etc to reflect the mandate of INTACH and the work of its Chapters in the field of conservation of art and cultural heritage of India.

Books and catalogues are produced on different aspects of cultural conservation in different areas of heritage. This division coordinates with all other divisions for providing uniformity for all publications produced. To this end guidelines entitled “A policy for printing of publications” to enable uniformity in all material produced by the organisation, has been produced.

The Chapters also coordinate with Headquarters for producing certain specific publications of relevance to their regions.

The competent authority provides discount to INTACH publications in the following categories:

- | | |
|-------------------------------------|------|
| 1. INTACH Chapters | 30 % |
| 2. INTACH Members/Staff | 20% |
| 3. Participants attending workshops | 10% |

Administrative Wing

23. The Administrative Wing deals with matters relating to meetings of the Governing Council, Executive Committee, Coordination Committee and Conduct of annual elections to the Governing Council. Besides this, it deals with all administrative matters relating to conduct, misconduct, disciplinary matters and other miscellaneous matters relating to housekeeping and the security of the Central Office.

Finance and Accounts Wing

24. The Finance and Accounts Wing deals with all financial accounting and budget matters like the Annual Audit of INTACH by C & AG – Government of India Auditors, and Statutory Auditors.

Committees at the Central Office and their functions

25. For the effective functioning of the organization, INTACH has set up specialized committees at the Central Office, each with its responsibilities and functions.

(a) Finance Committee

The Finance Committee acts as a policy formulating and advisory body, and looks into the following aspects:

- (i) Investment of INTACH’s funds, and the management of its assets, both movable and immovable (including its Central Office building, the Pupul Jayakar Bhawan at Lodhi Estate)

- (ii) Strategic planning for INTACH for the next 5-10 years with a view to augmenting the organization's financial resources, and
- (iii) Generation of income for INTACH through activities (including restoration projects) that would help add to the corpus and support organizational expenditures

(b) Chapters Advisory Committee

The Chapters Division is assisted by a Chapters Advisory Committee duly constituted by the Executive Committee of INTACH. The Chapters Advisory Committee has the following functions:

- (i) Frame (and review where already existing) guidelines for the formation of Chapters, especially ensuring that these guidelines allow members the maximum opportunity to participate in Chapter activities
- (ii) Recommend methods and sources for Chapters to obtain technical assistance, both from within INTACH as well as from external bodies
- (iii) Review suggestions either received directly from the Chapters or gleaned from regional and national conveners' meets, and help translate these into a workable policy framework for the improvement of Chapter operations; and
- (iv) Recommend improvements for the Chapters Division: for example, suggest ways in which the division can better support Chapters; and recommend an optimum staff strength for the division at the Central Office and in the states

A Chapter may request that a particular matter be taken up for consideration by the Chapters Advisory Committee which may then consider the matter and advise the Chapters Division and the Executive Committee, as the case may be.

(c) Membership Committee

The Membership Committee screens all applications for approval of membership. As per rule 18(i) of the rules & regulations of INTACH, the executive committee has the right to refuse membership without assigning the reasons. The decision of the committee shall be final.

(d) Advisory Committee for Architectural Heritage Division

The Advisory Committee:

- (i) Reviews the activities and programs taken up and to be taken up by the Architectural Heritage Division.
- (ii) Works out a management structure for the Architectural Heritage Division keeping in mind its long-term goals.
- (iii) Acts as a guide for the preparation of bye-laws under the AMASR Act in which INTACH is statutorily involved.
- (iv) Provides advice for the capacity building of personnel in the Architectural Heritage Division and in the Chapters.

- (v) Suggests major events/workshops/seminars required to be organized by the Architectural Heritage Division.
- (vi) Advises on the research and applied research programs/exhibitions to be taken up by the Architectural Heritage Division.
- (vii) Acts as a Search Committee to identify key personnel for the Architectural Heritage Division.
- (viii) Monitor major projects taken up by the Architectural Heritage Division.
- (ix) The meetings of the Advisory Committee are converted in consultation with the Chairman of the Committee.
- (x) The Advisory Committee meets once in a quarter or as may be decided by the chairman to advice and guide the Architectural Heritage Division.
- (xi) The Committee is serviced by the AH Division.

(e) Advisory Committee for Natural Heritage

The role of the Advisory Committee is to:

- (i) Advise on the formulation of strategy and Action Plan for the conservation of Natural Heritage in the country
- (ii) Review assess and evaluate the progress from time to time.
- (iii) Consider any other matter that may be referred to the Advisory Committee.
- (iv) The meetings of the Advisory Committee are convened in consultation with the Chairman of the Committee.
- (v) The Committee is serviced by the NH Division.

(f) Advisory committee for Heritage Education and Communication Service

The role of the Advisory Committee is to:

- (i) Advice on formulation of strategy and action plan for HECS
- (ii) Review activities and on-going projects of HECS Division and to give specific suggestions.
- (iii) Review the organisational structure of HECS Division and human resource development.
- (iv) Advice on ways to improve the interface between the Division and the Chapters of INTACH.
- (v) Consider any other matter that may be referred to the Advisory Committee.
- (vi) The Committee will meet twice a year or as may be decided by the Chairman.
- (vii) The Committee is served by the HECS Division.

(g) Advisory Committee for Intangible Cultural Heritage

The role of the Advisory Committee is to:

- (i) Advice on formulation of strategy and action plan for Intangible cultural Heritage
- (ii) Review activities and on-going projects of ICH Division and to give specific suggestions.

- (iii) Review the organisation structure of ICH Division and human resource development.
- (iv) Advice on ways to improve the interface between the Division and the Chapters of INTACH.
- (v) Consider any other matter that may be referred to the Advisory Committee.
- (vi) The Committee will meet twice a year or as may be decided by the Chairman.
- (vii) The Committee is serviced by the ICH Division.

(h) Advisory Committee for Community Crafts and Heritage

The role of the Advisory Committee is to:

- (i) Advice on formulation of strategy and action plan for Heritage Crafts.
- (ii) Review activities and on-going projects of Heritage Crafts Division and to give specific suggestions
- (iii) Review the organisational structure of Heritage Craft Division and human resource development.
- (iv) Advice on ways to improve the interface between the Heritage Crafts Division and the Chapters of INTACH.
- (v) Consider any other matter that may be referred to the Advisory Committee.
- (vi) The Committee will meet twice a year or as may be decided by the Chairman.
- (vii) The Committee is serviced by the Heritage Craft Cell.

(i) Advisory Committee for Heritage Tourism

The role of the Advisory Committee is:

- (i) To advice on the concepts and development of heritage tourism sites in the country.
- (ii) To advice on the issues of sustainable heritage tourism and eco-tourism in the country.
- (iii) To advice on identification of intangible heritage of tourism destinations and document them for visitors' experience.
- (iv) To advice on developing training modules for identified heritage sites/monuments for tourist guides.
- (v) To advice on detailing heritage tours and walks at identified destinations using listing documented by INTACH and promoting them through the involvement of Chapters of INTACH.
- (vi) To facilitate in promotion of heritage destinations, identified by INTACH
- (vii) The advice on ways and means to improve the interface between the Division and the Chapters of INTACH.
- (viii) To consider any other matter that may be referred to the Advisory Committee.
- (ix) The term of the Committee will be one year.
- (x) The Committee will meet twice a year or as may be decided by the Chairman of the Committee.
- (xi) The Committee will be serviced by HT division.

(j) Advisory Committee for Art and Material Heritage

- (i) The Committee is serviced by A & MH Division.
- (ii) The Advisory committee will have at least two meetings in a year or as may be decided by the Chairman of the Committee

The role of the Advisory Committee will be:

- (iii) To review the annual programme of work.
- (iv) To review the organisational structure, current staff strength and human resource requirements.
- (v) To advice on ways and means to generate income through the work of the Division.
- (vi) To advice on training programme that may be undertaken by the Division.
- (vii) The advice the Division on matters related to the establishment of closer linkages with all donors and government.
- (viii) To advice on ways to improve the interface between the division and the chapters of INTACH.
- (ix) To advice on the designing of strategic plans for the next five years.

(k) Academic Council for INTACH Heritage Academy

The role of the Advisory Committee will be:

- (i) To advice on the strategy and action plan for training, research scholarships and capacity building.
- (ii) To review assess and evaluate the progress and activities of IHA from time to time.
- (iii) To review the organisational structure of IHA and to suggest improvement/changes.
- (iv) To advice on ways and means to enhance the capacity of various Chapters of INTACH.
- (v) To advice on the way forward to develop IHA into a Diploma/Degree conferring Institution.
- (vi) Any other matter that may be referred to the Academic Council.

The Council will meet twice a year or as may be decided by the Chairman of the Council. The Council will be serviced by IHA.

(l) Technical Advisory Committee on Listing

C PD (AH), Head of Chapter division, PD (IHA), Head of IKC and Director (AH / Listing Cell) as the Convener of TACL.

TACL has been established to advice the Listing Cell on technical matters related to ongoing and future activities.

The Advisory Committee meeting takes place once every month to ensure progress.

Urban Heritage Regulations in India: A Few Tips for Conveners

A few tips for Conveners

I. Frequently Asked Questions (FAQs)

The Indian National Trust for Art and Cultural Heritage (INTACH) has a mandate for protecting natural and man-made heritage, tangible and intangible. Members of INTACH and the Conveners in particular must take steps to see that historic buildings are not indiscriminately pulled down, monuments are not defaced or encroached upon, water bodies are not polluted and arts and crafts and other forms of cultural heritage are saved from extinction or decay.

1. Archaeological monuments and historic buildings: what do we do to prevent damage to historical buildings?

Archaeological monuments like the QutbMinar, the TajMahal, the Shore Temple at Mahabalipuram or the Caves at Ajanta do have problems of conservation. They can be affected by the work of nature or excessive tourism. Monuments of this category, mostly of religious value or in the form of ruins of ancient structures not in current use, are either owned by the government (the Archaeological Survey of India or the State Departments of Archaeology) or are, in a few cases, under joint or institutional custody. The role of INTACH in respect of archaeological monuments is to strengthen the custodian departments in their efforts to save heritage and to demand action if the government departments themselves are at fault.

Beyond this category lie thousands of buildings of considerable historical, architectural or social value. These may not be of great antiquity but constitute valuable specimens of local architectural styles and lend character to cities and historic neighborhoods. They are also very useful and utilitarian assets of the cities, such as high courts, universities, hospitals, railway stations, district collectors' bungalows, offices, police stations and jails. Though most such buildings are government owned, there are sizeable numbers of privately owned buildings in this category ranging from old palaces and mansions to smaller buildings of considerable aesthetic and historical value. These have been preserved and maintained by respective government departments or private owners for decades and have been actively used as residences or public buildings.

The problem arises if a government department or a private owner of such buildings decides to demolish the building either for redevelopment or because they are found difficult to maintain.

There are central and state laws besides some budgetary provisions to protect and maintain archaeological monuments and sites. Urban heritage regulations are almost non-existent in Indian cities and thus historic buildings are in danger of extinction.

2. **Are there any examples of urban heritage laws in India?**

Since 1995, Mumbai and Hyderabad have had provisions in their building regulations for notifying historic buildings and precincts (areas). Once a building is notified under the regulations of local authorities then a special and additional permission is needed if the owner wants to demolish the building or make substantial changes or additions. The Hyderabad Metropolitan Development Authority (HMDA—formerly Hyderabad Urban Development Authority) and the Greater Mumbai Municipal Corporation are the concerned authorities in Hyderabad and Mumbai respectively. Presence of regulations has saved hundreds of historical buildings from certain destruction in these two cities over the last few decades.

Historic buildings and precincts are notified through city-level heritage regulations in Mumbai, Hyderabad, Delhi, Kolkata, Ahmedabad, Goa, Puducherry, and Nagpur, which amounts to some level of safeguard and regulation for the notified sites. Besides these, efforts are on in cities like Pune, Nashik, Satara, Wai, Aurangabad, Nanded, Kolhapur, Allahabad, and Mysore for notification of built heritage.

3. **Did these cities (Mumbai and Hyderabad) pass a new Act?**

A new Act of the state legislature has not been passed till date by either Mumbai or Hyderabad. Both cities started enforcing the regulations made under existing town planning Acts by inserting provisions in the relevant building regulations. Till 2011, no court of law had quashed any of these regulations. In fact there have been judgements of respective high courts directing the authorities to enforce the regulations effectively in the interest of heritage conservation. The Maharashtra government was the only one, which, after several years of operation of regulations, made amendments to the Town Planning Act to buttress the regulations. Andhra Pradesh still manages to work without any amendment to its Act.

4. **Why not first amend the Town Planning Act for better results?**

Making or amending Acts need passage of the bills by the Legislative Assemblies. It is a much more difficult and lengthy procedure, at times taking decades to get a law passed. Therefore, howsoever well meaning the suggestion may appear, it is a recipe for disaster. Neither will an Act be passed nor will there be any regulation. Meanwhile hundreds of buildings will continue to be pulled down.

5. **Should there not be a strong stand-alone statewide Act to conserve historical buildings under more specialized and dignified ministries like Culture?**

West Bengal has a model of a state Act under its Ministry of Culture as well as city level regulations under the Municipal Affairs and Urban Development departments. The reality is, if a municipality decides to look the other way, no state Act can save urban heritage. At the same time, in recent years damage to heritage was prevented only by alert urban bodies. The West Bengal example has caused confusion. Urban heritage conservation at the local level is best left to municipalities and at the state level to the urban development departments.

6. **What do we, as Conveners, do?**

The Ministry of Environment and Forests of the Government of India drafted model urban heritage regulations in 1995 and urged all state governments to adopt them. A few states like Gujarat and Delhi passed regulations in recent years. Most are however yet to be operational. Conveners must constantly pursue the state governments to pass model regulations for cities, constitute heritage conservation committees and notify buildings. Non-adoption of model heritage regulations by states is something on which public interest litigations can be filed.

7. **Should we not have good lists of heritage buildings before we pass regulations?**

The sure and certain way to fail is to begin with a list of buildings. The municipality and the state or the government will then spend decades in defending the list. The sole issue will be, whose building is included and whose is not. Regulations will never see the light of day. Begin to talk about buildings only after you have the regulations in position. In any case, a heritage committee to be constituted under the regulations will examine the lists and then the draft lists will have to be notified for public objections and suggestions. For passing of regulations all that you need is a sample of buildings to be covered for the administrative procedure.

8. **How will one deal with private owners who may ask for compensation?**

The owners have to have a reason for asking compensation. The regulations do not prohibit anything. They do not affect ownership. Owners can sell and buy heritage buildings without heritage permission. All that the regulations ask for is an opportunity for the city authorities to bring the owner to the discussion table and find out if the changes to the buildings can be allowed, if the purpose of the owner can be achieved without demolishing the building, if additional structures can be allowed on the same plot and, in the worst case, if the owner can be allowed a Transfer of Development Right. No private buildings were ever acquired by the government or the municipalities in Mumbai and Hyderabad over the last seventeen years of operation of the regulations.

9. **Will the regulations stand in the court of law?**

They have stood the test of law eminently for nearly two decades. Once a building is notified as a heritage building, it is easy to file a PIL. In the absence of regulations you have the additional burden of proving to the courts that a certain building has heritage value. Courts have traditionally come to the rescue of historical buildings all over India.

10. **What is the main hurdle?**

The main hurdle is that we Indians in general, including the educated and the rich, do not care much about heritage conservation. As Convener you will encounter mounting indifference among the people. You will also come across publicity seekers and fake activists criticizing whatever you do. But if you have conviction you must go ahead and do your job.

11. **First Aid Measures for Saving Heritage**

The following are some of the immediate steps to be taken when a heritage building, a forest or a lake or other natural assets are threatened with damage or the damage is already under way.

Situation A: Heritage Regulations are in Position

Situation A applies to cities and states which have heritage regulations in force, a heritage committee is in place and the local authority is already operating the heritage regulations (e.g., Hyderabad, Mumbai, etc.). There are states that have passed regulations and done nothing thereafter: treat them as having no regulations.

1. Make a personal visit and assess the real damage or threat. Take photographs with a date proof – say, holding the front page of the day's newspaper.
2. Re-check if the building or site is notified under the regulations.
3. Prepare a memorandum briefly stating the apprehension or the nature of already done damage (include more photographs and other documentation like a site plan and attach a copy of the specific government order by which the particular building was notified).

4. Submit the memorandum to the authority and the municipal body as well as to the concerned secretary in the state government requesting a halt to the damage and legal action against miscreants, if any.
5. In most cases damage to historic buildings may also be a violation of the Master Plan land use and building regulations. Your petition should also highlight these.
6. Issue press statements protesting the damage, attaching the same documentation as in 3 above. Also escort press personnel to the site of damage.
7. Wait for a few days depending on the gravity of the situation and if damage continues then file a writ petition in the state high court asking for directions to the enforcement agencies and duly informing the court that you have already taken the necessary steps and exhausted the options available.
8. In case of very important buildings or sites, file a complaint at the local police station giving full details as an abundant caution. Sometimes this will be most effective. Give to the police a copy of the government order notifying the building and the provisions of the regulations.
9. Mobilize like-minded NGOs and hold public meetings.
10. Approach the concerned minister in the state government with the same memorandum.
11. In case of no redress, hold daily protests at the site of damage in the presence of the press.
12. Meet the owners of the property—private or government—and give them a letter requesting a stop to the damage and try to appeal to their good sense. In case of a government-owned building, meet the secretary to government of the department which owns or occupies the building. For example, meet the Education Secretary in respect of a government college and give him your memorandum. This is in addition to meeting the Urban Development or Municipal Secretary. In case of public institutions meet the president/secretary of the trust or association.
13. Last and most important, keep up the pressure and constantly meet the authorities. Avoid criticizing them. The government has to be on your side to the extent possible.
14. In 99 per cent of the cases this will work.
15. Your success rate will also depend on how much noise you make. Garner support in the State Legislative Assembly by requesting MLAs to ask questions. Meet the local Municipal Councillor and submit a representation to him/her.

Situation B: No Heritage Regulations in Place

Situation B applies to cities and states which have *no heritage regulations* in force, no heritage committee in place and the local authority is not operating any heritage regulations. This includes states which may have passed regulations but done nothing thereafter—treat them as having no regulations. Nearly ten states are in this category and the rest have done nothing so far.

1. Make a personal visit and assess the real damage or threat. Take photographs with a date proof—say, holding the front page of the day's daily newspaper.
2. Check if the building or site is included in any list prepared by anyone (INTACH, Local NGOs, local scholars, etc.) though not notified under any regulations.

Apart from the above-mentioned points (1&2) the remaining guidelines for cities and states which have no heritage regulations are the same as at Situation A (3-15).

Laws Relevant to Conservation of Heritage

(International Conventions, Agreements, National Laws and State Laws)

1. It is important to be aware of the international conventions and the national and state laws relevant to the protection and conservation of the art and the cultural heritage of a country. A reference to the provisions in the relevant laws has been made in these Guidelines at appropriate places. However, for the convenience of the Chapters a brief recapitulation appears to be in order.
2. This chapter is divided into three sections, the first dealing with the International Conventions and Agreements, the second with the National (Indian) Laws, and the third with the laws of the various states and union territories.

International Conventions and Agreements

3. Attention must be invited to Art. 253 of the Constitution of India, which enables Parliament to legislate for the implementation of any treaty, agreement or convention with any other country or countries, or any decision, made at any international conference, association or other body. Any such legislation can be enacted even if the subject matter of the legislation is an item in the State List of the Constitution of India. It should, therefore, be useful for the Chapters to be aware of the conventions and agreements that are relevant to the protection and conservation of art and cultural heritage and to which India is a signatory. It may be pointed out that the Environment (Protection) Act, 1986, was enacted by Parliament to implement the decision (declaration) made at the Conference on the Human Environment convened by the United Nations at Stockholm in 1972.
4. UNESCO is the principal organization of the United Nations in the field of culture. The various conventions and agreements adopted by it can be accessed at its website (www.unesco.org).
5. An international non-governmental organization known as ICOMOS (International Council on Monuments and Sites) was established in 1964. ICOMOS (which also has country chapters which includes ICOMOS-India as well) has since then adopted a number of charters, the main ones of which are given below. For further details, websites of ICOMOS, UNESCO and ICCROM may be referred.
6. In 2003 the Convention for the Safeguarding of the Intangible Cultural Heritage was signed in Paris. Up to now 142 nations have signed it, including India.
7. There are also country charters that have been approved and adopted by ICOMOS. One of the most important of these is the Burra Charter adopted by ICOMOS (Australia) in 1981 for the Conservation of Places of Cultural Significance. It must be pointed out that all these charters have taken the Venice Charter as the reference point. The various charters and agreements adopted by ICOMOS may be accessed on its website: http://www.internationalicomos.org/centre_documentation/charters_eng.htm

8. India has had a long and rich tradition of caring for and maintaining historical buildings; the philosophy and technical details of ancient practices are well documented in ancient texts such as the *Mansara*. However, with the consolidation of colonial rule during the nineteenth century, European ideology and systems of conservation supplanted indigenous practices. A majority of the country's heritage properties and sites still remained unidentified, unclassified and unprotected, thereby subject to attrition on account of neglect, vandalism and insensitive development.
9. Recognizing the unique resource of the 'living' heritage of Master Builders/Sthapatis/Sompuras/Raj Mistris, and indigenous concepts, such as that of 'jeernodharanam', INTACH considered it necessary to formulate appropriate guidelines sympathetic to the contexts in which they are found and adopted the Charter for the Conservation of Unprotected Architectural Heritage and Sites in India (available as a publication and on INTACH's website), at its National Convention held in November 2004.

National Laws

10. All the laws, be they central or state, draw sustainability and validity from the Constitution of India. Art. 49 of the Constitution states that 'it shall be the obligation of the State to protect every monument or place or object of artistic or historical interest declared by or under law made by Parliament to be of national importance, from spoliation, disfigurement, destruction, removal, disposal or export, as the case may be'. Similarly, Article 48A of the Constitution states that 'The State shall endeavour to protect and improve the environment and to safeguard the forests and wild life of the country'. Entry No. 67 of the Seventh Schedule pertaining to the List I (Union List) requires 'Ancient and historical monuments and records, and archaeological sites and remains, declared by Parliament by law to be of national importance'. Entry No. 40 of List III (Concurrent List) of the Seventh Schedule refers to 'Archaeological sites and remains other than those declared by Parliament by law to be of national importance'.
11. Accordingly, we have the following laws at the central level:
 - (a) The Indian Treasure-Trove Act, 1878.
 - (b) The Ancient Monuments and Archaeological Sites and Remains Act, 1958 (amended in 2010).
 - (c) The Antiquities and Art Treasures Act, 1972.
 - (d) The Wildlife (Protection) Act, 1972.
 - (e) The Environment (Protection) Act, 1986. *For coastal areas the Ministry of Environment has, under the Environment (Protection) Act 1986, declared stretches of the coast as Coastal Regulation Zone (CRZ). The most recent amendment to the notification of 19 February 1991, regarding the CRZ is dated 6 January 2011. These notifications and their amendments seek to regulate development activity on the coast (see Ministry of Environment and Forests website, <http://envfor.nic.in>).*
 - (f) The Biological Diversity Act, 2002.
 - (g) The Forest Conservation Act, 1980.
 - (h) The Indian Forest Act, 1927.
 - (i) The Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
 - (j) The Cantonments Act, 2006.
12. There are also Acts that deal with control of pollution. The relevant provisions of all the above Acts have been referred to at appropriate places in Chapter 11 (Parts 1 to 4).

The text of all these laws and the rules and the regulations thereunder can be accessed at the following website (www.asi.nic.in and www.envfor.nic.in).

13. The Ancient Monuments and Archaeological Sites and Remains Act, 1958, requires special mention as it has recently been amended in 2010 with strict rules in place for building and renovation activity in the vicinity of protected monuments. The Act states that no building activity is allowed in the '*prohibited zone*' which is within 100 meters from the notified limits of the monument. Two hundred meters further from the borders of the 100 meter prohibited zone is the '*regulated area*'. Here some building, repair and restoration activity is allowed with permission from the Competent Authority who forwards it to the National Monuments Authority for their expert opinion. The Ancient Monument and Archaeological Site and Remains (Framing of Heritage Bye-laws and Other Functions of the Competent Authority) Rules, 2011, are available at asi.nic.in, the website of the Archaeological Survey of India. Rules 6 to 8 contain the relevant details of the categories for which permission is required from the Competent Authority. The format for the application is also provided in these rules. Should detailed clarifications be required, the Chapter may contact the Superintending Archaeologist of the Archaeological Survey of India of the relevant area. For easy reference, Rules 6 to 8 and the relevant format for application for construction, renovation, repairs, etc., have been provided (See Appendix G).
14. The Chapters Division circulates amongst the Chapters the texts of the various laws from time-to-time. These copies should be kept in the Chapter library for study, reference and use.

State Laws

15. Reference has been made above to Entry No. 40 of the Concurrent List of the Seventh Schedule of the Constitution which empowers both the Parliament and the State Legislatures to enact laws in respect of 'Archaeological sites and remains other than those declared by Parliament by law to be of national importance'. Entry No. 12 of the Seventh Schedule pertaining to List II-State List states: 'Libraries, museums, and other similar institutions controlled or financed by the State, ancient and historical monuments and records other than those declared by Parliament by law to be of national importance'. Most states have, accordingly, enacted laws for the protection and conservation of their cultural assets. The state of Jammu and Kashmir is the only state which has a complete heritage protection Act, i.e. The Jammu and Kashmir Heritage Conservation and Protection Act, 2010. This is a comprehensive Act covering provisions for conservation and protection of all aspects of heritage including built, natural and intangible.
16. The State Convener should draw up a list of all such laws and circulate the copies among the Chapters of the state who should keep them in the Chapter library for study, reference and use. The particular laws that are most important for the conservation of art and cultural heritage are the 'laws for protection and conservation of monuments, archaeological sites and remains', 'town and country planning laws', the laws regulating 'land use' and the laws prescribing the 'duties and responsibilities of the State agencies, particularly the Panchayati Raj Institutions (PRIs) in the rural areas and the Urban Local Bodies in the urban areas'.
17. In addition to keeping copies of local laws in the Chapter library, one copy of the relevant 'Bare Act' or gazette notification containing regulations for protecting heritage, should be sent by the Chapter Convener to the INTACH office in New Delhi to allow INTACH to build a ready reference library of all laws (which includes rules and regulations) pertaining to heritage in force in the country. This would become a national resource for heritage legislation.

Awards

1. Anirudh Bhargava– INTACH Environmental Award

The Anirudh Bhargav Environmental Award was instituted by Shri Ranjit Bhargav, eminent environmentalist of UP and an INTACH member of standing, in memory of his late son. The award is administered by INTACH {Natural Heritage Division}.

From year {2023} onwards the Award will carry a monetary prize of Rs. 1.0 lakhs and a citation. The award will be now known as INTACH Anirudh Bhargav Environmental Award.

The award process will follow the following schedule :

- a) Submission of entries/nominations by 30th November 2023
- b) Screening by internal committee of INTACH by 10th December 2023
- c) Assessment of qualified and screened nomination/entries a three member expert jury including 2 external jurists by 10th January 2024
- d) Jury may make a single award or split the award between two joint entries or not recommend any award depending on the quality of the entries. The decision of the jury would be final. The award citation will carry the reasons behind the award.
- e) Award ceremony as part of INTACH Foundation Day [27 January 2024]

Who Can Participate :

- a) INTACH members as individuals, or as group or as chapter can submit entries
- b) INTACH members can nominate any worthwhile individual or volunteer group from within or outside the organization
- c) Individuals or groups can send in self-nomination
- d) Eligibility of Entries/Nominations (Annexure - I [pg. 56,57])
- e) The work done must have been initiated within the last 5 years
- f) The work should clearly fall under environmental categories with proven benefit to the environment and natural heritage.
- g) The work done must have been done by volunteers or civil society organizations, self-funded or donor funded

- h) The work, if using specific methods, either commonly used or innovative, should be scientifically verifiable. Claims for “innovation” should have sound ecological and/ or scientific reason/logic.
- i) The work done should not have been carried out by a govt. employed individual as part of his/her official duty
- j) The entry/nomination should carry a self-declaration/nominator’s certification that the work has not received any other award nor has been submitted for any other award

2. INTACH Martand Singh Memorial Award

The Heritage Crafts and Community Division conduct INTACH Martand Singh Memorial Award, for excellence in Crafts. Honoring the memory of Shi Martand Singh and recognizing his deep interest and outstanding contribution to the field of crafts and textiles, INTACH Martand Singh Memorial Award is an annual award open to all Indian craftspeople contributing to the craft and culture of our time. The award will support the unique and outstanding artistic use of traditional craft skills. Special attention will be given to the craftspeople's intention on how the award money will be used for betterment or safeguarding the unique craft, mainly in 3 categories -

- Handicrafts
- Handlooms
- Architectural (Building) Crafts

Note: INTACH Martand Singh Memorial Award for Excellence in Craft Guideline and Application Form are enclosed (Annexure 2 & 3).

Annexure 1

ANIRUDH BHARGAVA - INTACH ENVIRONMENTAL AWARD ENTRY/NOMINATION FORM

1.	Name of Individual/ Group Nominated /Entrant	
2.	INTACH Chapter Member / INTACH Chapter/ Non -INTACH Individual NGO	
3.	Address and Phone No.	
3.	Nominated By [name of nominator/ self-nominated + address and phone no.]	
4.	Location of Work	
5.	<p>Description of Work [can be done on a separate typed sheet in not more than 300 words in Hindi/English]</p> <p>Description should cover :</p> <ol style="list-style-type: none"> a. Location of work b. Issue identified c. How was issue addressed d. What was the work carried out – please describe its main features e. What funds were required and how they were raised f. When was the work commenced g. What was achieved h. How does it help the environment or people and natural heritage i. Are the benefits of the work measurable – if so please elaborate j. Challenges faced 	

	k. Has the work been acknowledged in newspapers or other media or by govt. officials l. Is the work of a permanent or temporary nature m. Is there any unique feature of the work n. Is there any innovative aspect o. Is the work replicable	
6.	Photographs [if any, may be submitted [not exceeding 4 no.s]	

Declaration

This is an original work of the nominee/entrant. It has not been submitted for any other award. All submissions above are factually correct.

Sd/-

Dated

Note :

Entries may be sent by registered post to :

Director [Chapters], INTACH, 71, Lodi Estate, New Delhi 110003

INTACH would not be responsible for late entries. Received entries would not be returned and as such no original material may be sent, only copies.

Annexure 2

INTACH MARTAND SINGH MEMORIAL AWARD For Excellence in Craft

Guidelines

This award is aimed at recognizing the excellence in skill and technique of a craftsman or weaver in his/her area of production.

The award is instituted in three areas –

1. Handicrafts
2. Handlooms
3. Architectural (Building) Crafts

The award carries a monetary reward of Rupees one Lakh in addition to the citation. The awards are open to all Indian Nationals.

The awards are open to all practicing crafts persons and weavers but **limited to those who have not received any national or state award previously.**

Application, duly completed in all respects along with the required documents should be submitted in a sealed cover to Mrs. Vandana Bindu Manchanda, Head, Heritage Craft & Community Division, INTACH, 71 Lodi Estate, K.K. Birla Lane, New Delhi – 110003, latest by

THREE SEPARATE EXAMPLES OF WORK BY THE APPLICANT MUST BE SUBMITTED FOR CONSIDERATION. ONLY PHOTOGRAPHS OF THE ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION. ACTUAL PHYSICAL SAMPLES WILL BE CALLED FOR WHEN REQUIRED.

The following criteria will be taken into consideration:

- a. CONSISTENCY OF WORK.
- b. PERIOD OF WORK.
- c. GROWTH AND DEVELOPMENT OVER TIME.
- d. PROGRESS OF TECHNIQUE AND QUALITY OF THE PRODUCTS.
- e. HOW YOUR WORK HAS BENEFITTED THE COMMUNITY.
- f. CLARITY ON THE VISION FOR UTILIZATION OF AWARD MONEY TOWARDS THE DEVELOPMENT OF THE CRAFT IN FUTURE.

Annexure 3**APPLICATION FOR INTACH MARTAND SINGH MEMORIAL AWARD**

- FOR CRAFTSPERSON OF HANDICRAFTS
- FOR WEAVERS OF HANDLOOM
- FOR ARTISTS IN TRADITIONAL PAINTING

Passport size
Photograph

1.	Name of the craftsperson/weaver/artist	
2.	Father's Name	
3.	Spouse's Name	
4.	Address of the applicant	
5.	Telephone Number / Mobile Number	
6.	Email ID	
7.	Date of Birth (please attach attested copy of document of date of birth)	
8.	Aadhaar Card No. (please attach copy)	
9.	PAN No. (please attach copy)	
10.	Name of the craft/weaving technique being practiced	
11.	Total experience	
12.	Educational / Vocational Qualification	
13.	Degree of skill in any craft	
14.	Mastery over traditional technique involved in the craft	
15.	Ability to evolve new designs	
16.	Details of awards received by any member of the applicant's family. Name of the award, Year of the award.	
17.	Details of major exhibitions in which the applicant has participated for either display or for demonstration (Please use a separate sheet)	
18.	Details of outstanding works / items executed by the applicant. (Please use a separate sheet)	
19.	Brief account of the craftsperson's contribution towards development / improvement of the crafts and its techniques. (Please use a separate sheet)	
20.	How your work has benefitted the community. (Please use a separate sheet)	

21.	Details of the three entries along with 4 different stages of processing of each item with photographs of size 8"x10" and videography of the process (if available) (Please use a separate sheet)	
22.	Total time period taken for making the items	
23.	Do the entries belong to the applicant? If not, to whom do they belong?	
24.	Prices of the entries	
25.	Whether entries have been made entirely & solely by the applicant	

If assistance taken from other artisans, please specify the details of assistance. (Please use a separate sheet)

Signature of applicant _____

Date _____

NOTE

1. INCOMPLETE FORMS WILL BE REJECTED WITHOUT ANY NOTICE TO THE APPLICANT
2. **ALL DOCUMENTS FURNISHED BY THE APPLICANT MUST BE SELF ATTESTED**
3. AFFIDAVIT SHOULD BE SUBMITTED ON NON-JUDICIAL STAMP PAPER DULY ATTESTED BY 1ST CLASS MAGISTRATE.
4. **PLEASE SPECIFY EACH DOCUMENT AND TOTAL NUMBER OF PAGES ENCLOSED WITH THE APPLICATION**
5. ENTRIES ARE NOT TO BE SUBMITTED ALONG WITH THE APPLICATION AND WILL BE CALLED FOR WHEN REQUIRED.
6. **ATTACH A BRIEF NOTE ON THE ENTRIES STATING HISTORY & PROCESS OF MAKING**
7. ATTACH 3 PHOTOGRAPHS OF SIZE 8X10 OF EACH ITEM – MORE IF REQUIRED
8. **APPLICATION MUST BE SUBMITTED ALONG WITH FOLLOWING CERTIFICATES UNDER APPLICANT'S SIGNATURE**
 - (a) **A SELF-DECLARATION REGARDING PENDING/CONTEMPLATED CRIMINAL CASES AGAINST THE APPLICANT.**
 - (b) DETAILS OF PERSONS WHO HAVE EARLIER RECEIVED AN AWARD IN THE FAMILY

DECLARATION

I, hereby declare that all the statements / entries made in this application are true and complete to the best of my knowledge and belief. I, also, understand that if at any subsequent stage any information given by me or any claim made by me or any document submitted by me in this application is found to be false, my candidature for this award will be liable to be rejected.

(Signature of applicant) _____

(Full address, phone number, mobile number, email in block letters)

AFFIDAVIT

I, _____, born on _____,
s/o, w/o, d/o, _____
Resident of _____

Solemnly hereby declare and undertake that the items _____

(Name of the items) submitted by me for the competition of MARTAND SINGH MEMORIAL AWARD have been entirely prepared by me and I have been practicing the craft/weaving _____ (name of the craft/weaving) for the last years from _____ to _____.

It is also declared that no criminal cases are contemplated/pending against me.

I undertake that if any of the above statements are found to be false at any stage, I shall be liable for action as deemed fit by the competent authority.

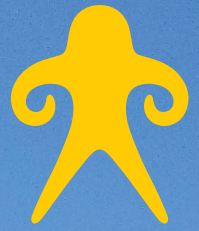
I also declare that I have not received any award at the State or National level till date.

I further undertake that I am submitting the entries for the MARTAND SINGH MEMORIAL AWARD at my own risk and responsibility and further indemnify the INDIAN NATIONAL TRUST FOR ART & CULTURAL HERITAGE, against any loss, damage or theft to the entry which may occur due to any unforeseen circumstances and on account of handling and transportation of the entry until it is received by INTACH.

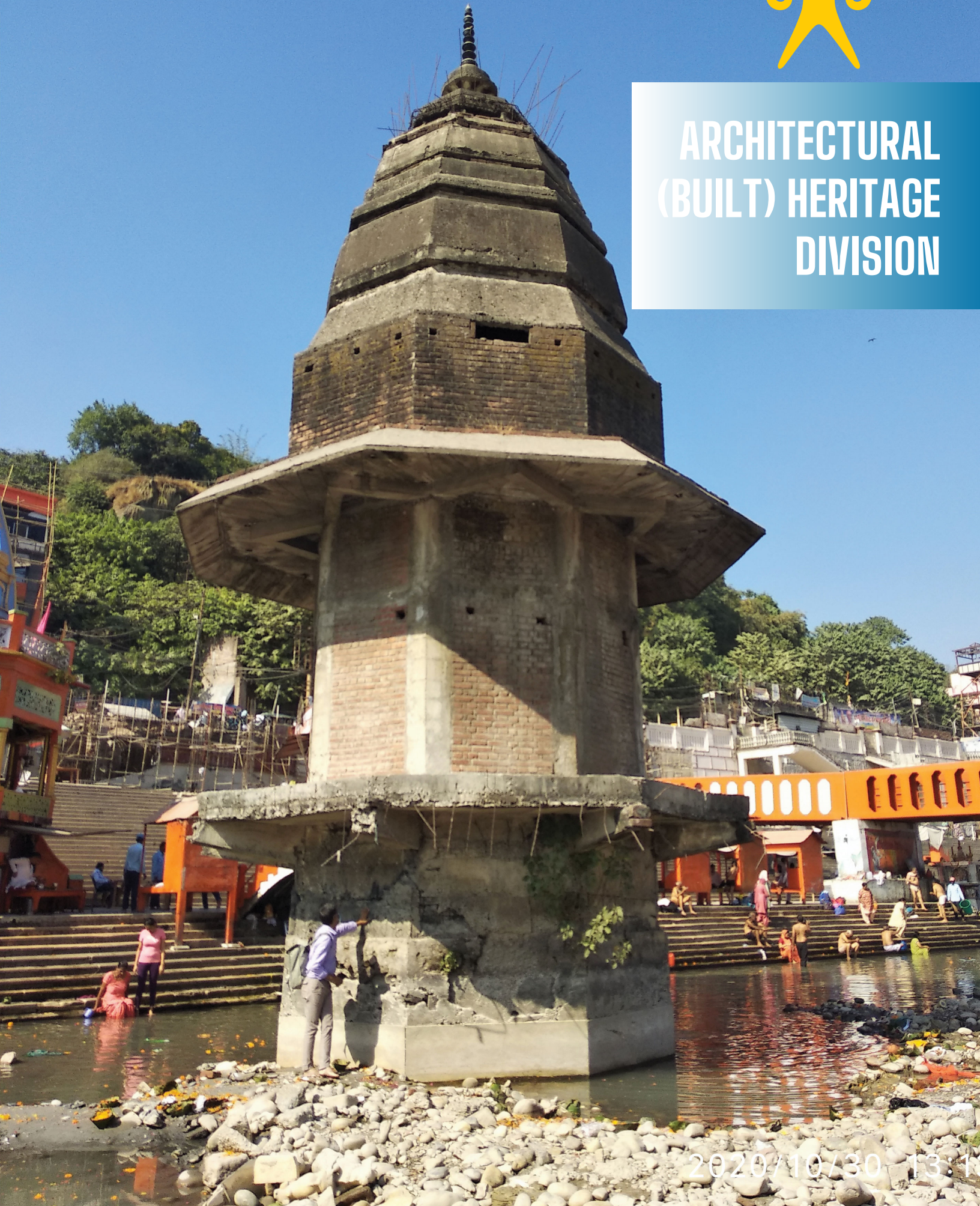
Full name of the applicant _____

Address of the applicant _____

Signature with date _____



**ARCHITECTURAL
(BUILT) HERITAGE
DIVISION**



Architectural (Built) Heritage Division

What is Built Heritage?

1. Built heritage should be deemed to mean those buildings, structures, artifacts, areas and precincts that are of historic, cultural, aesthetic or architectural significance and should include natural features within such areas or precincts of environmental significance or scenic beauty such as sacred groves, hills, hillocks, water bodies (and the areas adjoining the same), open areas, wooded areas, etc. It must be recognized that the cultural landscape around a heritage site is critical for the interpretation of the site and its built heritage and thus is very much an integral part of it.

Why Conserve Built Heritage

2. Built heritage is perhaps the most permanent reminder of the culture of any civilization. Individuals or communities often associate with these physical reminders of the past which provide distinctiveness and character to their identity. Also, built heritage often stimulates economy of the country through tourism and other economic activities. The conservation of built heritage is, therefore, perceived to be in the long-term interest of society. This can be better understood if categorized under 'cultural', 'environmental', and 'economic' value or significance, although they are not mutually exclusive and, indeed, are often interlinked.

3. Cultural

(a) Historical

An understanding of contemporary society as a basis for considering the future depends to an extent upon our appreciation of the past and historic buildings. Historic buildings help in understanding the cultural evolution of the society through interpretation of the activities and interests of the past communities. Thus, they are a great source of knowledge for all.

(b) Architectural

The architectural character of the buildings often responds to the climate and represents the prevalent trends of building materials and construction, indigenous knowledge system as well as social status and artistic interest of the patron. In addition to being soundly constructed and fit for their purpose, many buildings are erected with serious artistic intent to make a statement. Over time, such buildings stimulate senses and intellect, and become a symbol of pride for the community or the region.

(c) Community

Built heritage acts as a link between the past generations and the present by providing insights into the way of life of the past generations and their continuity in the present. Historic buildings remain in the collective memory of the communities and may evoke emotions like pride, wonder, joy, ecstasy, grief, sympathy, etc. Such shared emotions along with other social and spiritual values ensure social inclusiveness.

4. Environmental

(a) Sense of Place

In a world of increasingly ubiquitous new buildings, where a redeveloped town center looks like another, historic buildings by their layout, form and materials can often give an important sense of place and identity that would otherwise be lacking.

(b) Landmarks

Often, historic areas are punctuated by landmark buildings, such as churches, temples, mosques or town halls that provide focal or reference points in the local built landscape.

(c) Human Scale

The local environment is the immediate setting for the lives of people who reside or work there and often historic areas have a human scale that may not be found in areas that have been comprehensively redeveloped around modern means of locomotion such as motorized transport or according to the notions of modern town planners and property developers.

(d) Townscape

Historic areas, built with local materials display mature townscape qualities that have evolved over a long period and which are not always easy to achieve in the comprehensive redevelopment of today.

5. Economic

(a) Using our Building Stock

Historic buildings are assets which can be used for their original purpose or for some other use. These appealing edifices often attract investments for their adaptive reuse as boutique hotels, museums etc. Continuous use of the built heritage is ensured for their regular maintenance and upkeep and such use can be made into an economically viable enterprise.

(b) Stability and Continuity

In a rapidly changing modern world of relatively short life of buildings, the perception of stability and continuity can create a climate of confidence which can have economically beneficial results.

(c) Economic Regeneration

The use of conservation as an engine of economic generation has been clearly illustrated in several INTACH projects.

(d) Value of Good Environment

Interesting buildings in good condition are often fundamental components of a good environment that can act both as an indicator of economic health and as a stimulus to economic activity.

(e) Employment and Training

The maintenance and repair of traditional buildings generates a steady flow of good quality skilled employment and support training for the construction industry.

(f) Education

As one of the most obvious symbols of national and local culture, historic buildings and areas can have considerable educational value for teachers, tourists and the general populace.

(g) Tourism

Tourism is now one of the country's major industries, and historic buildings and areas are among the most important raw materials of that industry.

6. How to Conserve Built Heritage

INTACH Charter of Unprotected Heritage lays down the guiding principles for aspects concerning heritage. INTACH Charter can be referred on INTACH website and as an Appendix 'A' page no. 156.

6.1 Listing of Built Heritage

The first and foremost step in fulfilling the mandate of preserving and conserving heritage is to first understand what it is and why it is significant. This understanding is prerequisite for the inventorization or listing of the heritage. Listing not only helps in identifying the heritage of a region but also protects historic buildings from demolition through public awareness and notification. Listing of the cultural heritage should, therefore, constitute the most important activity of a Chapter.

i) Criteria for Listing

Although inter-related, the following three key concepts need to be understood to determine whether a property should be listed:

- (a) Historic significance
- (b) Historic integrity
- (c) Historic context

One or more of these concepts needs to be applicable to a building to make it significant for listing, protection and conservation.

(a) Historic Significance

Historic significance is the importance of a property to the history, archaeology, architecture, engineering or culture of a community, region or nation. Significance encompasses all those values that people associate with the heritage properties like cultural, socio-economic, associational, emotional, spiritual, etc. To assess its significance, one needs to investigate who values the heritage property and why.

Apart from utility, religious values or personal association, the property may also be valued for its distinct architecture, artistic detailing, association with a notable event or person, etc. Thus,

in selecting a building, particular attention should be paid to the following:

- (i) Association with events, activities or patterns, important persons
- (ii) Distinctive physical characteristics of design, construction or form, representing work of a master craftsman or architect.
- (iii) Potential to yield important information such as illustrating social and economic history, through the railway stations, town halls, clubs, markets, water works, etc.
- (iv) Technological innovations such as dams, bridges, etc.
- (v) Distinct town planning features like squares, streets, avenues, e.g. Rajpath in Lutyen's New Delhi

(b) Historic Integrity

Historic integrity is the authenticity of a property's historic identity, evidenced by the survival of its physical fabric and characteristics that existed during its historic period. Historic integrity enables a property to illustrate significant aspects of its past. Not only must a property resemble its historic appearance but it must also retain physical materials, design features and aspects of construction from its period of origin. When a property undergoes transformations that change its fabric, aesthetic appeal or other design features to some extent, the integrity of the property gets impacted and its significance diminished.

(c) Historic Context

Properties grouped by an important theme in the history of a community, region or nation during a particular period of time form historic context. It is a relationship between historic buildings of an area or region which share common heritage values. Knowledge of historic context enables the list-maker to understand a historic property as a product of its time. It also helps in identifying the unique qualities of a property in the context of other similar properties.

ii) Methodology of Listing

Listing work comprises four phases:

- (i) Background research
- (ii) Geo-tagging
- (iii) Field work
- (iv) Data Compilation, Inventories and Publication

(i) Background Research

Before commencing the actual fieldwork, the lister should gather basic information from various sources including gazettes, travel books and several other specialized books on the history of the area to be listed. This work could be done in the libraries and archives of various universities and other institutions of the central government, the state government and of private individuals or trusts. Many of the museums established by the central government or state governments or even private museums can provide interesting information. In a given area, local experts, professionals and scholars could also provide the required guidance and help.

This would ensure that no important structure or representative style of building is left out. Background research essentially helps in identifying historic areas, historic developments in

the area, significance of the events that may have taken place at different times, important persons who may have shaped historical developments, cultural developments, and similar features that may be unique to the area. In some well documented areas, distinctive physical characteristics of design, construction, materials, and forms of buildings can also be identified.

(ii) **Geo-tagging**

As a first stage, the following preliminary data may be collected and represented in a tabular format:

- (i) Serial No/ID No
- (ii) Name of the property
- (iii) Date/period of construction
- (iv) Location and Geo-coordinates
- (v) Usage
- (iv) Brief description
- (v) One photo of the property for identification
- (vi) Known sources of information – people, publications, etc.
- (vii) Any other data of relevance

The collected geo-coordinates of the properties should then be transferred to a combined Google Earth (.kmz) file by dropping pins for each property and naming them according to their serial number and name.

(iii) **Field Work**

Before launching into field work, the lister should collect a reliable map of the area and its various constituents. Survey of India maps and those available with the state department on town and country planning should prove useful. However, at the field level, ward maps available with the municipal/ cantonment/panchayat authorities may be of greater help. In some cities, transport network maps (such as the maps by Eicher in Delhi) may be equally useful. Google maps can also be used as base maps to locate the buildings, either by dropping the pin or with help of geo coordinates.

Field work requires lot of leg-work to scan the heritage properties and to record information for each property in the prescribed format. This comprises physically inspecting the property as well as meeting local people such as owners of the property, talking to other residents, to local ward or panchayat members, and knowledgeable residents and representatives of institutions. By physically inspecting the property the lister can gather facts such as physical characteristics of the property, the date of construction, style of construction, design characteristics, etc., that are relevant for recording in the format prescribed for listing. By conducting a dialogue with the residents, one can determine the changes to the property over time, ownership details, historic function and activities, association with events and persons, and the role of the property in local, regional or national history.

Photography is an important component of the listing. A photograph freezes the building and its setting in the time when it is taken. In this context, old photographs, if available, can constitute a very important record in the listing. A comparison would show the changes that have occurred over time to the building and, in particular, to its embellishments.

During the field survey, it is very important to engage and consult the public, house owners who should be made aware of the significance of their properties and importance of the listing as a tool for future record.

A historic building complex may comprise numerous ancillary structures besides the main structure within the same precinct giving the complex its identity. Each such structure contributing to the complex needs to be documented on individual proformas, but in a sequence at one place.

The historic building complex may also have a historic garden. The historic gardens could be of all scales, historic periods, and various typologies such as independent gardens or those attached to forts, palaces, havelis, tombs, courtyards, temples, houses, bungalows, archaeological sites or botanical gardens.

Proforma for Listing of Historical Buildings and Sites is at Annexure 1 [Pg. 73] to this chapter.

(iv) Data Compilation, Inventories and publication

Mere gathering of information and recording it in the prescribed proforma cannot be an end in itself. The information has to be analyzed and published for wider circulation and used to fulfill the objectives of INTACH referred to above. The detailed information recorded as per the proforma provided at the end of this part, should be computerized and stored carefully so as to be available to research scholars and other users as and when needed. The proforma at the end of this part also has the abbreviated form in which the listing is required to be published. The publication should be arranged in the following sections:

- (a) Cover page
- (b) Title page
- (c) Acknowledgments
- (d) Credits (Team and Resource Persons)
- (e) Foreword/Preface
- (f) Table of Contents
- (g) Glossary of local terms
- (h) Introduction including
 - Location and Context
 - History
 - Architectural Summary
 - Heritage Summary including Essays on interesting subjects that may represent a cluster of the heritage properties or landscapes or the values and characteristics unique to that place
 - Summary Table

- (i) Bibliography
 - (i) Master map of the area
- (j) Map of each component (ward) followed by the information for each heritage property or the related clusters of heritage properties as per the proforma
- (k) Any other interesting finds

For publication purpose a suitable format should be designed depending on the extent of data collected and analysis done as part of the listing. Before submission, the document should be thoroughly checked for punctuation and grammatical mistakes.

iii) Dissemination – Creating Awareness

Listing must result in its publication in a form that can be made available to the public for information and to such stakeholders that may like to use it for area planning and for the protection, conservation and preservation of the area's built heritage.

Some of these stakeholders could be:

- State government departments concerned
- Central government agencies concerned
- Chief Minister and ministers of the concerned departments
- Members of Parliament and Members of the Legislature concerned
- Heads of the concerned local authorities (urban and rural)
- Concerned local officers
- Concerned principal local institutions such as the army, police, post office, colleges, schools, etc.

6.2 Legal Status of the List – Role of Statutory Authorities

- a) Mere listing is of limited use unless it serves the cause of preservation and conservation of the heritage of the area. Publication of the listing of the area does help in raising the level of awareness and public consciousness about what constitutes their heritage. However, the cause of preservation and conservation of heritage can be served only by providing statutory backing to the listing. Only the statutory backing makes it an effective tool for conservation.
- b) Listing of the built heritage and giving it a statutory back-up has to be in accordance with the rules, regulations and bylaws framed under the relevant state Acts that govern the development and use of land. In most states this activity is controlled and regulated under the state's town and country planning legislation. Heritage regulations can be and should be suggested and formulated under such relevant legislation. Such heritage regulations have been adopted in some states (Maharashtra, Andhra Pradesh and West Bengal).
- c) Renewal of old parts of cities and towns and conservation of their built heritage are suggested as thrust areas under the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) and the Ministry of Urban Development has circulated Tool Kits under this mission for the making of the City Development Plans by the municipal bodies. A special component of these Tool Kits is the conservation and restoration of the built heritage. The establishment of Heritage Cells is part

of this Tool Kit. INTACH Chapters should play a pro-active role in this. Chapter 11 provides the draft of the statutory regulations compiled by INTACH. These may be followed, mutatis mutandis, depending on the laws of the state governing land use planning and development on land including the buildings thereon.

- d) Whenever a city or town is taken up for preparing a Development (Master) Plan by the department or agency entrusted the work by the state government under the Town and Country Planning Act or similar legislation, the listing of built heritage (as also of natural heritage) and its analysis could be provided to the department/agency concerned. It may be pointed out that the Master Plan for Delhi–2021 as notified by the state government has now a chapter titled ‘Conservation of Built Heritage’. This provides a statutory basis to the proposals for conservation.
- e) It should, however, be noted that the responsibility to enforce the heritage regulations is of the municipal authority in the urban areas (municipal corporation, municipal council or the municipal panchayat or the cantonment board) and of the PRIs in the rural areas (like the zilla panchayat parishad, the janpad panchayat and the gram panchayat/gram sabha). In some cases, the municipal authority concerned (such as the Municipal Corporation of Delhi, the New Delhi Municipal Committee or the Calcutta Municipal Corporation) has notified the list of heritage buildings and precincts under the relevant municipal byelaws. Chapters should similarly familiarize themselves with the provisions of these regulations and ensure their implementation accordingly in their areas.
- f) Cognizance should also be taken of the 73rd and the 74th Amendments to the Constitution. (Art. 243-G and Art. 243-N deal with decentralization of powers to the PRIs in respect of the rural areas and to the urban local bodies in respect of the urban areas.) Most states have either enacted fresh legislations to give effect to these constitutional requirements or suitably amended the existing laws to achieve the purpose. Entry No. 21 of the Eleventh Schedule to the Constitution applicable to PRIs states ‘cultural activities’, and Entry No. 29 of the same schedule to the ‘maintenance of community assets’. Similarly, Entry No. 13 of the Twelfth Schedule of the Constitution applicable to urban local bodies refers to ‘promotion of cultural, educational and aesthetic aspects’. Entry No. 1 of the same schedule refers to ‘urban planning, including town planning’ and Entry No. 2 to ‘regulation of land use and construction of buildings’, and Entry No. 3 to ‘planning for economic and social development’. All these provisions could be used for advocacy and for persuading the PRIs and urban local bodies to be pro-active for the protection and conservation of their built heritage.

6.3 Heritage Cells

Although there is increasing awareness amongst the citizenry about the importance of protecting and conserving cultural heritage, action to do so is possible only when heritage regulations are in place and the local capabilities to conserve and restore are built up. For this, every municipal body and zila panchayat should be encouraged to establish an adequately staffed and budgeted Heritage Cell.

6.4 Role of Civil Society

One of the objectives of listing is to create and stimulate awareness among the public for the preservation of built heritage. The published listings can be used in developing slide shows, power point presentations, heritage walks, etc., to achieve this objective. Experience shows that almost two thirds of the listed properties are in the institutional domain, mostly with government or local authorities.

Such programmes can be used to make the decision makers and stakeholders in these institutions and authorities aware of the built heritage within their jurisdiction and the need to preserve and conserve it.

6.5 Role of the Citizen

Article 51A (f) of the Constitution of India describes it as a fundamental duty of every citizen 'to value and preserve the rich heritage of our composite culture'. Chapters can help the citizen to discharge this duty and responsibility in the following ways:

- a) Identifying knowledgeable and committed individuals who can help the Chapter in identifying, listing and documenting buildings and precincts that qualify for listing
- b) Involving such persons in drawing up advocacy plans to create awareness about the need to protect and conserve the listed built heritage
- c) Using the expertise of such persons to draw up heritage trails and walks in some important heritage areas and motivating them to volunteer their services for such activities. School teachers could be trained to enrich class room teaching by taking their students for such outdoor activities

6.6 Heritage Impact Assessment (HIA)

Heritage Impact Assessments are mandatory for large-scale projects, as per the AMASR ACT, 2010. INTACH Chapters must bring to attention any planned infrastructure and development proposals that may have effect on unprotected archaeological or built heritage of the region, so that heritage impact assessments can be done to preserve the rich heritage. Chapters are required to consult AH Division prior to taking up any HIA. Such documents must be vetted by AH Division before submitting to government authorities.

6.7 Collaborative efforts for Built Heritage

Initiatives to save built heritage or raise awareness about endangered cases can be more effective when Chapters and AH Division work in coordination. Such efforts should be informed to AH Division by Chapters. With the on-ground awareness and community knowledge of the local Chapter and technical assistance of AH Division, there is more likelihood of success in achieving goals for the benefit of heritage. Similarly, Chapters can participate in AH projects.

'PROJECT PROPOSAL FORMAT' – To assist the Chapters in submission of listing proposals and submission of project proposals to AH Division, the formats are attached at Annexure - 2 [Pg. 77-79] and Annexure - 3 [Pg. 80-81] to this chapter.

CRITERIA FOR ARCHITECTURAL HERITAGE PROJECTS – To assist the Chapters in formulating proposals for Heritage Action with Local Participation, the criteria are attached as Annexure 4 [Pg. 82-83] to this chapter. These can be used for seeking initiation funds for built heritage cases that are at high risk and in urgent need of interventions. However, local funds and contributions in kind are encouraged to add to these nominal funds and carry out the interventions effectively.

Annexure-1

PROFORMA FOR LISTING OF HISTORIC BUILDINGS & SITES

Serial No. _____ City/Town/Village _____

1. Name _____

(Mention the name(s) of the property by which it is popularly known. In the absence of any known name, mention the Building/ House No. and Street name)

2. Location _____

Latitude *(In decimal degrees, eg: 28.591750 N):*

Longitude *(In decimal degrees, eg: 77.222041 E):*

Address *(Mention complete address with plot/building no, Locality Name, Village/ Town / City name, District, State and Pin code):*

Setting *(Describe the surroundings and placement of the building like if it is set in a commercial area, directly located on a commercial street, etc)*

3. Property Type

Type: Precinct/ Building/ Structure/ Site/ Landscape Feature/ Antiquarian Object

Typology: Residential/ Religious & Ritualistic/ Commercial/ Recreational/ Administrative or Civic/ Institutional/ Industrial/ Defence/ Memorial/ Archaeological/ Natural/ Water Sources/ Utilitarian / Mixed

Subtype *(Mention the specific building type like Bungalow, Palace, Temple, Well etc.):*

4. Date of Construction *(Mention the exact or precise date/ year/ period of construction along with the source of that information like plaque, signboard or name of the owner/ other resource person)*

Date/ Year/ Period:

Source of information:

5. Ownership

Public/Private *(Public – Government body/ Local body/ Government institutions/ Community/ ASI or State Department of Archaeology; Private –Individual(s)/ Family/ Private institutions/ Trusts)*

Any other (specify)

Name of owner:

6. Property Use

In use/Partially in use/Not in use/ Abandoned *(In use – Property being used; Partial use – Only a part of the property is in use; Not in use: If the property is not being used but owned and taken care of by the owner/care taker, Abandoned – If the property is left in despair with no known ownership and/or in ruinous condition):*

Present use:

Past use:

7. **Status of Protection** (*Write protected only if the building/site is protected by law like AMASAR Act, Forest Act or local gazette notification*)

Protected by ASI/ Protected by State Department of Archaeology/ Notified by Local Authority/
Protected by Forest Act/ Protected by any other Act (*please mention*)/ Unprotected

8. **Significance** (*In a brief paragraph, please describe the historical background and significance of the property, in terms of the values that individuals or groups attach to it and based on which it should be listed and protected. Such values may be archaeological, historical, architectural, artistic, scientific, socio-economic, emotional, spiritual, socio-cultural, community and/or associational in nature*)

9. **Associated Intangible values** (*Mention the oral traditions, social practices, rituals, festive events, Knowledge and practices of traditional crafts, etc.*)

10. **Architectural Description** (*Mention the architectural style followed by details about the site & surrounding, plan, size, facade, decorative features, building materials and construction techniques*)

11. Condition Description *(Describe the condition of the property in terms of defects like lost patches of plaster, loose brickwork, dampness issues, structural problems like cracks, collapsed parts, addition and alterations, past repairs. Also mention the location of these problems/ alterations in the property)*

12. Threats: Structural distress/ Vegetation growth/ Renovation or Reconstruction/ Use of inappropriate materials for repairs/ Division of property/ Property disputes/ Development schemes/ Neglect/ Encroachments/ Looting or Theft/ Vandalism/ Graffiti/ Garbage disposal/ Polluting agents or industries/ Nuisance of animals and/or birds/ Depletion of water level/ Sedimentation/ Altered use/ Overuse/ Abandonment/ Tourism pressure or Heavy footfall

13. State of Conservation: Good/ Fair/ Poor/ Advanced State of Decay/Danger of Disappearance/ Disappeared or Collapsed/ Partially Reconstructed/ Reconstructed

14. Grade

Archaeological: A/B/C

Historical: A/B/C

Architectural: A/B/C

Socio-cultural: A/B/C

Ecological: A/B/C

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

15. Remarks

16. Potential of Site

17. Source

Books/ Reports/ Published articles/Websites/Local Resource person
(Author, *Title*, Publisher, Date, Page no., Weblink)

Maps/plan/Drawings

Lister's Name _____

Lister's Name _____

Address _____

Address _____

Date of Listing _____

Date of Listing _____

18. Photographs *(Provide at least three high resolution photographs:*

- 1) *Resolution 300 dpi or higher*
- 2) *At least one photograph showing the whole front facade along with immediate surroundings.*
- 3) *Make sure the photographs are not pixelated, blurred or tilted. Hold the camera still and parallel to the ground. Avoid skewed perspectives.*
- 4) *Avoid capturing the buildings with cars or people in front.*
- 5) *Avoid submitting photographs of the same detail from different angles.*

PHOTOGRAPH 1

PHOTOGRAPH 2

Annexure 2

LISTING PROPOSAL FORMAT

S. No	Field Description	Description						
1	CHAPTER INFORMATION							
a	Chapter Name							State
b	Chapter Convenor							
c	Chapter Co Convenor							
2	PROJECT PROPOSAL							
a	Brief Description <i>(Briefly describe the Project Proposal)</i>							
b	Significance of Project <i>(Mention why the listing needs to be undertaken, specifying the importance and/or significance of the area to be listed)</i>							
c	Is there any other Listing available for this area? <i>(If yes, please mention the reason for re-listing? Or, how is it different from the previous listing?)</i>							
d	Map of Area to be listed	<i>(Please attach the District/ Tehsil/ City Map with the document while submitting the proposal, indicating the area to be listed in the project)</i>						
e	Accessibility of the Site	S.No	Mode	Good	Fair	Poor	Extremely Difficult	In-accessible
		1	Air					
		2	Rail					
		3	Road					
		4	Local Transport					
f	Spread of the area? <i>(Approx. area of the area to be listed)</i>							
g	Means of Local Transport in the area							
h	Additional Information (If any)							

S. No	Field Description	Description		
		Building	Landscape	Objects
i	Building Typology to be listed. <i>(Please mark the typology that you are likely to list)</i>			
		Precincts	Archaeological Site	Structure
	Total <i>(Approx.)</i>			
	Any other Information (If any)			
j	Project Duration <i>(Mention the Project duration indicating if the Project needs to be carried out in Phases)</i>			
k	Problems/ Difficulties likely to be faced <i>(Mention any difficulties/problems likely to be faced during the Project Field Work)</i>			
l	Permission required from Central (ASI)/ State (SDA) / Local Govt.			
m	Requirement of Technical Assistance from the Headquarters (Mention if the Chapter requires any Technical Assistance in terms of Initial Support, Training Workshops and Field Trainings)			
3	LISTER / RESOURCE PERSON (RP) INFORMATION			
a	No. of People in the Team			
b	Lister / RP Information <i>(Please add more rows if required)</i>	Name	Qualification	Contact (E-Mail/ Mobile)
	Lister 1/ RP-1			
	Lister 2/ RP-2			
	Lister 3/RP-3			
	Lister 4/ RP-4			
c	Additional Information			

S. No	Field Description	Description		
4	REVIEWER INFORMATION			
a	No. of Reviewer(s)			
b	Reviewer Information <i>(Please add more rows if required)</i>	Name	Qualification	Contact (E-Mail/ Mobile)
	Reviewer 1			
	Reviewer 2			
c	Additional Information (If any)			
5	FINANCES AND ACCOUNTS			
a	Estimated Project Budget (PB)			
b	Audited Account Statement for past three years (Indicate if the Chapter has received funding for Listing Work in the past 3 years)			
c	If the Answer to 5(b) is yes, provide details about-			
	Project Description			
	Project Funds			
	Utilization Certificate			
	Final Report			

Signature _____

Chapter Convener _____

Date _____

Annexure 3

PROJECT PROPOSAL FORMAT (OTHER THAN LISTING)

S. No	Field Description	Description	
1	CHAPTER INFORMATION		
a	Chapter Name		State
b	Chapter Convener		
c	Chapter Co Convener		
2	PROJECT PROPOSAL		
a	Brief Description <i>(Briefly describe the Project Proposal)</i>		
b	Significance of Project <i>(Mention why the proposal needs to be undertaken, specifying the importance and/or significance of the project)</i>		
3	PROJECT DETAILS		
a	Tangible outcomes		
b	Other outcomes		
c	Project Duration <i>(Mention the Project duration indicating if the Project needs to be carried out in Phases)</i>		

S. No	Field Description	Description	
d	Problems/ Difficulties likely to be faced <i>(Mention any difficulties/ problems likely to be faced during the Project Field Work/ Execution)</i>		
e	Permission required from Central (ASI)/ State (SDA) / Local Govt./ Any other		
f	Requirement of Technical Assistance from the Headquarters <i>(Mention if the Chapter requires any Technical Assistance in terms of Initial Support, Training Workshops and Field Trainings)</i>		
4	FINANCES AND ACCOUNTS		
a	Estimated Project Budget (PB) (in detail)		
b	Audited Account Statement for past three years <i>(Indicate if the Chapter has received funding for Listing Work in the past 3 years)</i>		
c	If the Answer to 5(b) is yes, provide details about-		
	i.	Project Description	
	ii.	Project Funds	
	iii.	Utilization Certificate	
	iv.	Final Report	

Signature _____

Chapter Convener _____

Date _____

Annexure 4

CRITERIA FOR ARCHITECTURAL CONSERVATION PROPOSALS FOR 'HERITAGE AT RISK' CASES

Heritage Action with Local Participation (HALP) (PASSION PROJECTS)

Proposals are considered from INTACH Chapters and concerned citizens for conservation of built heritage, especially those that are at risk. A nominal amount of funding can be allocated from INTACH for initiating conservation work of a historic site that is in need of urgent intervention.

SELECTION CRITERIA

The main selection and evaluation criteria would be:

- Urgency/ vulnerability of the historic site
- Impact the project will create
- Goodwill generated within community and their participation
- Availability of local contributions in funds or kind (materials or skills)

PREREQUISITES

- Only projects involving unprotected built heritage (especially at risk) shall be considered (unprotected i.e. sites that are not protected under ASI or State Department of Archaeology).
- Projects should involve majorly the actual conservation, and not limited to documentation alone. The levels of intervention and their need would be examined.
- The funds to be provided by INTACH are meant to be catalysts to mainly initiate conservation work for the sites. In addition, the concerned individuals/ community groups/ INTACH Chapters are advised and encouraged to raise further contribution from the local resources, fund raising or contribution from CSR, owner department or help in kind from owners, stakeholders, or local community.
- Willingness of the owner must be taken in the form of a letter of consent before work starts (ownership may be individual/ trust/ community/ agency/ panchayat/ municipality/ government/ private etc). It must be ensured that the ownership is not disputed.
- Assurance is also sought from owners/ users/ authorities/ caretakers to maintain the conserved historic building with compatible materials in future (for which INTACH can provide technical advice if required). The owner should also give an undertaking that the work done by INTACH will not be altered.
- Special consideration would be given if the cause of conserving the particular heritage building has already been pursued by INTACH Chapter or concerned individual/ group, and with these funds can now also demonstrate its implementation.

FUNDS & CONTRIBUTION

- The project can avail nominal funds from INTACH, depending upon project scale and its complexity.
- AHD will be verifying and monitoring physical progress and financial utilization of work on site.
- If the proposed project is part of a larger project, specific components and their specific impact from INTACH funds should be clearly identified.
- For further funds that are contributed from other sources, INTACH can provide technical assistance.

LOCAL COMMUNITY PARTICIPATION

Possibilities for participation of owners, neighbouring and local people who would be impacted and any other stakeholders must be encouraged through the project. If they can contribute their time, effort or in kind (like material/ wages etc) towards the process of conservation, there would be more likelihood of the project being selected for implementation. Such projects can also be used for skill development or capacity building of local masons, engineers, architects, students, skilled craftspeople and semi-skilled labour.

IMPLEMENTATION & LOGISTICS

The implementation of the project must be taken up in direct monitoring of AHD INTACH. In consultation with AHD, a team of Chapter members, professionals and local skilled personnel may be involved, and the work should not be outsourced to any other agency, contractors or private individuals.

Logistical arrangements for implementation would need to be managed by INTACH Chapter with the owner, such as availability of basics like water, electricity, accommodation facility, locally sourcing traditional material etc. Technical support from AHD will be provided to chapter at all stages of the project implementation.

We acknowledge the passion of INTACH Chapters and the concerned individuals towards saving heritage.



NATURAL HERITAGE DIVISION



Natural Heritage Division

1. Many a time, 'natural heritage' and 'environment' are taken as synonymous though it may not be so. The problem is that none of the two terms is clearly defined in any law. However, for all practical purposes natural heritage can be considered as an important component of the environment.
2. In 1972 UNESCO organized an international conference at Stockholm for the protection of the World Cultural and Natural Heritage. The World Heritage Convention, 1972, that was adopted at the conference was ratified by India in 1977 and ultimately led to the adoption of the Environment (Protection) Act, 1986, by the Parliament.

In 1976 the Constitution of India was amended to incorporate the duties of the citizen:

- (a) Article 51A states that 'It shall be the duty of every citizen of India to protect and improve the natural environment, including forests, lakes, rivers and wildlife and to have compassion for all living creatures'
 - (b) According to Part III of the Constitution of India citizens have a fundamental right to wholesome environment. Article 21 [Part III of CoI] includes protection of life and personal liberty of citizens. This has been interpreted by the Supreme Court to include right to life and liberty
 - (c) Another landmark has been the adoption of the World Charter for Nature by the UN General Assembly in 1982
3. A reading of the objectives of INTACH enshrined in its Memorandum of Association shows that identification, preservation and conservation of natural heritage has been an important part of INTACH's agenda from its inception. However, the identification and listing of natural heritage was not attempted with the same thoroughness as was done for built heritage. One of the main reasons was to arrive at an acceptable definition of natural heritage before its identification and listing could be done systematically. It is true that the term 'natural heritage' finds mention in certain important policies adopted by the Government of India from time-to-time, viz., National Forest Policy 1988, National Conservation Strategy and Policy Statement on Environment and Development, 1992, National Environment Policy, 2006, Biological Diversity Act, 2002, and the Scheduled Tribes and Other Forest Dwellers (Recognition of Forest Rights) Act, 2006, yet none of them provide any clear definition or description of the term 'natural heritage'.
 4. A National Workshop on Natural Heritage was accordingly organized by INTACH in September 2008 and taking into consideration the above-mentioned conventions, treaties, national policies, and the provisions contained in the Constitution and the relevant laws, it adopted the following as the definition and description of the term 'natural heritage':
 5. 'Natural heritage consists of terrestrial or aquatic sites or features, including riverine, wetland, coastal or marine areas, along with their varied biota, processes and occurrences that are essentially nature's

creation and/or have ecological, scientific, cultural spiritual or aesthetic significance for the present and future generations, and deserve conservation action.’

6. By way of explanation, the definition was further elaborated as follows:
- (a) ‘Typically, a natural heritage area or site is representative of an ecosystem type, or a unique ecosystem, or rich in species diversity, or critical to the provision of ecological services, or with exceptional aesthetic value, or manifesting strong eco-cultural links, or hosting interesting ecological occurrences.
 - (b) ‘Such a site could be pristine or near pristine wilderness area, regenerated area (with or without human intervention), or an area managed for scientific or conservation objectives.
 - (c) ‘Typically, a natural heritage species is a wild species or a relative thereof, or cultivated, or domesticated species (and only in exceptional cases an exotic species) that is threatened.
 - (d) ‘Knowledge and practice related to the conservation, regeneration, and sustainable use of natural heritage sites, occurrences and species would also be considered a part of natural heritage, deserving conservation attention.
 - (e) ‘For the purpose of listing and documentation, priority should be given to such sites and species whose conservation has the support and involvement of local communities, except where any threatened outstanding eco-system or species needs urgent attention.’

Criteria

7. In simpler terms, Natural Heritage includes all components of our surroundings which are of cultural, aesthetic, spiritual, biotic or ecological value and which could also be of directly usable resource value. It is important to understand the implication of the term Natural Heritage. It should have one or all of the following attributes:
- (a) Ecological and Biological Significance implying *inter alia*:
 - (i) Important areas of biodiversity consisting of diverse species of both fauna and flora
 - (ii) Natural vegetation
 - (iii) Important breeding and nesting sites
 - (iv) Habitats of gravely endangered species of both fauna and flora including fish fauna
 - (v) Habitats of species of fauna and flora which are endemic and restricted in their range to a particular area
 - (vi) Important migration routes and corridors between habitats of gravely endangered species
 - (vii) Fossils
 - (viii) Geoheritage – Unique geological and rock formations of geomorphologic significance, gorges, outcrops, fossils, stalactites and stalagmites, rock shelters
 - (ix) Headwaters of important watersheds
 - (x) Shola forests
 - (xi) Important natural grasslands
 - (xii) Aquatic reserves such as wetlands, marshes, seasonal wetlands used by migratory avifauna or by local farmers, natural lakes, lagoons, creeks, streams, water channels, artisans (natural fountain of water from a hole), etc.

- (xiii) Uncultivated riverine islands, natural riverine stretches, riverbed deep pools – conservation
 - (xiv) Unique desert patches, both hot and cold
 - (xv) Unique coastal landforms
 - (xvi) Stretches having mangrove vegetation
 - (xvii) Offshore coral reefs
- (b) Areas having natural vegetation of cultural significance, such as sacred groves, sacred trees, sacred landscapes having sacred plants, sacred animals, sacred waters and any such, water bodies, hill tops, etc., and similar areas associated with cultural and religious beliefs and practices.
 - (c) Natural landscapes of aesthetic sacred and ecological values.
 - (d) Sustainable agriculture based on traditional practices including conservation of traditional seeds.
 - (e) Conservation and propagation of trees associated with religio-cultural practices.
 - (f) Traditional practices based on natural resources [eg. Plant sources of natural dyes].
 - (g) Lakes and Wetlands.

Format (Proforma) for Listing

8. Formats for preparing the Inventory (Listing) of Natural Heritage Sites, Sacred Trees, Sacred Groves, Community Conservation of Areas and Species, and Agricultural Heritage are given (Annexures 1 to 4 [Pg. 93-100]) at the end of this chapter. More such formats may be circulated by the Natural Heritage Division in due course and should be considered as part of this chapter. In deciding whether to include a site for listing, the lister(s) has to keep in view the following guidelines:
 - (a) Listing should be restricted to only such areas and sites that are not statutorily protected under the central or state laws. It need not include areas notified under the Forest Act, the Wildlife (Protection) Act, the Ancient Monuments Act, the Archaeological Sites and Remains Act and similar laws. Nor should they be sites that are already designated sites under inter-national treaties or conventions such as the World Heritage Convention or the Ramsar Convention
 - (b) The Chapter should do the listing in two parts, one for the urban area (city, town, etc.), and the other for the rest of the district. This will also facilitate protection and conservation by the concerned local authorities
 - (c) The listing should specifically highlight the areas which are considered to be of national or regional importance and grade the significance in terms of national, state, regional and local levels

Methodology of Identification, Listing and Documentation

9. Field work of Listing and Documenting Natural Heritage

Before initiating the field work:

- (i) Background research should be done to gather all basic information and data from all possible sources. Such sources are usually the publications, literature, maps, epitaphs, etc., available in libraries, academic or research institutions, offices of the concerned government departments or local bodies, or with NGOs, experts, scholars and other knowledgeable persons.

- (ii) Obtain a reliable map of the area or site to be covered. Usually, the Survey of India maps should prove useful. For a forest area, the local forest office may be helpful in providing more details.
- (iii) Field work essentially means visits to the area or site to find out and record the relevant ground related details and also to collect information from the local people and anyone else who may be useful. Meeting and talking to the local residents and other influential people, including the representatives of the local bodies, e.g., gram sabha and panchayat, should be useful for obtaining insights as well as for making a proper assessment of the field situation. The participation of the community should also help in determining the historical significance of the site.
- (iv) Observations made and insights gathered during the field work should be recorded in a register for later reference when the report is prepared. A visual survey should be part of the field work and should become the basis for the photography of the site and its components/elements should be duly referenced on the field map to indicate the exact location where the photograph was taken. Photographs supplement and support the recorded observations and give the report its authenticity.
- (v) The task of filling and completing the prescribed format is best done after going through the above-mentioned steps. All this should help in putting together the prescribed format.

Data Compilation and Consultations

10. Data and observations of each site/heritage tree/sacred grove should be compiled separately along with a general write up. The document could be then discussed with subject matter specialists, historians and social scientists. A copy of the report thus finalized should then be forwarded to the Natural Heritage Division for scrutiny and published for record and circulation to all interested and concerned.

Follow-Up Action

11. Role of Statutory Authorities

- (a) Listing of heritage is the essential first step towards protection and conservation. Yet, unless it is followed up by action for protection and conservation it has limited value. The concerned local authorities should be lobbied to take follow-up action as mandated by the Constitution of India and laws governing land use to protect the ecology, environment and cultural assets within their jurisdiction. Protection and conservation of natural heritage can be (and, in quite a few cases is) also ensured by the community acting in concert. Village Forest Committees, Users' Groups and Self-Help Groups formed under Watershed Development Programme or similar programmes can also play an important role in protecting and conserving natural heritage assets. Individual citizens can also ensure conservation through their sense of concern and knowledge and expertise. Committed and knowledgeable individuals, preferably with some background in life sciences and/or experience in conservation work should be involved.
- (b) The 73rd and the 74th Amendments to the Constitution of India contain the Twelfth Schedule applicable to urban authorities and the Eleventh Schedule applicable to the other (rural) areas. Entry No.13 of the Twelfth Schedule refers to 'Promotion of cultural, educational and aesthetic aspects'.
- (c) Entry No. 21 of the Eleventh Schedule refers to 'Cultural Activities' and Entry No. 29 of the same to 'maintenance of community assets'. The land use planning in most states is regulated by the relevant town and country planning law. While making development (master) plans for the city/town or the region under it, the planning authority has to take into account the sites

of natural heritage. The Chapters can facilitate this process by listing the natural heritage. The implementation of the development (master) plan is generally the responsibility of the local authority (the municipal/cantonment body in the case of urban areas and the PRIs in the case of the other areas). Advocacy and facilitation by the Chapters can ensure proper implementation.

12. Role of Local Communities

- (a) It has become increasingly evident that long-term conservation efforts can be best assured with the involvement of the local communities. A number of communities, large and small, have been involved in nature conservation for various reasons and have succeeded in protecting the flora and fauna and natural heritage sites such as sacred groves or water bodies. Among such communities, the Vishnois of Rajasthan and Haryana are perhaps the best known. But there are many others that need to be recognized and helped in carrying their mission of conservation further.
- (b) In this context, a community means a group of local people sharing a common interest and a sense of responsibility towards a specified ecosystem and natural resource in their neighborhood. Such a community need not necessarily be a homogenous body and could be divided by class, caste, gender and other factors. The uniting factor of the community, however, is the dedication to the cause of protecting/conserving a species or an area, which may also include water bodies. The motivation for protection/conservation could be religion, tradition or realization of economic and ecological needs. It could be the realization that if certain species are not protected or if certain natural resources are not rationally managed, they themselves would face greater deprivation and hardship and that through conservation they would have greater and more sustained access to biological resources like fodder, fuel wood and grass, as well as water retention. The motivation could come from some leadership, both from within and outside the community, as well as by a threat posed by certain projects and overuse by other communities, or by the community itself. It is only communities that practice positive and pro-active protection and conservation of species and areas that can ensure long-term sustainability.

Thus, for sustainability in the long term the Chapters should identify those communities which have been making efforts for protection and conservation on their own accord and which have stood the test of time. Such efforts could be in respect of sacred groves, sacred trees and sacred landscapes having sacred plants, sacred animals, sacred waters and the like, ponds, lakes, grasslands, wetlands, coastal and marine areas, and watersheds. In certain water bodies fishing may be prohibited and enforced for religious or other reasons. There may be nesting sites that are sustained by community feeding and conservation of the habitat.

- (c) Enclosed is a Questionnaire for Listing the Status and Extent of Community Conservation of Areas and Species (Annexure 4 [Pg. 99-100]) which should enable a Chapter to determine which communities need to be encouraged and helped in their efforts.

13. Role of the Citizen

- (a) The Constitution of India has a separate chapter, Part IV-A, on the Fundamental Duties of a Citizen. Clause
- (g) of Article 51-A of the Constitution states that 'It shall be the duty of every citizen of India to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures'. The Chapter can help the citizen to discharge this duty and responsibility in the following ways:
 - (i) Identifying knowledgeable and committed individuals who can help the Chapter in identifying, listing and documenting natural heritage sites

- (ii) Involving such persons in drawing up advocacy plans to create awareness about the need to protect and conserve the listed natural heritage sites
- (iii) Using the expertise of such persons to draw up nature trails and nature walks in the identified natural heritage sites and motivating them to volunteer their services for such activities. School teachers could be trained by them to enrich class room teaching by taking their students for such outdoor activities

14. Environmental Law

INTACH Chapter members should be conversant with environmental laws so as to seriously appraise projects and developments in their districts. Below are given the major laws for the environment and these are easily accessible on the net in detail. There are several local level laws and rules or sectoral laws [such as on batteries, solid waste, biomedical waste] or United Nations goals such as Biodiversity Convention and Sustainable Development Goals of which are particularly useful in specific cases.

Directive Principles of State Policy - Part IV of the Indian Constitution

ARTICLE 48A: PROTECTION AND IMPROVEMENT OF ENVIRONMENT AND SAFEGUARDING OF FORESTS AND WILDLIFE

"The State shall endeavour to protect and improve the environment and to safeguard the forests and wildlife of the country."

Fundamental Duties - Part IV A of the Indian Constitution

"To protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures."

Environment Protection Act, 1986

The act empowers the union government to enact laws to give effect to international agreements signed by the country. The purpose of the Act is to implement the decisions of the United Nations Conference on the Human Environment. They relate to the protection and improvement of the human environment and the prevention of hazards to human beings, other living creatures, plants and property.

The Forest (Conservation) Act, 1980

This Act provides for the conservation of forests and for matters connected therewith or ancillary or incidental thereto.

Wildlife (Protection) Act, 1972

The Act provides for the protection of wild animals, birds and plants; and for matters connected therewith or ancillary or incidental thereto.

Water (Prevention and Control of Pollution) Act, 1974

The Act provides for the prevention and control of water pollution, and for the maintaining or restoring of wholesomeness of water in the country.

The Act was amended in 1988 to provide for the levy and collection of a cess on water consumed by persons operating and carrying on certain types of industrial activities.

Air (Prevention and Control of Pollution) Act, 1981

The Act was enacted to prevent and control the harmful effects of air pollution in India. This act is seen as the first concrete step taken by the government of India to combat air pollution.

EIA Notification, 2006

Environmental Impact Assessment (“EIA”) Notification was promulgated by the Ministry of Environment, Forest and Climate Change (“MoEFCC”) in 2006 to scrutinize all relevant information about a project or activity in order to assess (and accordingly mitigate) its potential adverse impacts on the ecology of a region.

Indian Forest Act, 1927

This Act sought to consolidate and reserve the areas having forest cover, or significant wildlife, to regulate movement and transit of forest produce, and duty leviable on timber and other forest produce. It also defines the procedure to be followed for declaring an area to be a Reserved Forest, a Protected Forest or a Village Forest. It defines what is a forest offense, what are the acts prohibited inside a Reserved Forest, and penalties leviable on violation of the provisions of the Act.

Wetlands Conservation and Management Rules, 2017

The rules prohibit activities like conversion of wetland for non-wetland uses including encroachment of any kind, setting up and expansion of industries, waste dumping and discharge of untreated wastes and effluents from industries, cities, towns, villages and other human settlements.

It also makes it mandatory for state authorities to prepare a list of all wetlands and a list of wetlands to be notified within six months, along with setting up State Wetlands Authority (SWC) in all states and a National Wetland Committee (NWC).

The National Environment Appellate Authority Act, 1997

The National Environment Appellate Authority can hear appeals regarding the restriction of areas in which any industries, operations or processes or class of industries, operations or processes shall not be carried out or shall be carried out subject to certain safeguards under the Environment (Protection) Act, 1986.

Coastal Regulation Zone Notification, 2017

This regulation promotes sustainable development and also focuses on natural disasters such as sea-level rise due to global warming and promotes sustainable development. It also protects and preserves biodiversity while ensuring the livelihoods of local communities, including fishermen.

14. Conclusion

The identification and listing of natural heritage is an important step in the direction of fulfilling the national obligation under the World Heritage Convention. Besides it is the proper way to go about selecting and nominating the sites for inclusion in the World Heritage (Natural) List. Furthermore, a comprehensive and reliable inventory and database on natural heritage can prove very useful for other purposes, such as in the conduct of environment impact assessments of development projects, the planning and execution of regulatory frameworks for ‘ecologically sensitive areas’, coastal areas, hill stations, etc., and also in framing and implementing the heritage regulations for cities and towns. It is the essential first step for creating awareness, arousing public opinion and support for mobilizing resources and other action for protection. In fact, a comprehensive and reliable inventory and database is a pre-requisite for any action.

The Natural Heritage Division issues circulars from time to time on specific aspects, such as greening of the landscape.

They should be considered as part of these guidelines and action taken on them accordingly.

Annexure 1

FORMAT FOR LISTING OF NATURAL HERITAGE SITES

Name of Chapter:

Name of area covered by the listing:

1. Name of the Natural Heritage Site
2. Location
 - (a) Taluka (Tahsil), Block, District, State
 - (b) Longitude, Latitude
 - (c) Physical boundaries of the site

(Give description of the features of the boundary by which the site can be identified such as a stream, road, path, ridge, etc. In case of forest or other areas or site that does not form part of any village proper, the location-related details as applicable should be obtained and described)

3. Map showing the location and important features on the boundary and within the site
4. Photograph(s) of the site
5. Approximate size (area in hectares) of the site
6. Ownership (specify)

State Government (specify name of department/agency) Public (specify name of panchayat, municipality, etc.) Community (give brief description)

Private

Any other (specify)

7. Statement of Significance
 - (a) National or regional significance
 - (b) Ecological significance
 - (c) Biological significance
 - (d) Religious/cultural significance
 - (e) Significant landscape/ morphology/ rock formation
(Give brief description justifying the particular significance)
8. Special or Unique features of the site
(Give brief description; for species and occurrences, specify the area of occurrence)

9. Present state

- Good
- Fair
- Signs of deterioration
- Serious deterioration
- Danger of disappearance
(Give brief description justifying the categorization)

10. Threats

- Lack of maintenance
- Vandalism
- Pressures of diversion of use
- Encroachments
(Give description of gravity of threat)

11. Traditional practices followed for conserving natural heritage assets. (Give brief description)

12. Priority (for conservation management)

- Immediate
- Medium
- Low

13. Agency/person/community, if any, involved in preservation and usage

(Give names and contact addresses, including those of the key persons, particularly those who could be involved in future preservation and management of the site and provide leadership in this regard)

14. Suggestions: (Should be specific; avoid generalizations)

Listers

Name _____

Address _____

Date _____

Reviewer(s)

Name _____

Address _____

Date _____

Comments



Annexure 2

FORMAT FOR LISTING & DOCUMENTATION OF HERITAGE TREES

1. Location:

Detailed location of the tree (with road map (if possible): _____

Latitude and Longitude: _____

Village/Town: _____

Block: _____

District: _____

State: _____

2. Physical attributes of the tree Species:

Height: _____

Girth/Diameter: _____

Canopy spread (Area): _____

Age (Approx., if actual age not known) _____

3. Special/Unusual features (e.g. large size, crown/canopy architecture, location, etc.)

4. Significance: (tick-mark the relevant category)

(i) Rarity

Ecological Endemic Historical

(ii) Cultural

Aesthetic Religious Mythological Other

(iii) Planted on special occasion Planted by a special person

Located within the premises of built heritage

(Give a brief description of the selected option(s). Attach a separate page, if necessary).

5. Legal Status/Ownership

6. Agency/community/people involved in protection or in any other manner

2. Threats:

3. Suggestions:

4. Photographs (of the tree and its immediate environs)

Notes:

- (i) Heritage Tree can be defined as ‘A tree or stand of trees that due to its age, size, species, quality or historic association, is of landmark importance, and its retention as such will not unreasonably interfere with the use of the property upon which it is located’.
- (ii) The purpose of this inventory is to recognize and foster appreciation of and protect Heritage Trees. It is furthermore aimed to inspire awareness of the contribution of such trees to the community and to encourage planting of trees.
- (iii) No tree should be designated as a Heritage Tree without the voluntary consent and agreement with the owner.
- (iv) A plaque that a tree has been designated as a Heritage Tree may be placed in a visible location near a designated Heritage Tree.
- (v) Individual trees may be considered important community resources because of unique or noteworthy characteristics or values. Such trees can be described as heritage that is a historic legacy of special interest or are specimen trees or various permutations of these terms. Regardless of the term used, the concept is the same: trees with certain characteristics are singled out for special consideration. Efforts should be made to locate and identify ‘Heritage Trees’ along with ‘Natural Heritage Sites’ aimed at individual trees with their simple description. This is necessary to facilitate public participation and to generate widespread awareness needed for the purpose. The age factor is considered an essential criterion for a heritage tree. The documentation of heritage trees is also relevant in the context of built heritage because in and around such built heritage there are trees that have heritage value and need to be highlighted for appropriate attention and conservation action. As regards ‘very special significance’ (such as Historical, Cultural, Religious or Mythological), unusual features such as crown/canopy, architecture, location, rarity, endemism (nature species), ecological value, whether planted by a very special person or on a very special occasion, ought to also be mentioned.
- (vi) Criteria for defining a special status tree:
 - a. **Size:** An extraordinary canopy spread or height or trunk diameter at breast height (DBH) or any of them in conjunction may be used to define a special status tree.
 - b. **Species:** Important indigenous species or trees that are associated with the character of a community or are rare, even though not indigenous.
 - c. **Age:** A tree to be called a heritage tree ought to be more than fifty years old. Age verification should be done from historical accounts, photographs or association with historical structures.
 - d. **Historical Significance:** Determining whether the historical significance of a given tree is sufficiently notable can be a subjective matter. Many a time such a tree may be associated with a notable local or regional historical event, person, structure or landscape or a tree dedicated or planted as a public memorial. Often historic tree status is typically granted by a government, city council or advisory body.
 - e. **Ecological value:** Certain trees or groups of trees may have especially high ecological value because of their location, size, species, and/or condition. For example, a given tree may be an important roost, nesting site, or food source for certain wildlife species; it may be situated in a site where it plays a critical role in stabilizing soil or providing shade needed by other plant or animal species; it

may be an important genetic resource for a local tree population or the species as a whole.. Input from trained biologists and ecologists may be necessary to document particular ecological values that may not be obvious to the general public.

- f. **Aesthetics:** A tree may have special aesthetic value due to its form, whether it is especially perfect and symmetrical or notably craggy and idiosyncratic. Also, the function that a tree serves in a landscape may be sufficient to justify special status: for example, a landmark pair of trees that frame an entrance.
- g. **Location:** Trees in particular locations may be accorded special status in recognition of the important aesthetic or ecological functions that they serve. Proximity to a thoroughfare can be used to classify a tree as an Avenue Tree. Trees located along or within a set distance from watercourses may also be given special status due to their importance in stabilizing stream banks or providing shaded riverine habitat. In some cases the location of a tree may be considered in conjunction with size or species parameters.
- h. **Other Unique Characteristics:** It is difficult to anticipate all possible situations of significance. For example, a given tree may become a local or regional cultural icon due to an event or apparition that is associated with it. The criterion will again be subjective yet may be invoked through approval of a competent advisory body.

Annexure 3

FORMAT FOR LISTING OF SACRED GROVES

1. Name of the Sacred Grove
2. Location:
Latitude and Longitude:
Village/Town:
Block:
District:
State:
3. Map showing the Location and important features on the boundary and within the site
4. Approximate area of the site:
5. Photograph of the site
6. Ownership:
7. Statement of Significance:
8. Special or Unique features of the site:
9. Biodiversity (describe in brief)
10. Present condition:
11. Threats:
12. Traditional practices followed for conserving natural heritage assets and their unique values of sacredness
13. Priority (for conservation management)
14. Agency/person/community, if any, involved in preservation and usage (give names and contact addresses, including those of the key persons, particularly those who could be involved in future preservation and management of the site and provide leadership in this regard):

Name of Lister _____

Name of Reviewer _____

Annexure 4

FORMAT FOR DETERMINING STATUS AND EXTENT OF COMMUNITY CONSERVATION OF AREAS AND SPECIES

Name of the Chapter:

(a) Name of the conserving community:

Approximate population

(b) Taluka, Block, District and State in which the community lives

(c) Name of village Approximate population

(Give information village-wise for all villages in which the community lives)

(d) Names of key persons within the community who are taking initiative and leadership in the conservation efforts

(e) Name of the area conserved:

Approximate area

(f) Is the area a forest/grassland/desert/hill/mountain side/wetland/marine/any other? (Please specify and describe briefly)

(g) Legal status of the area conserved/protected:

Private land/community land/revenue land/protected forest/reserve forest/any other (Please specify if the area covers more than one of the above and elaborate)

(h) Distance (in Km) from the nearest wildlife sanctuary or national park (if any)

(i) Is the community protecting any particular plant or animal species?

If so, furnish names and approximate numbers of the main species protected

(j) Reasons for protection

Religious/cultural/traditional/ecological/economic/personal any other (Please specify)

(k) Is the community conservation effort inspired or assisted by an individual/community/local institution/NGO/government body?

(Please specify and furnish details of assistance given)

(l) What are the objectives of the community for conservation? (Please specify)

(m) What rules/methods does the community deploy in conservation of areas/species?

(Please specify)

(n) Since when (give year or approximate period) has the conservation effort been ongoing

(o) Is the protection or conservation practiced by men or women or both? (Please specify)

(p) What is the economic status and activity of the community? (Please specify)

What is the extent of dependence of the community on the conserved area for personal/commercial use? (Please specify)

- (q) Is the community suffering any economic opportunity/other losses by protecting the area/species (for example, black buck, cranes, etc)? If so, attempt to make a conservative assessment of the annual loss sustained.
- (r) Is the community incurring any monetary cost to protect the area/species? If so, what could be the annual expenditure on this? Please specify.

Is the community deploying its own manpower free of cost to protect the area/species? If so, quantify the total man hours deployed.

- (s) The relationship of the community with other local communities/local bodies/NGOs/ government. (Please specify)
- (t) Does the protection initiative face conflict from other residents/nomadic communities not involved in conservation? If so, please specify, including extent of economic benefit derived by these other communities, with suggestions to overcome the conflict/opposition.
- (u) How has the community been able to overcome problems like illegal overgrazing/crop damage/ illicit tree felling/un-permitted extraction of other forest products/poaching of animals/ forest fires/threats to human life, if any/other (Please specify)
- (v) Is the protection effort diverting resource exploitation and biotic pressure to other neighboring areas? If so, give details
- (w) The major personal/economic/legal/social/administrative/political/ecological/other constraints and difficulties faced by the community in carrying out their conservation activity and in what way they would like these to be resolved. (Please specify)
- (x) Is there any requirement or demand, monetary or other, that the community really needs to assist in the conservation efforts? (Please specify).
- (y) How far has the community achieved its objectives and what and for how long does the community plan for its future conservation activities? (Please specify).

- (z) Contact addresses:
 - a. Community representatives
 - b. NGOs
 - c. Officials Name of the investigator Address

Date _____



**ART AND MATERIAL
HERITAGE DIVISION / ICI**

Art & Material Heritage Division/ICI

1. Art Heritage is primarily concerned with movable cultural heritage. The definition of ‘antiquity’ as provided in the Antiquities and Art Treasures Act, 1972 includes:
 - (a) Any coin, sculpture, painting, epigraph or other work of art or craftsmanship
 - (b) Any article, object or thing detached from a building or cave
 - (c) Any article, object or thing illustrative of science, art, craft, literature, religion, custom, morals or politics in bygone ages
 - (d) Any article, object or thing of historical interest
 - (e) Any article, object or thing declared by the central government, by notification in the Official Gazette, to be an antiquity for the purpose of this Act, which has been in existence for not less than one hundred years
 - (f) Any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years.

It is the duty of the owner of the registered antiquity to preserve and conserve it. Owners who are unable to do so should be encouraged to donate them for safe-keeping and exhibition at government museums or private museums that are registered as societies, trusts or companies under the relevant laws. A Chapter should maintain an inventory of all such museums and details about them. This will be helpful in organizing public awareness activities for preservation and conservation of material heritage. Such public awareness campaigns or activities could also emphasize the fact that Article 51A(f) of the Constitution of India describes it as a fundamental duty of every citizen ‘to value and preserve the rich heritage of our composite culture’.

2. Facilities and Services at Conservation Centres

- (a) An important aspect of the preservation and conservation of antiquities is to provide access to the owners of such antiquities to competent conservation centres and institutes. INTACH Conservation Institute (ICI), located at INTACH, 71 Lodhi Estate, New Delhi-110 003 (the Material Heritage or Art Heritage Division of INTACH) has established itself as a national level institution of excellence in the field of conservation of materials of various heritage objects. It has the following conservation centres:
 - (i) INTACH Conservation Centre, 71 Lodhi Estate, New Delhi-110003 (Tel: (011) 2464 2172; Fax: 2461 1290)

- (ii) Indian Conservation Institute (ICI), B-42, Nirala Nagar, Lucknow-226020 (Tel: 2789948, 2787159)
 - (iii) ICI Mehrangarh Art Conservation Centre, Mehrangarh Fort, Jodhpur-342001 (Tel: (0291) 2548790; Fax: 2548992)
 - (iv) ICI Orissa Art Conservation Centre, State Museum Premises, Bhubaneswar-14 (Tel & Fax: (0674) 2432638)
 - (v) INTACH Chitrakala Parishath Art Conservation Centre (ICKPAC), Kumar Krupa Road, Bangalore-1. (Tel: (080) 2250418)
 - (vi) ICI Art Conservation Centre, Rampur Raza Library, Rampur (UP)-01 (Tel: (0595) 225045)
 - (vii) Mahavir Digambar Jain Pandulipi Sanrakshan Kendra, Bhattarkji Nasian, Sawai Ram Singh Road, Jaipur- 302004. (Tel: (0141) 2385247)
- (b) These conservation centres take up work of preventive as well as curative conservation of antiquities and also provide advice if so requested. Another major function of ICI has been in organizing short-term and long-term workshops for imparting basic knowledge related to conservation of various art forms ranging from paintings, sculptures, wall paintings, manuscripts, etc. These workshops also cover the basic scientific knowledge required to understand the materials involved in the making of these artifacts, their interaction with the climate and light, etc., and the major factors causing damage to them. The protection of art objects from these factors of deterioration is also covered therein.
- (c) The Chapters should get themselves listed in the mailing list of the relevant conservation institute so that they have timely information about the training courses and workshops of their interest to which they could depute their members or staff or even the staff of a museum within their jurisdiction.
- (d) One of the important functions of a Chapter should be to act as a bridge between the owners of antiquities and the managements of museums, libraries (having rare books and manuscripts) and similar institutions having art heritage objects and these centres of ICI. Many of these institutions, irrespective of whether they are within the government or outside it, have professional staff which has hardly undergone any training. The Chapters can help them to avail training facilities at ICI and its various centres.
- (e) ICI has brought out several publications on conservation, a list of which could be seen on INTACH's website. These can be very useful for members.

3. Problem Areas

- (a) **Documentation** is one of the foremost steps taken towards the preservation of art and antiquities. India has a wealth of artifacts ranging from wall paintings, manuscripts, sculptures, etc., that are lying unprotected in various temples, churches, monasteries, private collections or even lying uncared for in fields, wells, etc. A majority of these are not documented and thus prone to theft and/or smuggling out of the country.
- (b) Sample documentation sheets for survey of manuscripts, art objects, museum and wall paintings are attached as Annexure I to IV [Pg. 105-110].
- (c) The Chapter, as one of its moral obligations, should take up *documentation of artifacts and manuscripts* as one of its important activities. Documentary records are always helpful not only in raising awareness towards the need for conservation, but also in case a loss to antiquity has

happened then restoration of missing elements is sometimes possible based on the authentic records. In other instances if an important idol is stolen from a temple or destroyed by anti-social elements, then with the help of a documentary record, it will be possible for the Chapter to lodge an FIR for its retrieval.

- (d) This activity may not only be limited to the Chapters, but it may also be undertaken by the custodians of large collections and various authorities in different private museums, monasteries, temples, etc., and the Chapter may educate such custodians about the importance of documentation.
- (e) Likewise the Chapter may also undertake various activities related to *generating awareness* about heritage preservation by way of writing articles in leading newspapers and magazines, conducting heritage walks, organizing lectures, exhibitions, essay writing and painting competitions, etc., for the general public and students.
- (f) Chapters should identify *problem areas* in art conservation and seek the assistance of the nearest conservation centre or write directly to the Principal Director, ICI at INTACH Head Office in New Delhi. Some of the problem areas could be in respect of the following:
 - (i) Temples having murals, manuscripts, art objects that may be in need of conservation/restoration
 - (ii) Churches that have murals, stained glass, manuscripts, art objects, paintings needing conservation
 - (iii) Universities, libraries, temples, etc., quite often have manuscripts and paintings that need conservation and restoration
 - (iv) Museums which might need ICI's technical support for display, storage, upgradation of lab, training of personnel, etc.
- (g) Chapters should also go through the manuscripts from their area which have been identified and listed by the National Mission for Manuscripts set up by the Ministry of Culture, Government of India. Some of them may require conservation and restoration. Chapters could bring these to the notice of the ICI or its nearest centre for necessary action.
- (h) Many Chapters who identify some projects as referred above should approach the owner and document the collection/site. A sample document sheet is appended that could be used and submitted at the Central Office. In addition the Chapters could take help from the ICI for executing projects that could be in conservation of wall paintings, manuscripts, digitization, sculptures, textiles, canvas paintings, murals, etc. Trained experts from ICI could undertake projects and establish a temporary site lab and train local people.
- (i) Workshops and training programs for school children/artisans/craftsmen on paper conservation/ photographs/household items/wall paintings/miniature paintings, etc., may also be undertaken with help from ICI.

Annexure 1**BASIC CONDITION REPORT OF A MANUSCRIPT COLLECTION**

Name of Institution : _____

Name of Section : _____

Condition of main building : very good / good / needs repairs / very bad

Condition of collection room

Walls : cracks damp paint flaking plaster weak rising damp

Ceiling : cracks damp paint flaking plaster weak water seepage

Windows : broken good

Floor : good needs repair very bad

Electric wiring : good needs repair

Number of staff Trained

Total number of manuscripts and other objects : _____

Storage

Boxes : damaged OK neatly disorder cloth covers wooden covers

 Cupboards : damaged OK neatly disorder cloth covers wooden covers

 Open shelves : damaged OK neatly disorder cloth covers wooden covers On

 floor : neatly disorder cloth covers wooden covers

Ventilation : good bad

Light : sunlight tube lights incandescent bulbs Well lighted dark

Air Conditioner : No air conditioner working 24 hours working on office hours

Conservation section

Functional : Yes No

Number of trained staff : _____

Facilities/Equipments available : _____

Collection

Documentation up to date/ongoing/not available

Dust : Yes No

Fungus : Yes No

Insects : Yes No

Rats : Yes No

Damaged bindings : Yes No

Folios : Torn/weak/broken/holes

Other observations, if any : _____

Photograph with general view of collection storage area / display / reference room

Surveyed on : ____/____/____ by ____

Annexure 2

INFORMATION RELATED TO VARIOUS ART OBJECTS IN A COLLECTION

Name of the Collection :			
Object Type Sculpture/painting/ textile/others	Title	Subject	General condition : good, fair, poor

Annexure 3
INFORMATION RELATED TO MUSEUMS (LISTINGS)

Name of Museum/Temple/Institution: _____

Address: _____

Telephone No: _____

E-mail: _____

Website: _____

Timings: _____

Holidays: _____

Entrance Fee: _____

Owned by: _____

Established on: _____

In charge: _____

Brief description of Collection: _____

History of the Collection: _____

Services Available for Visitors: Library/Guide/Lectures/magazines/journals: _____

Any other service: _____

Photography: Allowed/Not allowed/Allowed with permission _____

Type of Museum: _____

Surveyed on _____ / _____ / _____ **by** _____

Annexure 4

DIRECTORY OF WALL PAINTINGS

Performa for Documentation of Wall Paintings Sites

Suggestions regarding the categories of information in the database:

On the basis that this is an exercise in compiling on to an electronic database in order to make available to subsequent projects and to scholars more generally, the categories of information will need to be easily available through library research and through the web.

1. Code No:

- (a) This should be unique and can have the state reference embedded into the no
Example: WPDDir/INTACH/UP00001 where UP stand for Uttar Pradesh.

2. Name of building:

- (a) This should be quite specific and there should be a clear hierarchy of naming.

Is the building simply known as that? If it is a cenotaph, is there a local name for Cenotaph (chhatri?) or is it just known locally simply by name, say Raja Surajmal? Again a name of the place, say Kusum (Van) Sarovar part of the name of the building or part of the address?

3. Address:

- (a) In this case the complete address along with a pin code should be mentioned.

4. Name of owner/custodian:

- (a) Is there any situation in which the owner is NOT the custodian?

5. Address of owner/custodian:

- (a) These needs to be full postal address: viz., State Department of Archaeology...

6. Status of protection:

- (a) Should come in here as it relates to ownership.

7. Public access:

- (a) This should state whether open to public and if so at what times/charges etc.

8. History of building:

- (a) Date of construction: It needs to be consistent and as specific as possible. References to 100 years old should NOT be accepted. Ideally there should be more detail than just a century. It should be possible for example to say 1st, 2nd, 3rd, 4th quarter of 18th century for example.
- (b) Patronage: need to be absolutely clear who the patron was.... And what his/her relationship was with the person Honoured
- (c) Source of information

9. Function of building:

- (a) In this case it has to be specific; the word cenotaph/chhatri could be used if it refers to that. If both English and Hindi are to be used, then the order of their appearance needs to be systematic.

10. Formal description of site and building

- (a) the site in general and where the building/s sit/s in the site
- (b) What the formal structure of the building it is – does it have multiple parts, etc?
- (c) Photographic image reference no's for site and building as whole.

11. Condition of structure:

- (a) This should relate to the different parts of the building, if possible. If not simply use existing information.

12. Conservation recommendations for structure:

13. Paintings:

- (a) History of paintings.. (Is this the same as of the building?)
- (b) Take each painting location within the building in turn and give each a separate reference no:

(i) A:

1. Location of painting

This can now relate specifically to where they appear in the different parts of the building. E.g.; on ceiling of portico; NOTE the same terminology then needs to be used for the photographs so that the reader can relate the images to their location in the building.

2. Area of painted surface.

3. Themes of paintings

- a. This should now relate to the specific paintings using the reference terminology established above for each of the painting schemes i.e. (a) floral design (b) Figurative depicting a war scene (c) Krishna and Radha scene.

If NOT possible then this should remain a general category.

4. Technique of painting

- a. This is where reference to the painting medium should come in. The use of the word style here is not appropriate as it implies art historical style...

5. Condition of painting

6. Photographic image reference no's

(ii) B:

1. Location of painting: on walls of inner chamber of first room

2. Area of painted surface

3. Theme of painting:

4. Technique of painting

5. Condition of painting

6. Photographic image reference no's

Suggestions regarding database software and structure

This is a difficult issue and really important for INTACH to evolve a consistent database system for all its work and all its richly documented records. This requires more technical advice particularly in the ever changing software world.

What is therefore suggested is that this Performa captures all that it is possible in an EXCEL spreadsheet as a data capture base in the first instance, as records can easily be exported from this to any other system.

Images

All the images need to be linked in some way to the data record, in due course, if this is to be web enabled. In the first instance, it is essential that that each photograph have a unique reference number, is also given as detailed a verbal description as possible (using a coherent hierarchy... e.g: building CODE number, name of building, and if a painted surface both a sub reference number for the specific painted surface and a verbal description ... e.g. WPDDir/INTACH/UP00001/A

Surveyed on _____/_____/_____ *by* _____



**INTANGIBLE
CULTURAL
HERITAGE DIVISION**



Intangible Cultural Heritage Division

1. India is a rich repository of intangible culture, of living expressions of shared knowledge of a people or community, handed down from one generation to the next. However, many manifestations of this heritage are disappearing forever. Indigenous knowledge systems, traditional folk and tribal performing arts, languages and health practices, know-how of craft production, customs and rituals, beliefs, local folklore and myths are, because of their intangible nature, vulnerable to social change and a standardized monoculture.
2. This has not only resulted in many local oral traditions and arts escaping from our living memory but also impacted the lives of thousands who are dependent on art and craft for their livelihood. The wealth of knowledge and skills available in these domains needs to be, therefore, revived and documented. Special focus must be on capturing the endangered and dying arts.

Elements of intangible cultural heritage cover a broad spectrum of diverse forms. They are embodied in tangible and intangible art forms.

3. Elements of Intangible Culture in Tangible Forms of Arts

- (a) Vernacular Architectural Heritage: Its relationship with the natural elements like the sun, water, wind; its incorporation of local beliefs and material (stone, wood, metal); the inherent skills and knowledge of the artisans and craftsmen involved
- (b) Sculptural Forms: Classical and folk styles and traditions particular to that area
- (c) Art and Craft forms: Various mediums like paper, mural, palm leaf, wood, metal, rock or stone and the use of different techniques and styles found amongst rural, tribal and traditional artisan communities
- (d) Performing art Forms: Performing art forms are bolstered with costumes, backdrops, instruments, masks and many more.
- (e) Rituals: Frequently rituals are validated with elements of material culture like idols, garlands, food offering, votive craft forms etc.

4. Intangible Forms of Culture

Oral Traditions and Expressions

- a) Languages (especially endangered)
- b) Oral literature in verse forms – folksongs, ballads, poems, rhymes, hymns, chantings handed down orally



- c) Oral literature in prose forms – mythologies, legends, tales, anecdotes handed down orally
- d) Oral literature in fixed phrase forms – proverbs, riddles, saying
- e) Oral History – Memories and recollections (war, partition, migration, and struggle movements), local histories, toponymy, life stories

5. Performing Arts

- a) Music: Instrumental and vocal with emphasis on folk/tribal, although some classical forms are also endangered
- b) Dance Forms: Traditional or classical, tribal, folk, rural, also those with religious or ritualistic elements
- c) Pantomime: Gesture-oriented theatrical forms accompanied by instruments and frequently with mask
- d) Theatre: Traditional and folk forms, story-telling, puppetry
- e) Instruments: Folk and classical percussion instruments (idiophonic and membranophonic), wind instruments (aerophonic), and string instruments (chordophonic)

6. Social Practices, Rituals and Festive Events

- a) Customs and Rituals: In birth, wedding, funerary (lifecycle rituals), prayers, oath, harvesting
- b) Culture associated with festivals, harvest festivals and local fairs
- c) Culinary practices in different parts of the country
- d) Belief systems: Associated with auspiciousness and inauspiciousness, gesture-oriented
- e) Kinship: Ritualistic kinship ceremonies
- f) Traditional legal system: Property inheritance, conjugal rights, customary laws
- g) Hunting – gathering and fishing
- h) Traditional games and sports

7. Knowledge and Practices Concerning Nature and Universe

- a) Traditional Healing Systems: Indigenous forms of healing, knowledge of medicinal plants and minerals, and related aspects
- b) Ecological Wisdom: Taboos associated with seasonal food, weather forecasting etc.
- c) Indigenous Knowledge: Harvesting knowledge, knowledge regarding the conservation of natural resources, e.g. water systems, soil, seeds, foods, forest, and animals.
- d) Indigenous Innovations: Oil extraction, alternative power generation, iron forging, silk extraction, irrigation systems etc.
- e) Relationship of different communities with flora and fauna
- f) Beliefs and Ideas: Astrological, cosmological, astronomical, and spiritual
- g) Magic practices: Shamanism and witchcraft

8. Traditional Craftsmanship

- a) Traditional Art forms: Skills and techniques associated with painting traditions, calligraphic art
 - b) Traditional Craft forms: Skills associated with wood carving, stone carving; making of masks, idols, pottery, ritualistic objects, jewellery and decorative objects. Using bamboo, grass, metal, clay, paper as a medium to construct a craft form
 - c) Weaving traditions: Skills of weaving textiles and motifs onto the fabric. Blanket and carpet making.
 - d) Embroidery and Dying traditions: Skills of stitching traditional motifs and designs on fabric. Methods of dying and blocking printing
 - e) Musical instrument making: Skills of making musical instruments
 - f) Transport and shelter making: Knowledge and skills of making indigenous transports like boats, carts etc. Knowledge of making vernacular architecture according to the understanding of climate.
- We could also take up the study and survey of the related communities and groups with their lifestyle, traditions, rituals and beliefs, in order to determine their current status.

9. Role of the INTACH Chapter

- (a) An INTACH Chapter should identify the unique and endangered 'living heritage' within its area and take steps for its documentation and preservation. It should associate itself with like-minded organizations to achieve this purpose, especially the units of various academies of art and culture, such as the Kala Parishad, Lok Kala Parishad, Adivasi Lok Kala Parishad and Anthropological Survey of India. There are many others, such as state and central academies, IGNCA, ministries (both state and central), private organizations, NGOs, universities and educational organizations. A comprehensive list of such institutions (and their websites) for collaboration or funding is attached (Annexure 1 to this chapter)
- (b) The communities and groups engaged in these forms of popular and traditional cultural expressions should also be associated in determining the steps necessary for the preservation of their living heritage.

10 Listing and Documentation of the Forms

- (a) Comprehensive *templates/formats for listing* and mapping of various intangible cultural heritage components have been developed by the Intangible Cultural Heritage Division at the Central Office. Given the nature of the subject, these templates are not rigid but open to modification wherever the need may arise. They can be sent from headquarters on request. However, the Template for Oral Traditions (Annexure 2) is enclosed by way of example. The division has also prepared an 'ICH Documentation Manual' that offers guidelines on planning, designing and implementation of an ICH collection project, critical components like documentation techniques and issues involved (like intellectual property rights), archiving methods, and dissemination plans.
- (b) Apart from the essential written documentation, additional recording of these traditions can be accomplished through various other mediums. Thus, for documenting an oral tradition of recitation, audio recording (preferably in the digital format) is a good way of preserving its authenticity. For folk or tribal dance forms, video recording (again preferably in the digital format) would capture the movement and the mood of the ritual. Intangible knowledge systems may also be recorded with interviews and exchanges to capture the unique identity of the form.

The different aspects of a culture, craft or human skill that need to be incorporated in the documentation are:

- (i) Ethnographic and anthropological documentation and analysis
- (ii) Nature and history of the intangible (and its tangible components) form
- (iii) Text- Texture- Context (oral-performance style- background) associated with the culture and craft should be documented
- (iv) Community – a socio-economic study of its status; a complete cultural mapping
- (v) Technique(s)/craft raw material/tools/means of transmission
- (vi) Marketing potential
- (vii) Innovations and new forms
- (viii) Evolution and progression

11. Spreading Awareness

- (a) The Chapters could work as a ‘Pressure Group’ to promote cultural awareness in their area. Publications, CDs or DVDs, workshops, film shows, festivals and seminars are a good medium to involve people in the revival and celebration of their cultural heritage through dissemination of information. Theatre repertory groups of potential performances can also be formed to revitalize the local performing arts.
- (b) Follow up on such activities with dynamic interaction with practicing communities must also be considered. Local administration, universities and training institutions are among the potential resources that can be roped in.
- (c) There is also a need to consider the legal aspect, if any, with regard to protecting this heritage. Interaction with communities is an essential prerequisite for activation of Intellectual Property Rights where they are involved as stakeholders. For this purpose, the relevant experts, either local or otherwise, must be identified and consulted when undertaking any such project.
- (d) Support from headquarters will always be available, and close interaction between the Chapters and Headquarters should be kept in mind.

12. Annexure

Annexure 1 – List of ICH Related Institutions [Pg. 116-117]

Annexure 2 – Template for Documenting Oral Traditions [Pg. 118-120]

Annexure 1

LIST OF ICH RELATED ORGANIZATIONS

1. American Institute for Indian Studies, Gurgaon, Haryana (www.indiastudies.org)
2. Archaeological Survey of India, New Delhi (www.asi.nic.in)
3. Anthropological Survey of India, (www.ansi.gov.in)
4. Agha Khan Foundation, New Delhi, (www.akdn.org)
5. Braj Foundation, New Delhi (www.brajfoundation.org)
6. Central Institute of Indian Languages, Mysore (www.ciil.org)
7. Centre for Cultural Resources and Training, New Delhi, (www.ccrindia.gov.in)
8. Craft Museum, New Delhi, (www.nationalcraftsmuseum.nic.in)
9. Craft Revival Trust, New Delhi, (www.craftrevival.org)
10. CHINH, New Delhi (www.chinh.in)
11. Cultre (www.cultre.in)
12. DAG (www.dagworld.com)
13. Dastkar, New Delhi, (www.dastkar.org)
14. Ford Foundation, New Delhi, (www.fordfoundation.org)
15. International Centre for the Study of the Preservation and Restoration of the Cultural Property (www.iccrom.org)
16. Indian Council for Cultural Relations, New Delhi (www.iccrindia.net)
17. Indira Gandhi National Center for Arts, New Delhi (www.ignca.nic.in)
18. Indira Gandhi Rashtriya Manav Sangrahalay, Bhopal, Madhya Pradesh, (www.igrms.com)
19. Kalakshetram Foundation, Chennai, (www.kalakshetra.net)
20. Lalit Kala Akademi, New Delhi, (www.lalitkala.gov.in)
21. MAP Academy (www.mapacademy.io)
22. National School of Drama, New Delhi, (www.nsd.gov.in)
23. National University of Educational Planning & Administration, New Delhi, (www.nuepa.org)
24. National Museum, New Delhi, (www.nationalmuseumindia.gov.in)
25. National Archives, New Delhi (www.nationalarchives.nic.in)
26. National Institute of Fashion Technology, New Delhi, (www.nift.ac.in)

27. Spic Macay, New Delhi (www.spicmacay.com)
28. Sangeet Natak Akademi, New Delhi, (www.sangeetnatak.org)
29. Sahitya Akademi, New Delhi (www.sahitya-akademi.gov.in)
30. State Academies
31. UNESCO, New Delhi, (www.unesco.org)
32. Jawaharlal Nehru University, New Delhi, (www.jnu.ac.in)

Zonal Cultural Centers

1. East Zone Cultural Centre, Kolkata, (www.ezccindia.org)
2. North Central Zone Cultural Center, Allahabad, (www.nczccindia.org)
3. North East Zone Cultural Center, Dimapur, (www.nezccindia.org)
4. North Zonal Cultural Center, Patiala, (www.culturenorthindia.com)
5. South Central Zone Cultural Centre, Nagpur, (www.sczccnagpur.nic.in)
6. South Zone Cultural Centre, Thanjavur, (www.szcc.tn.nic.in)
7. West Zone Cultural Centre, Udaipur, (www.wzcccindia.com)

Ministries

1. Ministry of Human Resource Development, Government of India, (www.education.nic.in)
2. Ministry of Textile, Government of India, (www.texmin.nic.in)
3. Ministry of Tribal Affairs, Government of India, (www.tribal.gov.in)
4. Ministry of Culture, Government of India, (www.indiaculture.nic.in)
5. Ministry of Environment, Government of India (www.envfor.nic.in)
6. Ministry of Health, Government of India, (www.mohfw.nic.in)
7. Ministry of Tourism, Government of India, (www.tourism.gov.in)

Annexure 2

TEMPLATE FOR DOCUMENTING ORAL TRADITIONS

1. Name:
 - Religious/sacred
2. Local popular name:
3. Historical name (if different from the above):
4. Location:
 - State:
 - District:
 - Tehsil:
 - Panchayat:
 - Village:
 - Pincode:
 - Associated district:
 - Latitude:
 - Longitude:
5. History of the art form/traditions (written history available or not)
6. Short description:
7. Characteristics:
 - Dance
 - Song
 - Instrument playing
 - Theatre
 - Story telling
 - Narrative
 - Ritual
 - Ceremony
 - Puppetry
 - Martial arts
 - Others
8. Main components: (description)
9. Nature
 - Ritual
 - Entertainment
 - Private/domestic
 - Social
10. Context of performances
 - Festival
 - Public performance
 - Entertainment
 - Ceremonies
 - Life cycle events
 - Agricultural
 - Occupational
 - Other
11. Period/date
 - Seasonal
 - Cyclical
 - Specific month/date (in local calendar)
 - Specific month/date (in Gregorian calendar)
12. Specify location where performance usually takes place. For example, is it performed on stage?
13. Musical instruments used
14. Objects associated with the performance
 - Masks
 - Scrolls
 - Paintings
 - Other objects
15. (Description of the objects/method of preparation & other associated rituals)
16. Language used for the performance
 - Include in VIII Schedule
 - Living or endangered
 - Any literature available/written documents
 - Associated myths
 - Associated deities
 - Related epic/story/history

17. Practitioners (performed by)

- Caste group
- Tribe
- Community
- Religious sect /group
- Other

18. Nature of performance

- Solo
- Group
- Troupe
- Community

19. Gender specification

- Female
- Male
- Both

20. Other Participants

- Patron
- Audience
- Other

21. Mode of transmission of skill/knowledge/
tradition

- Hereditary
- Traditional apprenticeship
- Training institute /workshop



**HERITAGE, CRAFT
& COMMUNITY
DIVISION**



Heritage, Craft, and Community Division

1. One of the specific objectives stated in INTACH's MoA is: 'to promote the preservation of traditional arts and crafts and to ensure their authenticity and identity' [Clause 3(x) of the MoA].
2. The Craft, Community and Heritage Division (CCHD) endeavours to conserve and promote the cultural heritage of communities living in heritage precincts by undertaking projects that help develop and upgrade their craft skills and inculcate in them a pride in their heritage and confidence in their skills. As a part of this endeavor the division works with several crafts clusters across the country for the development and welfare of the artisan communities. It assists the artisans with design and technological interventions to ensure marketable product, while marketing interventions assist the artisan group to find lucrative outlets for their products.
3. The projects undertaken by the CCHD establish a critical link between INTACH and the community in which it undertakes its work. The projects also serve to improve the quality of life of the inhabitants of the region. Thus, INTACH has complemented its efforts to restore national and local heritage with projects that promote the development of the local inhabitants, ensure the health of the community and encourage the economic development of the communities residing in and around heritage precincts.
4. The various magnificent craft forms of India are still cherished and are in high demand everywhere. The artisans who produce these wonderful items and reside in remote areas are still deprived of the proportionate profits because a major part of the profit is cornered by the middlemen. The lack of proper marketing facilities and weak financial conditions of artisans force them to deal with the middlemen who take advantage of their position. The artisans are still in a very poor condition and remain the under-privileged class of the society. The projects promoted by INTACH involve forming the artisans into Self-Help Groups and providing them with Skill Up-gradation, Design Development and Marketing Support so that they are in a position to sell their products directly to the consumers and realize a reasonable remuneration for their labour and talent.
5. The handicraft sector has suffered due to its very nature of being unorganized with additional constraints like lack of education, capital, poor exposure to new technologies, absence of market intelligence and poor institutional framework. In order to overcome these constraints, the main thrust of cluster development is a need-based approach for integrated development of potential handicrafts clusters with participation of the craft persons at all stages of implementation with the ultimate objective of their empowerment and hence sustainability.
6. INTACH has made it possible for the rural artisan to make their products available to a wider public and to an urban market by taking up various marketing initiatives to promote their craft. This ensures

that the artisans can market their product in an economically profitable way and be provided with a larger market.

- (a) Showroom
- (b) Crafts Melas
- (c) Participation in Exhibitions

7. CCHD is dedicated to the comprehensive development of artisan communities by encouraging the creative capacity of the artisans and by encouraging artisan initiative and participation in the preservation of their heritage. INTACH Chapters can play a crucial role in ensuring this by engaging themselves in social and craft development activities in their respective regions. To realize this, Chapters can prepare action plans covering the following activities:
- (a) Document craft skills and make a survey of artisans. (The inventory should cover the local crafts, the acknowledged master craftsmen, precincts and clusters that have concentration of craftsmen.)
 - (b) Cooperation organizations can be helpful
 - (c) Popularize local artisans through collaboration with organizations engaged in promotion and development of crafts at the local, regional, state and national levels. (Annual administration reports of such media, amongst the electronic media, local cable networks and amongst the print media, the local pages could be excellent channels).
 - (d) Help crafts people by using their products as gifts and souvenirs
 - (e) Motivate local designers to work with the local artisans
 - (f) Assist artisans to get stalls in melas and conferences and in the wholesale and retail outlets, such as 'hats', emporia, export houses, etc., of the large regional, state and national level organizations
 - (g) Assist and guide artisans to obtain funding from sponsors
 - (h) Promote local craft talent through 'VIRASAT'
 - (i) Send outstanding products to Head Office for the INTACH shop
 - (j) Organize workshops for hands-on up-gradation of skills, seminars, conferences, etc.
8. The Craft, Community and Heritage Division can help in formulating such action plans if specific proposals are made to it.

Sacred Waste Programme

INTACH is actively involved in developing community-based enterprises to benefit communities. Religious sites generate flower waste which usually ends up being discarded in local water bodies resulting in pollution and health hazards. HCC division provides training for converting flower waste into incense sticks and incense cones. The project besides providing a sustainable solution for tackling pollution also provides a livelihood for the marginalized sector (especially women).

The first training program was held in Maihar, MP in August 2019 in collaboration with INTACH Maihar Chapter. The impact of the project on the community has been tremendous as 250 women got trained in the region in a month and come forward to take the lead.

The same model is being adopted for various sites in collaboration with the region's respective INTACH Chapters.

INTACH Directory for traditional building crafts of India

INTACH has initiated the first-ever “INTACH Directory of Traditional Building Crafts of India”. A Directory covering traditional building craft forms that are deeply rooted in basic principles of form, shape, proportion, scale, and architecture.

INTACH’s Directory for Traditional Building Crafts will go on a long way in discovering and sharing many of the building crafts that are on the verge of going into oblivion due to lack of patronage.

This documentation covers underlying issues of social changes that are occurring in society, the growing concern over heritage and its contemporary applications, as well as the issues that can be addressed through our networks and organizations such as INTACH chapters.

There is a real need for orienting young artisans, architects, designers, and builders to utilize and disseminate the existing knowledge of building crafts; contemporary applications of this resource, revive and rejuvenate the skills and energies of the artisans, by providing appropriate opportunities and channels, such as workshops, exposure visits, cross- cultural learning exercises, and creation of a network of like-minded organizations.

The core intent of the series is to present a study of the building crafts and craft persons and initiate a renewed interest among residents, scholars, conservation architects, and policymakers. This is a crucial step in the important task of preserving the unique cultural heritage of India.

Documentation

Idol Making Traditions

The aim of the study is to explore and identify different styles and traditions of Idol making, invented or adapted across different cultures and geographical locations, depending upon the availability of materials, techniques used, and socio- economic conditions. A comprehensive directory of Idol making crafts will help to identify specific traditions that are on the verge of dying. This documentation Identifies and acknowledges traditions that are unique in the context of their authenticity, rituals involved, cultural value, vulnerability, etc.

Documentary films

On the lines of our mandate to promote the craft and the community, including social media and formal documentaries, HCCD has taken every step to reach wider audiences. The craft documentary films portray the cultural context of the craft, the community involved, the process, and the extensive labor invested in making of the craft. The films are released in both English and Hindi for maximum impact. These films have received many national and international awards and are a major tool used to make the masses aware of India’s unique and traditional crafts.

INTACH design development and skill enhancement workshops

HCCD divisions work directly with Craft Communities to revive dying crafts and help generate income through skill enhancement and design workshops.

Our work has benefitted more than 1, 500 craftspeople especially women and young people. It has also helped inculcate pride and self-esteem in craftspeople and opened a new way of expression for them.

INTACH Utsav

The INTACH Utsav will be a part of INTACH’s endeavour to conserve and promote India’s cultural heritage and create awareness of crafts as part of Heritage. A total of 30 artisans will be invited from different parts of India representing crafts and textiles. Preference will be given to artisans, awardees, and groups who are associated with the divisions and Chapters.



HERITAGE EDUCATION AND COMMUNICATION SERVICES



Heritage Education and Communication Service(s)

1. The primary mandate of INTACH is the creation of public awareness, a sense of care and concern for the protection of India's varied and pluralistic cultural heritage, as stated in its Memorandum of Association

‘To create and stimulate awareness among the public for the preservation of the cultural and natural Heritage of India and respect and knowledge of past experience and skills’

and

‘To act as a pressure group by arousing public opinion when any part of the cultural or natural heritage is threatened with imminent danger or destruction, arising out of private or public policy or in any other manner’.
2. Organizations such as INTACH and its Chapters have a special role for this, whether it is in respect of the built (architectural) heritage, or natural heritage or art (material) heritage or our intangible heritage. The respective chapters of these Guidelines should provide enough material for developing the contents.
3. Heritage Education and Communication Service (HECS) should constitute the most important aspect of any strategy for mobilizing the public for the achievement of the objectives enshrined in INTACH's MoA. Any effective HEC strategy essentially has to progressively go through the following three stages:

1st Stage: Providing relevant information in a manner that it leads to AWARENESS

2nd Stage: Awareness leading to APPRECIATION

3rd Stage: Appreciation leading to ACTION AND PARTICIPATION
4. However, information that can lead to awareness, appreciation and ultimately to action and participation has to be packaged differently for each target audience. Thus, the information targeted at students may have to be packaged differently from that addressed to a professional group such as that of lawyers or the citizens in general. The choice of the medium for communicating the information has also to be made differently. For example, mass media should be more effective in communicating information to the citizens. Of course, for every target audience there could be a cafeteria approach, using a mix of the media for communication but in each case there will be one or two mediums that should prove most effective.
5. **The audience to be considered by a Chapter for HECS may be placed in the following categories:**
 - (a) *The general public:* It is a heterogeneous entity and there will be a host of groups and categories, each with its special interests and requirements.

- (b) *The youth*: Youth constitute today a substantial percentage of the population. This also has distinct entities such as school students, college and university students, and youth residing in neighborhoods such as residential colonies, slums, and so on.
- (c) *Professionals*: This is also a very diverse entity, comprising academics, teachers, architects, engineers, lawyers, journalists, and so on.
- (d) *Policy makers and decision makers*: This is also a diverse entity, comprising public representatives at the national, state and local levels (even informal opinion makers), administrators and technocrats.

6. General Public

- (a) The Heritage Education and Communication Service (HECS) Division at the INTACH Central Office formulates, from time to time, strategies and action plans for meeting the HEC needs of each of these audiences and these circulars should be considered as part of these Guidelines. However, the salient features of these strategies and action plans are summarized below for the guidance of the Chapters.
- (b) The most effective strategy to communicate information to the general public is through the mass media, both the print media and the electronic media. Amongst the print media the most effective would be the daily newspapers and periodicals. Increasingly, most newspapers now have special pull-outs, particularly of local interest. Matters pertaining to protection and conservation of cultural heritage provide interesting copy to the journalists and are equally appreciated by the readers for the local issues raised therein. The Chapter may identify and network with journalists who cover this field and are sympathetic to the cause of protection and conservation. Periodicals and magazines are also opinion makers and wield considerable influence. Chapters could identify writers to these periodicals and magazines and encourage them for HECS.
- (c) Television is increasingly a ubiquitous mass media that is becoming a very effective medium for HECS. Quite a large number of TV channels and cable operators have special slots for cultural heritage activities and could be used by the Chapters to great effect. Film is yet another mass media although its production currently is confined to a few centres. However, with digital technology becoming available, this field is bound to expand and Chapters could exploit the opportunities as they come.
- (d) Various social network sites, such as Facebook and Twitter, blogs and the Internet in general are also becoming important media for influencing public opinion and could be used by the Chapters.

7. Youth

- (a) *School Students*: HECS has issued detailed instructions to Chapters for this target group. These instructions incorporate the workshop design and workshop schedule for the training of selected school teachers that is ultimately aimed at establishment of Heritage Clubs in schools of which the trained teacher becomes the mentor. Heritage Education Kit and a Hands-On Handbook are provided to initiate the activities of the Heritage Club as also to enable the teacher to integrate its activities with the school syllabus and curriculum. These programmes are designed for training principals, teacher educators, school teachers and students on how to spread heritage awareness in schools and to inspire them to undertake heritage education activities.
- (b) *College and University Students*: Wherever possible, a Chapter should identify the college or the department of the university where similar approach of training of teachers leading to the establishment of heritage clubs could be adopted. HECS would then help in organizing and servicing such clubs and their activities.

Amongst the various categories of membership at INTACH, there is also a 'Student Member' category. Every Chapter must increase the membership in this category and make use of HECS for activities and programmes targeted at this important segment of our population.

- (c) *Neighborhood Youth*: Quite a few colonies and slums have youth groups such as NavYuvakMandals whose leaders could similarly be motivated for training programmes that could similarly lead to the establishment of heritage clubs. HECS would then help in servicing such heritage clubs.

A Chapter may also select skill development programmes in arts and crafts, especially for women and the unemployed youth in such neighborhoods. HECS can then help in the designing and conduct of such programmes and also help promote the marketing of their quality products.

8. Professionals

- (a) Advocacy for the protection and conservation of cultural heritage has to be the common thread for all target groups. However, in the case of professionals, the emphasis has also to be on orientation programmes and workshops, depending on the special expertise of the professional group. Thus, orientation programmes for lawyers have to be focused on the laws and rules and regulations that are related to the protection and conservation of cultural heritage in all its dimensions such as built (architectural) heritage, natural heritage, material heritage and intangible heritage. Any public interest writs addressed to the Supreme Court/High Court have to take these into account. The orientation programme for lawyers could also bring to their notice the compendium of heritage related case law that INTACH intends bringing out.
- (b) Similarly, the orientation programmes for architects and engineers should incorporate technical information relevant to the practice of the profession for the conservation and restoration of cultural heritage. Technical manuals relevant to the particular field of conservation and restoration could also be made use of.
- (c) Media journalists, both from the print media and the electronic media, play a critical role in providing information and in molding the opinion of the general public. Orientation programmes have to cater to their special needs and their search for human interest stories.

9. Policy Makers and Decision Makers

- (a) Here again the approach should be of arranging orientation programmes revolving around heritage events so as to inculcate amongst them a sympathetic attitude towards the protection and conservation of cultural heritage. Normally such programmes may not need designing inputs and the Chapter should be able to arrange such interactions on its own. However, if any guidance and help is required the Chapter may revert to HECS.
- (b) Chapters can prepare an inventory of institutions and academies where officials of the various departments and agencies of the government (central, state and local) are trained through initial entry training programmes and/or refresher training programmes during the course of their service. Heritage awareness programmes could be incorporated in such training programmes.

10. Suggested Action Plans

For Inspiring the Youth

- A. Organize awareness programmes in schools



- B. Organize specialized walks at the heritage sites and brief them about the monuments
- C. Organize competitions on heritage topics in various forms like paintings, quizzes, photo competitions, etc.
- D. Initiate interaction of the youth with the experts in the field of heritage and culture
- E. Organize hands-on activities like cleaning of monuments, workshops for crafts, pottery, dance, theatre, etc.
- F. Organize campaigns among the youth on their school surroundings and neighborhoods
- G. Listing of heritage properties in and around their localities
- H. Encourage the youth under the 'Adopt a Monument Scheme' for cleaning and caring for monuments
- I. Create awareness about the bad effects of environmental pollution by presentations in schools and at public places using banners, pamphlets, hoardings, etc.
- J. Control the water pollution by checking garbage disposal and other polluting agents in the water
- K. Plant more trees
- L. Encouraging volunteerism specially amongst senior school and college students
- M. Supporting activities of schools and colleges including talks, festivals, walks and cultural events

11. For the Improvement/Development of the Chapter

- (a) Spread awareness in schools, colleges, universities, educational institutions, among local people and in administration in collaboration with the government and other agencies
- (b) Encourage advocacy by highlighting issues through articles in newspapers and periodicals and through cultural activities, posters, media and active agencies
- (c) Form heritage clubs in educational institutions and forums in the community and organize workshops and training programmes
- (d) Publish newsletters regularly
- (e) Initiate active interaction with the state units and other Chapters
- (f) Organize fund-raising campaigns
- (g) For creative learning, HECS organises national competitions like poster making, essay and painting for middle school children (classes 6-9). This is done to spread awareness about natural, built, living and material heritage among the youth at the grass root level.
- (h) For critical thinking and general awareness, INTACH Heritage Quiz is being organised from 2014 onwards, in further efforts to generate awareness and outreach.

12. For Involving Professionals in Saving Cultural Heritage

- (a) Conceptualize and organize heritage walks involving celebrities and technical professionals
- (b) Sensitize educational bodies and boards
- (c) Upgrade and improve display of museums
- (d) Train personnel involved with museums, libraries, archives and the general public

- (e) Charter for the Conservation of Unprotected Architectural Heritage and Sites (INTACH – 2004): Article 8 of the Charter deals with Education and Public Awareness and may be found useful by the Chapters. (See www.intach.org)

13. HECS Website and Young INTACH Newsletter

HECS has a website titled www.youngintach.org that provides up-to-date information on India's built, natural and living heritage. Consisting of information and activity sheets, quizzes, lesson plans, etc., for school children, this website is a good source for teachers, students, parents and enthusiasts also. Teachers would find a range of rich material to enhance their lessons in history, geography, social sciences, environmental activities, culture, performing arts, and other inter-related subjects. Students would find exciting activity sheets, activity plans, photographs, pictures, and many other fun ways to make learning interesting. Enthusiasts and parents will discover hours of engaging leads, links and activities to share and learn from.

- (a) The website is constantly adding and evolving. It is brought up-to-date every week. Recent additions include quizzes on Indian cities, heritage alerts, useful links, etc. The website also has an active forum and a search engine. For increasing awareness about India's heritage, a page has been created on Facebook, the popular social networking site, with a link provided on the website.
- (b) The website also carries the various issues of its newsletter 'Young INTACH' and the programmes, competitions and special events for the various target groups. Chapters can make themselves aware of the latest activities related to HECS from this website.
- (c) Young INTACH newsletter is a quarterly newsletter that is mailed to all heritage clubs and Chapters. Each issue of this newsletter is based on a specific theme of natural, built or cultural heritage. Students are encouraged to study different aspects of heritage like Peace, Festivals, Nature in Danger, Architecture, How to Take Care of Art Objects, Food, Oral Traditions, Movies and Costumes of India.
- (d) A compilation of 3 years' Young INTACH newsletters are translated into regional languages to increase the reach of the newsletters across the country. The languages that the newsletters are translated into are – Marathi, Gujarati, Punjabi, Malayalam, Tamil, Telugu, Kannada, Odia, and Assamese.
- (e) Chapters should use the information available on this website for various programmes, especially those targeted at the youth, the students and teachers.

14. HECS Publications

HECS has published a number of books in collaboration with Chapters, teachers and students.

Some of these are:

- (a) *Hands on Heritage*: A handbook on cultural heritage that is designed to suit the learning needs of middle-school students. It contains over 100 activities and projects on heritage awareness that schools can undertake,
- (b) *Adopt a Monument*: A handbook for teachers, students, and enthusiasts who want to learn how to conserve India's magnificent built heritage. The book explains, in steps, various things one can do to protect a monument. This publication is available in Hindi as well.

- (c) *Adopt a Tree*: A handbook for teachers, students, and enthusiasts who want to learn how to care for trees. The book explains in steps various things one can do to protect and take care of their local trees. This publication is available in Hindi as well.
- (d) *Adopt a Craft*: A handbook for teachers, students, and enthusiasts who want to know about India's rich heritage in diverse craft traditions. The book explains in steps various things one can do to protect our traditional craft practices. This publication is available in Hindi as well.
- (e) *Care for Heritage*: This conservation hand guide explains in steps for caring for artefacts which have a heritage value to it. It has extensive information, methods of restoring and preserving, interesting trivia and hands-on activities through which one can learn the basic up-keep of their favourite art object.
- (f) *Jago - Heritage and Citizenship*: Explores the inter-linkages between citizenship and heritage; ways to conduct a workshop and stay involved with the programme. It outlines ways of becoming more informed and active citizens through engagement with heritage.
- (g) *Dilli Ki Shaan – Discover Delhi*: The book explores Delhi's rich natural, built, and living heritage. These different aspects have been shared in the book along with interesting activities to make readers think, explore, and deepen their understanding of this multi-faceted city.
- (h) *Indian Culture for Everyone*: This book offers kaleidoscopic glimpses of India's cultural history. The book – with 44 themes and over 200 pictures, drawings and photographs – provides an interesting account of the wonders of India. This publication is available in Hindi as well.
- (i) *A Capital Story*: This small booklet talks about the making of New Delhi, the capital of India, its architects, how the site was chosen, the design and architectural features of various monuments of Delhi.
- (j) *The Hornbill Warrior – Know Nagaland (A Story-cum-Colouring Book)*: The storybook-cum-colouring book brings out the heritage of Nagaland as discovered through the eyes of a young Naga girl. The informative and interactive colouring book was released on the occasion of Heritage Week celebrations at INTACH Delhi.
- (k) *Teseng Builds A Root Bridge – Know Meghalaya (A Story-cum-Colouring Book)*: This story-cum-colouring book follows the tale of a boy from Bengaluru who visits his mother's home state - Meghalaya. His mother challenges him to find out something about the state which he cannot find on the internet. In the process, he builds a metaphorical bridge with his own roots.
- (l) *Chimi in the Magical Land of Kanchendzonga – Know Sikkim (A Story-cum-Colouring Book)*: This story-cum-colouring book follows the travels of a young girl Chimi in her ancestral State of Sikkim. Through the story, she slowly discovers the heritage of Sikkim and realises the need to preserve it.
- (m) *My Little Book on Andaman and Nicobar Islands*: The book discovers the various forms of heritage of the Andaman and Nicobar Islands - natural, built, living, and also traces its history. There are a number of interesting facts and activities in the book to make it more appealing to children.
- (n) *Indian Unlimited...My Travel Diary (Vol. 1 and 2)*: The publication explores India's diverse heritage, covering all of its states and union territories. In this journal, one can record one's travels – sharing cultural experiences and visits to various heritage sites. It also offers information on built, living, cultural, and natural heritage associated with each state. It has been published in

two volumes. Volume 1 covers northern, eastern, and north-eastern India, while Volume 2 covers central, western, southern India, and the islands.

- (o) *Off We Go! Series*: These five books are storybooks (for Classes 3 to 5) following three children visiting the cities – Delhi, Kolkata, Mumbai, Chennai and Jaipur during their holidays. While they travel around the cities, they explore the various facets of their heritage – from the food, to festivals, monuments, parks, markets. These books make the heritage of these cities exciting and would encourage the reader to find out more about their own cities!
- (p) *Young INTACH Anniversary Issue*: To celebrate 15 years of Young INTACH, this book is a compilation of our newsletters from 2004-2019 and consists of some of the best articles, activities, maps, and games on each aspect of our heritage (Natural, Built, Material, and Living).
- (q) *Tree of Life – An Activity Book on Nature Education*: It is a comprehensive, informative and colourful handbook for teacher educators, middle school students and natural heritage enthusiasts. It comprises interesting warm-up exercises, lesser-known facts, information, exercises, and did you know facts about Trees.
- (r) *The Talking Kitchen*: The Talking Kitchen comprises short stories set against the backdrop of the Covid-19 lockdown in March 2020 in India. The write up follows children living in an urban housing society complex and learning about traditional utensils and dishes from their State. The book covers the living culinary heritage from ten states of India – Punjab, Bengal, Uttarakhand, Kerala, Tamil Nadu, Rajasthan, Nagaland, Maharashtra, Sikkim, and Kashmir.
- (s) *Heritage at Risk*: An informative booklet designed to make children aware of India's threatened heritage. The listing of endangered heritage includes Natural, Built, Material and Living Heritage covering Trees, Animals, Birds, Buildings, Heritage Structures, Arts and Crafts, Performing Arts, Languages, Customs and Traditions.

15. FILMIT India

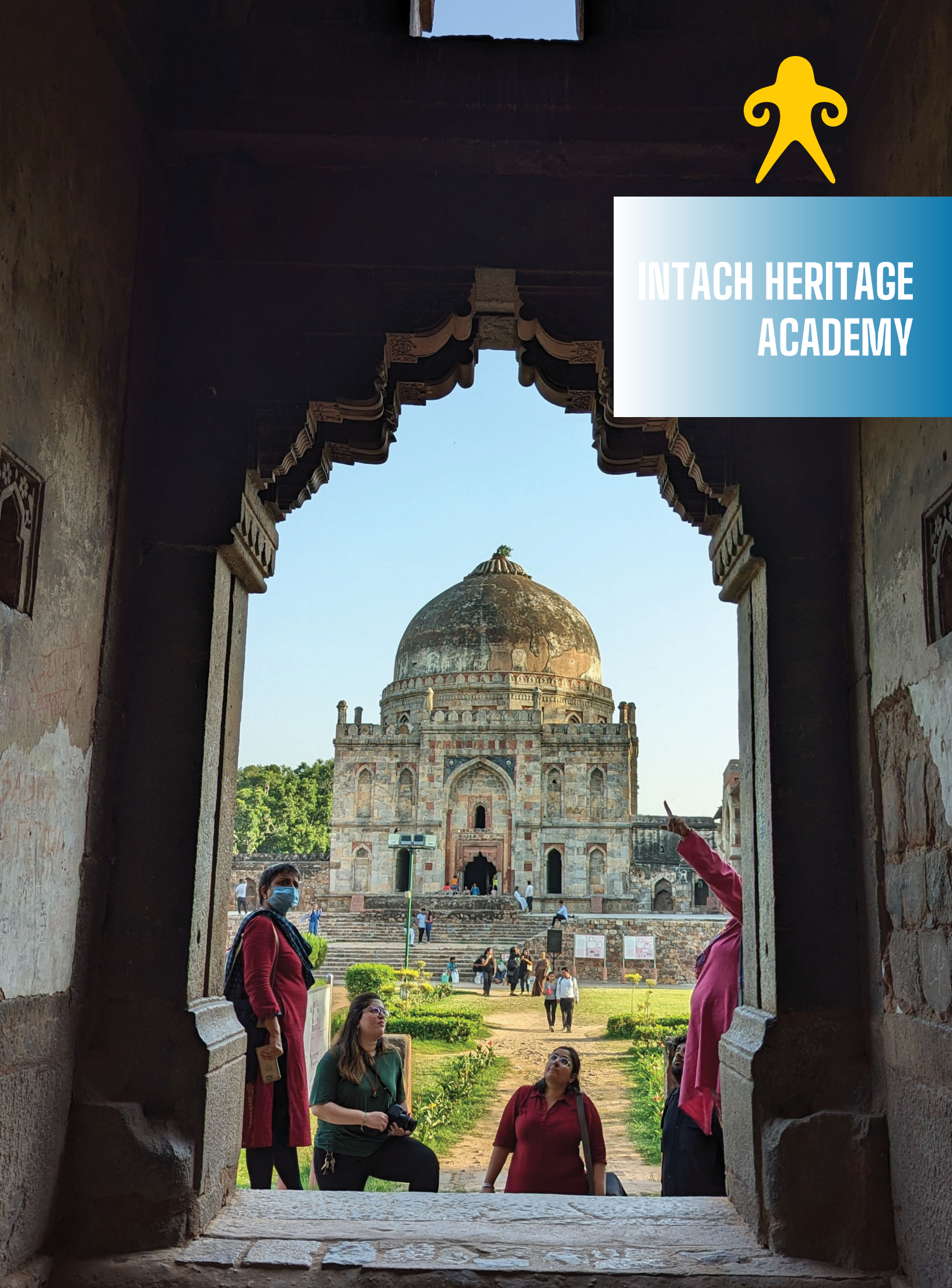
- (a) Filmit India is a multi-cultural project that aims at nurturing cultural understanding, care and concern amongst school children in India through the exciting experience of making and sharing films. More than 5000 films have been made so far.
- (b) Each calendar year, specialised workshops are organised in different cities which help train the students in creating content and learning technical expertise on how to handle a camera.
- (c) Films are uploaded on the openfutures filmit website, which a closed community for sharing films by participating schools.
- (d) Films festivals are held in each city to showcase films and awarding them (mainly non-competitive) to foster learning of the rich varied heritage.

16. Social Media

- (a) A monthly e-newsletter is circulated amongst all the registered members on the website and partners. This gives an update on the activities done by HECS and the Chapters in relation to education and communication.
- (b) Young INTACH's Facebook and Instagram pages feature fun and interactive challenges that enable students to be creative as well as learn about their heritage and culture. Besides the challenges, there are fun facts, news updates and entries by students from all around the country.
- (c) Young INTACH YouTube channel features films and videos made by students as a part of the FILM IT programme. It's a great way to showcase the skills of young students to the public.



INTACH HERITAGE ACADEMY



INTACH Heritage Academy

Background

As stated in INTACH's Memorandum of Association, one of the primary mandates is to foster Training, Research and Capacity Building for protection of India's Cultural Heritage in order to:

- 'create and stimulate an awareness among the public for the preservation of the cultural and natural heritage of India and respect and knowledge of past experience and skills';
- 'create a suitable forum for the exchange of ideas and techniques and to undertake, organise and facilitate study courses, workshops, conferences and lectures in matters relating to conservation of natural and cultural property and resources';
- 'stimulate research in matters of conservation as much on technical and scientific plans as on doctrinal';
- 'undertake and provide for the publication of a journal, books, pamphlets, newsletters, posters etc. in furtherance of the objectives of the Society'.

Within the framework of INTACH's Vision and Mission, INTACH Heritage Academy (IHA) was established in 2012 to be a 'centre of excellence' for training and capacity building in the conservation and management of natural and cultural heritage in India. It is one of-its-kind in the country, running research and training programmes across various dimensions of heritage understanding, conservation and management since its inception.

The main objectives of IHA are to:

- encourage capacity building by developing skills through training programmes
- encourage and support a wide range of research, taking advantage of the strong multidisciplinary ethos at INTACH
- offer special courses on conservation and management of cultural heritage
- complement the initiatives and activities taken up by technical divisions and chapters of INTACH
- connect the training and capacity buildings needs and potentials across the divisions and chapters of INTACH

Target Groups and Institutions

The inter-disciplinary nature of courses and programmes offered by the Academy is aimed at wider participation of architects, engineers, town planners, surveyors and horticulturists; art/architectural historians, archaeologists; administrators; owners of historic buildings; builders and contractors; foremen and attendants at heritage sites; restorers and conservators; master builders and craftspeople; academic institutions; government authorities, departments and urban local bodies; non-government organisations; museum staff/curators; tour guides, heritage walk and site interpretation volunteers; students and professionals from various fields; and the general public and local communities.

Activities of Academy

A) Training and Capacity Building

A major task of IHA is to design develop and deliver general awareness and specialised training courses for general public, students, young professionals, PWD engineers, officials from ASI, State Dept. of Archaeology, development authorities, Urban Local Bodies (ULBs) etc.; project managers, INTACH members, consultants, stakeholders, owners, among others. A broad aim of these courses is to offer training to a diverse range of participants in equally diverse areas of study related to natural and cultural heritage.

The thematic focus of the courses that are aimed at supporting the process of conservation and management of natural and cultural heritage is on areas such as:

- Heritage Understanding (values, national and global frameworks, various types of heritage)
- Documenting Natural and Cultural Heritage in India (physical documentation, listing, condition assessment, study of urban environments, decay and deterioration in material heritage, digital technologies to document built and material heritage, documenting communities and traditions)
- Conservation Philosophy (history, theory, principles and approaches to conservation of cultural and natural heritage, traditional knowledge systems, world heritage)
- Conservation Practices (material conservation, building conservation engineering, community led conservation, adaptive reuse, heritage project management)
- Sustainable Development and Heritage
- Nature-Culture Linkages (cultural landscapes, climate change, living traditions, biodiversity and sustainable development)
- Heritage Entrepreneurship
- Heritage Economics and Traditional Livelihoods
- Heritage Policy and Legislation (heritage impact assessment, heritage byelaws; heritage, people, law, heritage/cultural policy)
- Heritage and Risks
- Research Methodology in Context of Heritage
- Heritage and Wellbeing
- Heritage and Climate Change

The Chapters of INTACH are significant as facilitators who can identify the need for training and capacity building across specific types of stakeholders in their respective chapters. IHA designs and conducts courses as per the requirement, in various parts of the country. Hence, Chapter Conveners are encouraged to connect with the government departments or other stakeholders and formalise their capacity building requirements that can be brought forward to the INTACH Headquarters and taken up as workshops by IHA in collaboration with the other divisions.

IHA launched a one-year full-time 'Post Graduate Diploma in Heritage Studies' in 2018. It is the first-of-its-kind programme that includes courses on understanding, documenting, safeguarding, conserving and managing of natural and cultural heritage. It also brings focus on cross-cutting critical issues that are related to heritage. Besides, there are certificate courses in the online mode offered by IHA. The Academy opens out short courses ranging from one day to five days, announced on the website and through social media platforms. Chapter members may sign up for the courses as well as circulate information about these in their networks, to enable a wider participation.

A 10% concession is offered to INTACH Members for enrolling in the courses. Our Chairman Major Gen. L K Gupta (Retd.), has announced an INTACH Bursary. This Bursary is to help Chapters in capacity building and create 'Guardians of Heritage' at every Chapter. The Bursary, is available only for INTACH Chapter Members. With the help of this bursary up to 50% of diploma fees is waived off.

B) Research

The INTACH Research Programme is aimed at fostering multidisciplinary research in the field of heritage that builds knowledge by developing an in-depth understanding of phenomena related to lesser-known heritage resources of India; addressing issues and challenges that confront our heritage; informing further research or a future course of action. The INTACH Research Programme is structured in the following three categories:

- INTACH Research Fellowship
- INTACH Research Scholarship
- Capacity Building Scholarship for INTACH Staff

The second nation-wide programme is the 'Heritage Awards for Excellence in Documentation of Unprotected Heritage', which was conceptualised in 2015. It is a one-of-its kind programme that seeks to encourage and promote documentation of unprotected heritage. This promising programme encourages students to engage, document and look at heritage from different perspectives. The aim of the initiative is to yield detailed studies on physical, social, cultural, and environmental aspects related to heritage. The process of physical documentation of heritage by understanding, analysing and interpreting its essence serves as a tool for building and inculcating sensitivity and appreciation for heritage. This is an on-going programme and IHA would urge all Chapter members to encourage higher education institutions in their region to participate in it.

C) Other programmes

IHA engages with global initiatives such as 'Agenda 21 for Culture' and the 'Climate Heritage Network' for which participation from Chapters is imperative. The Agenda 21 for Culture has been taken up by IHA in the form of the 'INTACH Cities for Culture' programme launched in 2017. The first step for

Chapters to get involved is preparation of a 'City Profile' the tentative template for which is available as Annexure 1 [Pg. 138].

Publications

INTACH Journal of Heritage Studies is a novel space of academic expression for experts, scholars and researchers to create an intellectual dialogue and discussion on matters concerning the heritage and culture of India. Certain issues of the Journal are dedicated to dissemination of its research outcomes and knowledge generated through the Research Programme offered by INTACH. IHA encourages and urges Chapter members to read the Journal, send in their papers for publication and circulate the call for papers in their networks.

IHA publishes the entries received for Heritage Awards of Excellence in Documentation of Unprotected Heritage programme. One of the major objectives for the publication is rewarding the students for their passionate documentation work and making the work accessible to all students and faculty members of higher education institutions across the country.

The Academy published a report on Asia-Europe Network of Urban Heritage for Sustainable Creative Economies in 2015 and proceedings of the Asia-Europe Meeting (ASEM) Workshop on Techniques and Instruments for Conservation of Monuments and Artefacts in 2018.

The activities of IHA help build a wider outreach and visibility of INTACH and its Chapters. Our endeavour is to work closely with Chapter Conveners and Members.

Annexure 1

INTACH CITIES FOR CULTURE

Template – City Profile

- **INTRODUCTION**

General Introduction of the city, its unique traits, location etc.

- **PHYSICAL PROFILE**

Understanding the natural layers of the city, details about the terrain, sea level, highest peaks, water bodies, forest cover, rainfall, temperature etc.

- **HISTORICAL PROFILE**

Understanding historical timeline of the city, evolution of the city and layers of the history and their manifestation.

- **DEMOGRAPHIC PROFILE**

Understanding population statistics of the city lit.

- **SOCIO - ECONOMIC PROFILE**

Understanding the economy of the city, the sources of generation, industrial, agricultural setups, types of working classes, types of creative economies supported in the city etc.; Cultural economy: Details on work supported by culture and its context – Handicrafts, Tourism (Natural, Cultural, adventure, Heritage etc.), Gastronomy, and others

- **SOCIO CULTURAL PROFILE**

Understanding the culture of the city – ethnographic groups, arts and crafts, Dance and Music, Festivals and Fairs, education systems, traditional knowledge systems, cultural institutions etc. among other practices exclusive to the city and its context.

- **ADMINISTRATIVE PROFILE**

Understanding the administrative setup of the city – local and state departments working in various sectors contributing to the culture and heritage of the city.



GEO HERITAGE



Geo Heritage

GEOHERITAGE – GUIDELINES FOR CHAPTERS

Geology is a fundamental part of nature, and geoheritage is an integral part of the global natural heritage – it encompasses the special places and objects that have a key role in our understanding of the history of the Earth – its rocks, minerals and fossils, and landscapes. That is, those localities and objects (geosites, specimens in situ and in museums) that gives special insights into the organic and inorganic evolution of the Earth over the last 4,500 million years. Thus, geoheritage includes the evidence for the Earth's formation, of meteorite impacts, of the start and evolution of life, of plate movements and mountain building, rock and mineral formation, and of how desert formation, glaciations and sea-level changes have through time shaped and re-shaped the globe. Geoheritage is an applied scientific discipline which focuses on unique, special and representative geosites, supporting the science of geology and its place in modern culture.

Our country is very vast and is endowed with rich geological diversity with abundant mineral resources and a beautiful landscape comprising Himalayas, Aravalis, Vindhyan mountains, Cuddapahs, Eastern and Western Ghats, Deccan plateau, Dharwars, deserts, lakes, deltas, lagoons, mangrove forests and wild life sanctuaries. Besides this, we have abundant enlightened geoscientific community with Universities, Geological Survey of India, active geoscientific associations like Geological Society of India, Indian Sedimentologists Association, Indian Geological Congress, Indian Geomorphologists Association, Paleontologists Association etc State geology departments, State and central tourism departments, archeology departments, etc. INTACH being the NGO committed solely to create awareness, document and conserve the heritage, can play a predominant role in association with geoscientific community to identify and protect our geoheritage in the best interest of future geosciences education, research and recreation for our posterity.

INTACH Chapters can contribute very significantly for the promotion of Geoheritage in our country by undertaking the following activities.

1. Compile the Geology, geomorphology and geological resources of the district. (Sources: District Gazetteers, State Geology & Mining Department reports, Research publications)
2. Prepare the digital / hard copy of the Geodiversity/Geoheritage Atlas of the district. Geodiversity includes the entire earth minus the life forms and consists of geological (rocks, minerals, fossils), geomorphological (land form, processes) and soil features. It includes their assemblages, relationships, properties, interpretations and systems. The mountains, hill ranges, deserts, rivers, deltas, lakes and

coastlines very clearly illustrate landscape geodiversity as well as diversity in their economic geological resources.

Geodiversity Atlas is expected to project the geodiversity, link between geodiversity and biodiversity and how the geodiversity has impacted the development of civilization and human development in various fields.

The Atlas is expected to deliver information in support of education, geoconservation and integrated management of living (biotic) and non-living (abiotic) components of the ecosystem

1. Prepare note on the status of the important geoheritage features highlighting their scientific and geotourism value, present status indicating the natural and anthropogenic threats, if any to these features.
2. In case of any existing and foreseen threats to the geoheritage sites, create awareness to the public and authorities by various means including organization of the seminars in association with the nearby Universities, scientific associations and organizations like GSI to scientifically document and list out the possible remedial measures.
3. Create awareness to the school children and general public about the well documented geoheritage sites through geoheritage walks, pamphlets, brochures etc. and media coverage.
4. Document the important geoheritage sites which are hitherto not documented and build up the geoheritage data base. GSI has declared 34 National Geological Monuments (NGM) / National Geoheritage Sites (NGHS) and also published a list of 90 Geotourism sites including NGM /NGHS. INTACH in connection with the organization of first International Geodiversity Day (IGD) on 6 October 2022, has compiled a list of 180 Geoheritage sites which include 90 Geotourism sites published by GSI.
5. Take up the site-specific issues of conservation where needed.
6. Establish a tie up with nearby University geology departments. Encourage and admit the geology professionals from universities and scientific organizations into INTACH.
7. Organize important annual events like International Geodiversity Day (October 6), Earth Day (April 22), etc. for popularizing the geoheritage.
8. Train local tourist guides about Geoheritage sites to update their knowledge.

Annexure 1: Format for recording Geosites for inclusion of Geosites data base [Pg. 142]

Annexure 1

1. Format for recording Geosites for inclusion in GEOSITES Database

Primary identifying data

1. GEOSITE accession number
2. *National site accession number
3. *Geosite name (synonyms)
4. *State, District/town (or equivalent)
5. *Geographical coordinate: latitude and longitude
6. Approach to the site: How to reach the site from the nearby known place/s giving the distances and directions with a map
7. Character of site (e.g. crag/tor, quarry, sea cliff, river terrace, mine adit, reef, cirque, cave, drumlin, esker)

Primary geological data

8. Type of site (e.g. landform, stratigraphic profile - site may for instance be a cave, with a profile)
9. *Primary geo(morpho)logical interest (qualifying for GEOSITES status)
10. *Framework element or context represented (theme, region/province or age, e.g. ice front, time unit, fossil/mineral group)
11. *Chronostratigraphy
12. *Description of primary interest
Level and type of importance: (Regional/ National/ International; Scientific / Educational)
13. *Comparative assessment/justification (site justified as part of theme, province or age)
14. Qualities in relation to other sites

Secondary supporting data

15. Map sheet (at least at scale of 1: 50,000)
16. Elevation
17. Geosite area (km²)
18. Ownership: (public / private) Whether the geosite is in public domain or in the land owned by private individual / organization with the details of the owner
19. Protection status (assurances of integrity), accessibility

What are the perceived problems / threats both natural / human induced for the maintenance of the site and the possible solutions including whether any agency is interested in taking care of the maintenance

20. Priority of geoconservation: Whether it should be attended immediately or can be taken up in due course
21. Scope of being a part of Geopark: Can this geosite be clubbed with other important nearby geosites to group them to be a Geopark. If known give the details. If not known say Not sure.
22. Literature, key references
23. Sources of data, collections
24. Illustrations including photographs
25. *Proposer(s)

* marks items that are the essential data required at the first stage of GEOSITES proposal. The rest can be filled in later.

2. Principles for assessment of the scientific merits of proposed GEOSITES

A proposer of a GEOSITE should ask themselves the following questions with regard to the potential candidate site or area:

- i) what is its significance for an understanding of geological evolution (inorganic and organic)?
- ii) What is its significance for an understanding of geological/geomorphological mechanisms and processes?
- iii) How complete are the phenomena present: are all relevant features covered, e.g. in a volcano, how complete is the magmatic series, how many effusive rocks and types, or periods of eruption, etc, are there?
- iv) How well has the object been studied, how sizable is its literature, how well are key parameters measured (absolute/radiometric age determinations, identification of minerals, fossils etc)?
- v) What is the special, typical or unique feature of the site in time and/or in space?
How are its rock/deposit/landform and its time/areal relationships significant?
- vi) What is the quality of material which is the particular focus of interest at the site?
- vii) For what part of the geological column or which geological phenomenon is this site representative?
- viii) Categories (e.g. stratigraphic, mineralogical, volcanic etc) are not significant in terms of quotas. The types of site a country selects are to be determined by the nature of its geo(morpho)logical make-up, [its outstanding features and their contribution to geodiversity].
- ix) In what selection network (time or thematic) does this locality fall, and make a vital part?

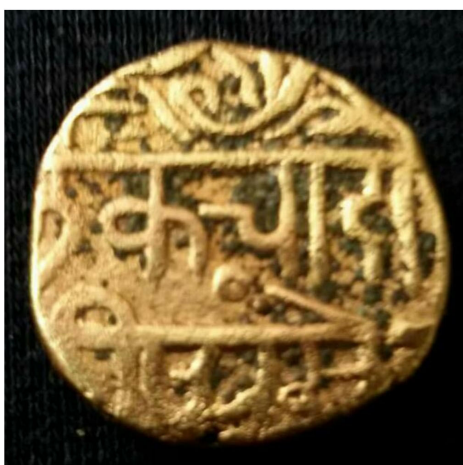
3. Guidelines for selection of geosites

Justification of the outstanding value of a proposed geosite should be demonstrated: this means that its position nationally and regionally has to be made clear. Its validated place as an example of, or part of, for instance, a regional structure, a vital stratigraphic interval, tectonic episode or glacial phase depends on the essential part it plays in elucidating such a theme, structure, event or epoch.

- i) Size of an individual site is of no significance. Larger areas may contain multiple core areas' each independently of special' interest: interest, significance and representativeness should be demonstrated for each of these.
- ii) Integrity is important, and any site proposed should be conservable, and protected [effectively] from damage.
- iii) Geological conservation principles should apply, i.e. conservation means protection for use, including, where appropriate, collecting, [not preservation].
- iv) As far as possible, inappropriate collecting, by both professionals and amateurs, should be discouraged (except, particularly, in areas of appreciable material loss through natural processes.
- v) Sites should not be worked out', with all good and representative material removed to remote museums, other collections or private establishments. If specimens are not readily visible, then there should be good potential for further collecting.
- vi) Museums on sites, with collections, may be a satisfactory alternative.
- vii) The provision of sites for education, recreation, training and research may be a desirable factor.
- viii) The integrity and conservation of a proposed site should be subject to monitoring, where possible and appropriate.
- ix) Geo(morpho)logical sites are best considered singly, each significant interest being assessed: but synergistically, it may be desirable to group like sites as clusters or within larger entities such as national parks. However, all sites must be judged individually and be capable of standing alone for the purposes of assessment and justification.
- x) Equal concentration of sites by area is not feasible (relative to size of country or other area): this must be the case, to avoid the charge of subjectivity.
- xi) In selecting sites for Geosites, it is more important to assess candidates comparatively within a context, to make informed comparisons with other possible candidates: this involves some further research.
- xii) Size (the largest') and age (the first' or oldest') are only some of the relevant factors, they cannot automatically be equated with the best'.
- xiii) Sites with a complex record, subject to multidisciplinary studies, or with a long history of research, or a substantial bibliography are likely to be better candidate sites. But this does not rule out new or unexploited sites.
- xiv) Nomination of a Geosite should be in the form of a concise and focused well-argued case. The Geosite documentation format should be used.



NUMISMATIC HERITAGE



Numismatic Heritage

Numismatic heritage refers to the collection of coins, banknotes, medals, tokens, and other currency-related items that have historical, cultural, and artistic significance. Numismatics is the study of coins and currency, and the collection and preservation of these items is an important part of understanding the history and culture of different societies.

It includes rare or unique coins and currency from different eras and regions, as well as objects related to the production and distribution of currency, such as minting equipment, banknotes printing plates, and medals. These items can provide insight into the economic, political, and cultural context of the time and place in which they were produced.

It is often preserved and displayed in museums, archives, and private collections and an important part of our cultural heritage, and provides a fascinating window into the history of human civilization.

Why Numismatics Important to Indian history

Numismatics is extremely important to Indian history, as India has a rich and diverse numismatic heritage spanning several millennia. Following are few factors depicting its importance to Indian history:

- a. Coins and currency provide important historical insights into the economic, political, and social conditions of different eras. Indian coins, for example, can reveal information about the trade routes, economic policies, and cultural influences of the time period in which they were produced.
- b. India has a long and diverse cultural history, and is reflected in its numismatic heritage. Coins from different regions and dynasties in India reflect unique local cultural and artistic traditions, as well as the influence of outside cultures and empires.
- c. Indian coins provide a remarkable chronology of the country's history, dating back to the 6th century BCE. By examining the design, composition, and inscription of Indian coins, numismatists can trace the evolution of Indian society, politics, and economy over thousands of years.
- d. Numismatics plays an important role in preserving India's cultural heritage. Many ancient coins and currency items have been lost to history, but through numismatic collections and archives, we can still access and study the coins and currency of our ancestors.

How chapters can spread awareness about numismatics in their cities :

- a. Organize exhibitions and displays of rare coins and currency from different regions and eras of Indian history. Chapters may approach museums, libraries, and other public spaces to showcase collection and educate people about the importance of numismatics.
- b. Conduct workshops on the basics of numismatics, in terms of identification, handling and evaluation. Chapters may approach schools, colleges, and community centres to attract young people and others who are interested in learning more about this field.
- c. Create social media pages on popular platforms like Facebook, Instagram, and Twitter to share information about numismatics. Chapters may post pictures of rare coins, historical facts, and interesting stories about numismatic heritage in India.
- d. Collaborate with local institutions such as museums, libraries, and universities to host events and programs related to numismatics. Chapters may approach local numismatic clubs and associations to share knowledge and network with other enthusiasts.
- e. Participate in local events such as fairs and festivals to showcase collection and attract new people to the world of numismatics. Interactive activities such as coin identification games or scavenger hunts may be organised to make it more engaging for visitors.

Numismatics is an important field of study and generates interest in Indian history, culture, and heritage. It provides unique insights into the economic, political, and social conditions of different eras and regions, and helps to better understand the evolution of Indian civilization over thousands of years. By spreading awareness about numismatics, it may help in preserving and promoting India's rich and diverse cultural heritage for future generations.

Guidelines on Fortifications and Military Heritage in India

PREAMBLE

India has a rich repository of fortifications ranging from various centuries and spread across its vast geographical boundaries with different physio-graphic adaptations. Fortifications are integrated into the surrounding cultural landscapes and terrain, be it the plains of Punjab, the desert or Aravallis of Rajasthan, the Himalayan ranges in North and North east, the Deccan plateau, the western and the eastern ghats or all along India's peninsular coast and islands. These provide important information about the diverse ways that various rulers and kingdoms developed fortifications.

Historic fortifications may include a range of architectural forms from earthworks to complex structures designed for offensive and defensive purposes dating as old as the Harappan period to as late as early 20th century cantonments. India records some 6500 plus forts, fortifications as city walls as per Niti Aayog report. Around 80 percent of these are unprotected and have potential to be addressed by INTACH as per its Charter for unprotected structures.

OBJECTIVES

The objectives of the Guidelines is to contribute to the safeguarding of the tangible and intangible values of forts and fortifications as “memory” tied to facts, people, communities, and expressions of cultural identity of local history across various regions of India.

DEFINITIONS

Fortifications and military heritage comprise of any structure built with either natural (i.e., botanical, or geological) or other organic or synthetic materials, by a community, tribe, administrative head, ruler etc. to protect themselves and/or to control certain areas. Such structures include, fortifications, works of military engineering, arsenals, harbors and naval Shipyards barracks, military bases, testing fields, and other enclaves and constructions built or used for military, offensive and defensive purposes. Such structures may also cover plain battlefields that have historically evidenced major wars or battles. In case of India, Haldighati and Panipat battlefields count as good examples. Military cultural landscapes may include but are not limited to territorial hill, land or coastal defense installations and possess unique values as per their strategic locations that need to be carefully studied, analyzed, and preserved.

Most of the forts in India can be classified as castles or fortresses with their own paraphernalia of structures. But when the British Government in India were cataloging them in the 17th–19th century they used the word forts hence, usually all fortifications whether European or Indian within India were termed forts. In local languages the fort name will be suffixed by local word for fort thus usage of the Sanskrit word *durga*, or Hindi word *qila* or the word *garh* or *gad* in Rajasthan, Assam, UP, MP, Bihar, Gujarat and Maharashtra is common.

TYOLOGY AND CHARACTERISTICS

Fortifications more than many other types of architecture have an integral relationship with the surrounding cultural landscapes. They exhibit a number of principles present in all regions of the world and manifest in every period of human history. Perhaps more than other categories and types of heritage, an understanding of the meaning, history and strategic rationales for the design and location of fortifications is indispensable for their proper conservation and protection.

The forts typology in India can be understood as per traditional texts. The Indian treatise of Arthashastra describes six major types of forts differentiated by their major mode of defense.

- **Jal durg:** a fortress surrounded by water, also known as *audaka-durga* and *ab-durga*. There are two subtypes - the island fortress, or *antardvipa-durga*, and the coastal fortress or *sthala-durga*.
- **Giri durg:** Giri-durga, or *parvata-durga*, is a hill or mountain fortress. There are three varieties: *prantara-durga*, *giri-parshva-durga* and *guha-durga*. *Prantara-durga* is a fortress built on the summit (usually flat) of a hill or a mountain. In *giri-parshva-durga* both major civilian structures and fortifications extend down the slope of a hill or mountain though the summit is certainly included into the defence system, too. The living quarters of a *guha-durga* fortress are situated in a valley surrounded by high, impassable hills.
- **Vana durg** or *vrikshya-durga*, would be surrounded on all sides with a dense, impassable forest over a distance of at least 4 krosahas (14.6 km). Variations were the *khanjana-durga*, built on fens and encircled with thorny woods, and the *sthambha-durga*, erected in the jungles among high trees but lacking sufficient sources of water.
- **Dhanu durg** *Dhanvana*, *dhanva*, or *maru-durga* are desert fortresses, usually to be found in an arid area bare of trees, grass or sources of water over a distance of no less than 5 *yojanas* (73 km), hence its other name, *nirudaka-durga*, or waterless fortress.
- **Mahi durg** There are three types of mahi-durga or earth fortress. *Mrid-durga* are encircled with earthen walls; the approaches to *panka-durga* are protected by fens or quicksand; and *parigha-durga* are surrounded by walls made of earth and stone or brick, their height exceeding 5.4m and their width constituting half of the height.
- **Nri durg** or fortress with men, was defended by a large and loyal army of proven warriors, and was well supplied with arms. It was usually a city fortress, well populated with a substantial garrison. It was also called *nara-durga* and *bala-durga*.

In India, various terms are associated with the main characteristics of strategies used in conjunction with fortifications and military heritage. These may vary in each region and culture across India. A more detailed glossary needs to be developed for the particular area where the fortification exists.

PRINCIPLES APPLICABLE TO FORTIFICATIONS AND MILITARY HERITAGE

Art. 1. Research, Documentation and Interpretation

- (i) Preserve the multiple layers of stratigraphic, constructive, structural, and strategic information, the spatial relationship and the elements that are part of contemporary territorial systems through the development of comprehensive preservation and maintenance guides specific to the needs of fortifications and their cultural landscapes.
- (ii) Understand the fortification from the view of its operational zone.
- (iii) Promote excellence in the conservation of the historic fabric, archaeological remains and the setting of a fortification and its cultural landscapes.
- (iv) Develop appropriate interpretation with emphasis on facilitating the creation of an accurate history and relationship to the changing cultural, social, and political contexts, including the relationships between contemporary elements and their effectiveness in the territorial protection;
- (v) Reinforce visitors and local community appreciation of the site through interpretation of transnational values as a common heritage;
- (vi) Reinforce visitors and local community appreciation of the site by developing effective tools that foster an agreed and consensual interpretation of identity values;

Art. 2 Values

The recognition of such intrinsic values of fortifications and defensive heritage determines the extent to which these aspects condition their conservation, rehabilitation, and general value.

The fortification as a monument has documentary value as a built structure. It represents architectural, technological, artistic, historical and associative values related to the events that led to its construction and the meanings that the building acquired over the time. There is also the value of fortifications seen as a system, as an organizer of the territory. The recognition of these values is what determines the degree to which the fortifications, as part of our heritage, have unique aspects that affect their conservation, rehabilitation, and general value.

2.1. Architectural and Technical value.

The specific typology of the fortifications responds to a specific technology of warfare.

The assessment of the technical value requires a deep understanding of the evolution of weapons and warfare so that innovative advances in response to changes in military science and engineering can be identified and tested.

2.2. Territorial and geographical value.

The value of fortifications as a territorial organization is an important component of the significance of defense systems. While some fortified structures may be independently standing isolated elements, others may form part of a larger system of non-adjacent components that shape the surrounding cultural landscapes and require evaluation in a broader context. In these cases, the value of the system is greater

than the specific value of each of its parts, all of which require the same protection regardless of how modest they may seem.

The identification of these values may also take into consideration *inter alia*, the strategic advantages of location, and how the design responds to the spatial distribution of weaponry, the type of siege or attack intended, the reach of the defensive range, and the topography and ecosystems of the territory to be defended.

2.3. Cultural Landscape Value.

The value of the cultural landscape allows better understanding of the material and functional context of fortifications, and takes into account, among other elements, respect for its enclave, the role of military construction for defensive purposes, its dominance position, visual and physical in relation to the surrounding territory.

2.4. Strategic Value.

The Fortification is a symbol of the fusion of multiple types of knowledge.

The strategic value of a fortification is greater than its territorial or geographical value. Since it reflects the power of decision and the depth of knowledge, as well as the social cohesion of the ruling group

2.5. Human and Anthropological Value.

Fortifications were built to protect one human group from another. Therefore, they can be associated with sites of conflict. Fortifications are sometimes connected with cruel and devastating battles and wars that resulted in one group being victorious over another defeated group. They can also be associated with their role in the performance of nation-building, and they can be used to play a role in nation-building. Both fortification structures and cultural landscapes may also contain archaeological information which is important to their understanding and can provide information about the past use of these places not available from historical sources.

2.6. Memory, Identity, Educational Value.

Fortifications can play an important role in the memory of society. They illustrate the conflict directly, allowing for an intense, often personal, learning experience from events that can be part of the shared history of communities. They belong to the collective memory in relation to the cultural landscape in which they are set. Fortifications have educational value because they can provide a stimulating and nurturing environment related to the cultural experience of military heritage.

2.7. Historic value.

Fortifications and military heritage embody attitudes and world views specific to the periods of their development and use. These attitudes may be understood through the study and interpretation of the military sites and the relationships with contemporary societies.

2.8. Social/Economic Value.

The recognition of the social value of fortifications, through appropriate enhancement actions, must activate a stimulus effect giving economic benefit for the communities and activating the recognition of new values and new knowledge.

It is important to establish the cultural significance of Forts/ Fortifications as per above identified values before undertaking any Conservation Works.

Art. 3. Conservation

- (i) Prepare guidance documents, policies, implementation strategies to safeguard the heritage values of the fort;
- (ii) Promote initiatives for recognition of identity and values communication
- (iii) ensure free, prior, and informed consent of source communities in developing and adopting measures
- (iv) Protect, manage and interpret fortifications and military heritage sites.
- (v) Prevent all arbitrary alterations, restorations, reconstructions, or the elimination of historical material forming part of the structures and settlements, through assessments, development, and implementation of a Conservation Master Plan to be overseen by a professional team with specialist skills;
- (vi) Prepare protection regulations / laws compatible with the preservation of the integrity of the fortification;
- (vii) Promote the use of technology to provide alternative accessibility such as metal staircases (reversible material) or hydraulic lifts on high cliff areas.

Art 4. Fortifications use and re-use.

The changing nature of military operations often means that fortifications cannot be reused for the specific purpose for which they were originally built. Fortifications were designed to prevent entry and today this presents obvious challenges for accessibility and meeting current use requirements.

- (i) Promote interventions on fortifications and military heritage only where the purpose is to provide a sustainable and appropriate reuse;
- (ii) establish a balanced reuse to avoid destroying integrity and authenticity;
- (iii) Promote reuse that transforms fortifications and military heritage into a place of witness and aggregation of communities;
- (iv) Promote reuse that transforms fortifications and military heritage into places of knowledge such as places for the interpretation of military heritage including topics such as history, science, technology, etc.;
- (v) Promote reuse that transforms fortifications and military heritage into places which transmit a message of inclusiveness, and reconciliation.

Art 5. Fortification and urban landscape

To address the need to better integrate conservation strategies of urban heritage represented by the fortification system, the singular elements, or the network as a whole should be addressed within the broader objectives of general sustainable development.

- (i) Employ a cultural landscape approach for the identification, conservation, and management of historical areas within their wider urban contexts;
- (ii) Consider the inter-relationship of their physical forms, their spatial organization and connection, their natural characteristics and setting, and their social, cultural, and economic values.

Art. 6. Intervention parameters

6.1. All interventions should be based on a Conservation Master Plan or Management Plan. This should include:

Historical study of the site and all periods of its development and use; study of morphological development; topographic / planimetric surveys; evaluation of archaeological studies; structural evaluation; structural analysis; diagnosis and monitoring of preservation; study of cultural landscape; interpretive study; analysis of reuse feasibility; use analysis; criteria and recommendation analysis; risk assessment / risk preparedness plan; business and operations plan; visitor surveys / visitor management studies; protection plan;

The entire Master Plan must be developed by an interdisciplinary team of appropriately qualified professionals with specific knowledge and experience in similar fortifications and military heritage.

6.2. All interventions should be based on the holistic integration of the values of the site in relation to the defensive systems and surroundings.

6.3. All interventions must be compatible with the elements and characteristics of the fortifications and military heritage. The choice between “traditional” and “innovative” techniques should be weighed on a case-by-case basis and preference given to those that are least invasive and most compatible with heritage values. The nature of military operations needs to be considered particularly with a view to any previous “loss” of fabric or destruction which may be considered as a marker of an historic event that should be conserved rather than restored.

References:

ICOMOS Guidelines on Fortifications and Military Heritage <https://www.icofort.org/fortificationsguidelines>

Charter for the Conservation of Unprotected Architectural Heritage and Sites in India <http://www.intach.org/about-charter.php>



APPENDICES



APPENDIX A

INTACH Charter for conservation of unprotected architectural heritage and sites in India

INTRODUCTION

India has a long and rich tradition of caring for and maintaining historic buildings; the philosophy and technical details of ancient practices are well documented in ancient texts such as Mansara. However, with the consolidation of colonial rule during the 19th century, European ideology and systems of conservation supplanted indigenous practices.

The 'imported' ideology established deep roots in Indian soil. In 1862, the Archaeological Survey of India (ASI) was established under Sir Alexander Cunningham. In 1904, the Ancient Monuments Preservation Act empowered the ASI to protect monuments of national importance, and Sir John Marshall became its first Director General. In his long tenure of 24 years Marshall instilled a strong professional culture in the institution and compiled the Manual for Conservation to guide its practice.

After Independence, in 1958, the Ancient Monuments and Archaeological Sites and Remains Act was passed to replace the colonial act, and extend protection to monuments of national importance. Similar acts were adopted by different States to protect monuments of State importance. These acts consolidated the idea that architectural heritage consisted only of exemplary buildings and that its protection was primarily the responsibility of the government.

When the Indian National Trust for Art and Cultural Heritage (INTACH) was founded in 1984 ASI and State Departments of Archaeology (SDA) between them protected less than 10,000 monuments. In addition to the limited definition of what constituted architectural heritage - and consequently, the small number of protected buildings - its protection was also considered to be primarily the responsibility of the government. In any case, few experts were available outside the government. This left thousands of monuments and whole categories of architectural heritage, including indigenous building traditions and conservation practices, unidentified and unprotected, resulting in a process of steady attrition. INTACH set out to redress this situation.

In twenty years INTACH institutionalised the practice of conservation outside the government fold. It established Chapters all over the country and spread awareness of the need to conserve not only monuments but other categories of heritage as well, focusing on the significance of their meaning to society. It also undertook a range of activities that actualized its commitment to conservation. It initiated a programme to train conservation professionals through scholarships offered by the Charles Wallace Trust; it undertook a variety of conservation works of unprotected architectural heritage outside the purview of the ASI or

SDA; it began documenting the diverse manifestation of architectural heritage in the country and in the process began to articulate an ideology of conservation that differed from and provided an alternative to the official line.

By now INTACH had accomplished a lot, but more needed to be done. The problem was not only lack of resources, but a lack of knowledge of ground realities, cultural and material, to better utilize what was available. Both professional and lay people undertake the work of INTACH, but there was no document to which they could refer to for coordinated action. INTACH needed to collate and structure its accumulated experience and expertise into effective knowledge to guide further activities.

In 2002, INTACH conducted a workshop on formulating a National Policy for Heritage Conservation and Management in which the need for a national charter for conservation was identified. A Steering Group of outside experts and in-house staff was constituted to examine the structure of such a charter. Several meetings, many more seminars and workshops later, the recommendations of this group were made the focus of an INTACH-AusHeritage workshop to discuss an Indian Charter for Conservation from March 24-27, 2004 at New Delhi. At the concluding session, a draft structure for the proposed Indian Charter was outlined and it was decided that it should be developed for presentation at the INTACH National Convention in November 2004.

An evaluation of projects undertaken by INTACH over the past two decades was made to define the characteristic elements for an Indian Charter. All significant international charters were also evaluated to establish its specific focus. While the initial Charter document was drafted by Professor A.G.K. Menon, assisted by Navin Piplani, it was further developed following an inclusive and democratic process of dialogue. A draft was ready by the end of August 2004, and was widely disseminated to elicit views from a wide cross-section of experts. The document was also posted on the Web and a lively dialogue on its contents was conducted online.

Based on the comments received, a revised draft Charter was presented at the INTACH National Convention on November 2, 2004.

At the Convention five experts from Sri Lanka, Malaysia, Thailand and India responded to the Charter and several comments from the floor were entertained. Based on these inputs the final draft was prepared and presented at the Plenary Session on November 4, 2004 where it was duly adopted.

The document is the product of expert contributions made by several people both in India and abroad. In essence, it attempts to broaden the legal definition of architectural heritage, and to accommodate the diverse strands of conservation ideology existing in India. It also attempts to take into account the complex ground realities, socio-cultural and economic, that mediate conservation practice.

As per its terms, it will be reviewed in five years and amended as necessary. The Charter is primarily intended to guide those working with INTACH and therefore, relates only to unprotected monuments, historic sites and other aspects of the tangible and intangible heritage. It is also intended for others, individuals and entities, who share similar concerns and seek to adopt coordinated action for conserving the unique architectural heritage of India.

S.K. MISRA
Chairman, INTACH

4th November 2004

Preamble of the Charter

Drawing upon the experience of the Indian National Trust for Art and Cultural Heritage (INTACH) in conserving the unprotected architectural heritage and sites of India within an institutional framework for two decades;

Respecting the invaluable contributions of the Archaeological Survey of India (ASI) and State Departments of Archaeology (SDA) in preserving the finest monuments of India;

Valuing ASI's pioneering role in promoting scientific methods of practice and establishing highest standards of professionalism in preserving monuments;

Acknowledging the importance and relevance of principles enunciated in the various International Charters adopted by UNESCO, ICOMOS, *et al*;

Conscious, however, that a majority of architectural heritage properties and sites in India still remains unidentified, unclassified, and unprotected, thereby subject to attrition on account of neglect, vandalism and insensitive development;

Recognising the unique resource of the 'living' heritage of Master Builders / *Sthapatis* / *Sompuras* / *Raj Mistris* who continue to build and care for buildings following traditions of their ancestors;

Recognising, too, the concept of *jeernodharanam*, the symbiotic relationship binding the tangible and intangible architectural heritage of India as one of the traditional philosophies underpinning conservation practice;

Noting the growing role of a trained cadre of conservation architects in India who are re- defining the meaning and boundaries of contemporary conservation practices;

Convinced that it is necessary to value and conserve the unprotected architectural heritage and sites in India by formulating appropriate guidelines sympathetic to the contexts in which they are found;

We, members of INTACH, gathered here in New Delhi on the 4th day of November 2004, adopt the following **Charter for Conservation of Unprotected Architectural Heritage and Sites in India**.

PART I PRINCIPLES

Article 1: Why Conserve?

1.1 The majority of India's architectural heritage and sites are unprotected. They constitute a unique civilisational legacy, as valuable as the monuments legally protected by ASI/ SDA and other governmental and non-governmental agencies. This legacy is being steadily eroded as a result of insensitive modernisation and urbanisation, and the fact that it does not command the same respect as legally protected monuments. Many unprotected heritage sites are still in use, and the manner in which they continue to be kept in use represents the 'living' heritage of India. This heritage is manifest in both tangible and intangible forms (Article 2.2), and in its diversity defines the composite culture of the country. Beyond its role as a historic document, this unprotected heritage embodies values of enduring relevance to contemporary Indian society, thus making it worthy of conservation.

- 1.2 This 'living' heritage is not legally protected. The buildings and sites, which constitute it, are subject to demolition or unsympathetic interventions. The knowledge of traditional building skills with which it is associated is also in danger of being lost in the absence of patronage and official recognition. Conserving the 'living' heritage, therefore, offers the potential to conserve both traditional buildings and traditional ways of building.
- 1.3 Conserving the unprotected architectural heritage and sites ensures the survival of the country's sense of place and its very character in a globalising environment. It offers the opportunity not only to conserve the past, but also to define the future. It provides alternate avenues for employment and a parallel market for local building materials and technologies, which needs to be taken into account when resources for development are severely constrained.
- 1.4 This 'living' heritage also has symbiotic relationships with the natural environments within which it originally evolved. Understanding this interdependent ecological network and conserving it can make a significant contribution to improving the quality of the environment.

Article 2: What to Conserve?

- 2.1 The objective of conservation is to maintain the significance of the architectural heritage or site. Significance is constituted in both the tangible and intangible forms. The process of Listing (Article 5) must determine the characteristics of significance and prioritise them.
- 2.2 The tangible heritage includes historic buildings of all periods, their setting in the historic precincts of cities and their relationship to the natural environment. It also includes culturally significant modern buildings and towns. The intangible heritage includes the extant culture of traditional building skills and knowledge, rites and rituals, social life and lifestyles of the inhabitants, which together with the tangible heritage constitutes the 'living' heritage. Both tangible and intangible heritage, and especially the link between them, should be conserved.
- 2.3 Conservation of architectural heritage and sites must retain meaning for the society in which it exists. This meaning may change over time, but taking it into consideration ensures that conservation will, at all times, have a contemporary logic underpinning its practice. This necessitates viewing conservation as a multi-disciplinary activity.
- 2.4 Where the evidence of the tangible or intangible architectural heritage exists in fragments, it is necessary to conserve it, even in part, as representative of a historic past. Such conservation must ideally be undertaken *in-situ*, but if this is not possible, then it should be relocated to a place where it would be safe for continued contemplation.
- 2.5 Conservation in India is heir not only to Western conservation theories and principles introduced through colonialism and, later, by the adoption of guidelines formulated by UNESCO, ICOMOS and international funding agencies, but also to pre-existing, indigenous knowledge systems and skills of building. These indigenous practices vary regionally and cannot be considered as a single system operating all over India. This necessitates viewing conservation practices as a multi-cultural activity.
- 2.6 While the Western ideology of conservation advocates minimal intervention, India's indigenous traditions idealise the opposite. Western ideology underpins official and legal conservation practice in India and is appropriate for conserving protected monuments. However, conserving unprotected architectural heritage offers the opportunity to use indigenous practices. This does not imply a hierarchy of either practice or site, but provides a rationale for encouraging indigenous practices and thus keeping them alive. Before undertaking conservation, therefore, it is necessary to identify

where one system should be applied and where the other. For this purpose, it is necessary at the outset to make a comprehensive inventory (see Article 5) of extant heritage, both tangible and intangible, and separate it into two categories:

- A. i) Buildings and sites protected by ASI, SDA and other government or non- government agencies. Only the official and legal instruments of conservation and internationally accepted principles should be adopted here;
- ii Other listed buildings and sites which, though not protected by ASI, SDA and other government or non-government agencies, possessing heritage value or significance equivalent to that of protected monuments. Here too, the official and legal instruments should be adopted for their conservation;
- B. The remaining listed buildings and sites both modern and historic, including those produced within the last hundred years. Here, the conservation strategy may adopt either the official and legal instruments of conservation or those rooted in indigenous building traditions. Hybrid strategies, inventively combining indigenous and official practices, can also be employed to conserve this heritage category. The decision to adopt indigenous practices should be based on the availability of skilled and knowledgeable *raj mistris*. In all cases a rationale for the decision taken to adopt one or another system of conservation must be recorded.

2.7 The overarching objective for undertaking conservation of unprotected architectural heritage and sites is to establish the efficacy of conservation as a development goal. What to conserve will, therefore, be determined by those strategies of conservation, which accommodate the imperatives of development and the welfare of the community while seeking economically to achieve maximum protection of the significant values of the architectural heritage and site.

Articles 3: Conservation Ethics

3.1 Authenticity

3.1.1 The traditional knowledge systems and the cultural landscape in which it exists, particularly if these are 'living', should define the authenticity of the heritage value to be conserved. In the absence of such contexts, the official and legal guidelines, particularly as defined by the "Nara Document on Authenticity, 1994", should determine the nature of the authenticity of the architectural heritage and site (see Annexure 1 [pg 176]).

3.1.2 Traditional knowledge systems and cultural landscapes vary from one regional/cultural context to another or within the same region/culture. Thus, the values of 'living' architectural heritage can differ from one context to another, reflecting the cultural diversity of the country. In each case, however, conservation should faithfully reflect the significant values, which define the heritage.

3.2 Conjecture

3.2.1 Local master builders build, rebuild, restore, renew and make additions/alterations to historic buildings in response to contemporary exigencies or evolving local needs of the community; they must be encouraged to follow their traditions even when there is no available evidence in the form of documentation, oral histories or physical remains of previous structures. Appropriate craftspeople for undertaking such works should be identified as described in Article 5.1.4.

3.2.2 An exact replacement, restoration or rebuilding must be valued when it ensures continuity of traditional building practices.

3.2.3 Conjectural restoration or rebuilding must nevertheless respect the overall spatial and volumetric composition of historic settings. The parameters of the historical setting should be defined through comprehensive urban design studies. These parameters should also guide new urban development in the vicinity of heritage buildings and sites.

3.2.4 The ASI / SDA rule prohibiting development within a 100-metre radius of a protected building restricts the practice of restoration or rebuilding of sites, conjectural or otherwise and thereby may result in harming the welfare of society. This rule should not be applied to conserve unprotected architectural heritages and sites.

3.3 Integrity

3.3.1 The integrity of the heritage is to be defined and interpreted not only in terms of the physical fabric of the building, but also with respect to the collective knowledge systems and cultural landscape it represents. This knowledge system, where it exists, must mediate the process of conservation/ restoration/ rebuilding of the unprotected architectural heritage in order to reinforce an appreciation of the cultural landscape. This dynamic concept understands the integrity of the individual building as one which evolves in response to contemporary needs of local society.

3.3.2 The concept of an evolving integrity accepts the introduction of new architectonic elements, materials and technologies when local traditions are insufficient or unavailable. The introduction of new elements may reflect contemporary aesthetic ideals as modern additions to old buildings.

3.4 Patina

3.4.1 The patination of historic fabric due to age or natural decay should not compel the preservation of a ruin as it exists, frozen in time and space. In conformity with local aesthetic traditions, and for the well-being of the heritage building or site, renewal, restoration, repair or rebuilding is acceptable. Patina may, where necessary, be considered as a sacrificial layer.

3.5 Rights of the indigenous community

3.5.1 Each community has its own distinctive culture constituted by its traditions, beliefs, rituals and practices - all intrinsic to defining the significance of the unprotected architectural heritage and site. The conservation strategy must respect the fact that local cultures are not static and, therefore, encourage active community involvement in the process of decision- making. This will ensure that the symbiotic relation between the indigenous community and its own heritage is strengthened through conservation.

3.6 Respect for the contributions of all periods

3.6.1 The contributions of earlier periods which produced the historic fabric and consequent interventions, including contemporary interventions, based on either traditional systems of building knowledge or modern practices, must be respected as constituting the integrity of the heritage sought to be conserved. The objective of conserving the unprotected architectural heritage and site is not so much to reveal the authentic quality of the past or preserve its original integrity, but rather to mediate its evolving cultural significance to achieve beneficial results.

3.6.2 The holistic coherence of the heritage in terms of its urban design, architectural composition and the meaning it holds for the local community should determine any intervention in the process of conservation.

3.7 Inseparable bond with setting

- 3.7.1 An unprotected heritage building or site is inseparable from its physical and cultural context, and belongs to the local society as long as its members continue to value and nurture it. The conservation process must be sensitive to this relationship, and reinforce it.
- 3.7.2 If the unprotected heritage does not possess any bond with contemporary society, then its relevance for conservation may be questioned and modern re-development may be considered an option to meet the welfare needs of society. This decision must invariably be taken in consultation with INTACH's Advisory Committees as described in Article 7.2.5.

3.8 Minimal intervention

- 3.8.1 Conservation may include additions and alterations of the physical fabric, in part or whole, in order to reinstate the meaning and coherence of the unprotected architectural heritage and site. In the first instance, however, conservation should attempt minimal intervention.
- 3.8.2 However, substantial additions and alterations may be acceptable provided the significance of the heritage is retained or enhanced.

3.9 Minimal loss of fabric

- 3.9.1 The nature and degree of intervention for repairing, restoring, rebuilding, reuse or introducing new use, should be determined on the basis of the intervention's contribution to the continuity of cultural practices, including traditional building skills and knowledge, and the extent to which the changes envisaged meet the needs of the community.

3.10 Reversibility

- 3.10.1 The principle of reversibility of interventions needs not dictate conservation strategy. In order to use the unprotected heritage for the socio-economic regeneration of the local communities, the historic building and site can be suitably adapted and modified for an appropriate reuse. For this it is only essential that the process of intervention contributes to conserving the traditional context as far as possible in the modified form. This decision must invariably be taken in consultation with INTACH's Advisory Committees as described in Article 7.2.5.

3.11 Legibility

- 3.11.1 The legibility of any intervention must be viewed in its own context. If traditional craftspeople are employed then it must be accepted that their pride derives from the fact that the new work is in complete harmony with the old and is not distinguishable from it. Thus, historic ways of building must be valued more than the imperative to put a contemporary stamp on any intervention in a historic building.
- 3.11.2 Where modern material or technology is used, it could be used to replicate the old or be distinguished from it, depending on the artistic intent governing the strategy of conservation.

3.12 Demolish/ Rebuild

- 3.12.1 The concept of *jeernodharanam*, or regeneration of what decays, must guide the nature of conservation. This belief is fundamental to conserving traditional ways of building and maintaining the continuity of local knowledge systems.
- 3.12.2 If, however, local conditions are such that all strategies to conserve the unprotected architectural heritage and site are found to be inadequate, then the option of replacing it should be examined. This process is also rooted in tradition because it recognises 'cyclical' perceptions of time,

whereby buildings live, die and are rebuilt. This option must be discussed, debated and decided in consultation with all concerned stakeholders, including INTACH's Advisory Committee as described in Article 7.2.5.

- 3.12.3 Where the existence of a cultural resource is under severe threat by natural calamities or man-made hazards, the building may be dismantled and reassembled at another appropriate site after undertaking thorough documentation of its extant condition.
- 3.12.4 If a historic structure has outlived its significance and its meanings to local people are lost, it may be preserved as a ruin or, if circumstances do not permit that, left undisturbed to meet its natural end.
- 3.12.5 If removal in whole or part from the original site or context is the only means of ensuring the security and preservation of a building, then a comprehensive documentation of all valuable and significant components of the cultural resource must be undertaken before it is dismantled.
- 3.13 Relationship between the conservation professional and the community
 - 3.13.1 In dealing with the conservation of unprotected architectural heritage and sites, it may become necessary to temper the role of the conservation professional as an expert by taking into account the desires and aspirations of the local community and the traditional practices of *raj mistris*. This does not assume, *a priori*, that the interests of conservation professionals and those of the community and traditional master builders are incompatible, but rather that there must be room in the process of conservation for dialogue and negotiated decision-making.
 - 3.13.2 In order to achieve a more satisfying result for the community it may be necessary to override the professional imperative to adhere to the principles governing the conservation of legally protected monuments. This is acceptable when dealing with unprotected architectural heritage and sites provided, as stated in Article 2.7, that conservation strategies seek economically to achieve maximum protection of the significant values of the architectural heritage and site.

PART II GUIDELINES

Article 4: Conservation Objectives

4.1 Retain visual identity

- 4.1.1 In a globalising world, where visual spaces are rapidly becoming homogenised, it is necessary to retain the specific visual identity of a place created by the presence of unprotected architectural heritage and sites. Yet, this image should not be preserved in the manner of legally protected monuments, but must accommodate the imperatives of change in making the heritage relevant in contemporary society. The objective must be to integrate unprotected heritage and sites into daily social life by balancing their needs so that neither overshadows the other.
- 4.1.2 The visual cacophony created by advertisement boards, signage, hanging electric cables, air conditioning units, dish antennas, etc. must be carefully controlled to enhance the visual character of the architectural heritage and site. Additions of street furniture, pavement material, lighting, signage, etc. can add to the experience and appreciation of the heritage.
- 4.1.3 In this respect the objectives of conservation can mediate even new buildings or neighbourhoods by requiring them to make reference to the old by employing elements, methods and devices characterising the architectural heritage of the area so that the new is linked with the old.

4.2 Adaptive re-use

- 4.2.1 The re-use of historic buildings and neighbourhoods is economically sensible. It is an effective strategy to conserve architectural heritage, particularly by using traditional craftspeople in the process. Such re-use distinguishes between preservation as an ideal on the one hand and, on the other, the goal to prolong the useful life of architectural heritage by retaining as much (and not necessarily, all) of the surviving evidence as a vestigial presence.
- 4.2.2 Priority must be accorded to retaining the continuity of original functions. Any new use must be introduced only after studying its effect on the local context, and must conform to the carrying capacity and vulnerability of the architectural heritage.
- 4.2.3 All changes to the original fabric should be preceded and followed by comprehensive documentation. Additions and alterations must respect the coherence of the whole, and must, to the extent possible, engage traditional materials, skills and knowledge in the process.
- 4.2.4 When it becomes necessary to modernise and comprehensively alter the original internal functional characteristics of the building or site, its external image must be retained.
- 4.2.5 At the outset, the local community must be made aware of the changes envisaged and explained the benefits to be derived.

4.3 Restoration/ Replication/ Rebuilding

- 4.3.1 Restoration is an appropriate conservation strategy to reinstate the integrity or complete the fractured 'whole' of the architectural heritage/ site. It must aim to convey the meaning of the heritage in the most effective manner. It may include reassembling of displaced and dismembered components of the structure and conjectural building or replacement of missing or severely deteriorated parts of the fabric. Invariably, restoration work must be preceded and followed by comprehensive documentation in order to base interventions on informed understanding of the resource and its context, and in conformity with contemporary practices of local craftspeople.
- 4.3.2 In consonance with traditional ideals, replication can be accepted as an appropriate strategy not only to conserve unprotected historic buildings, but especially if such replication encourages historic ways of building.
- 4.3.3 At the urban level, the objective of rebuilding historic structures should be to enhance the visual and experiential quality of the built environment, thereby providing a local distinctiveness to contest the homogenising influence of globalisation.
- 4.3.4 In addition, reconstruction/ rebuilding can provide the impetus to develop a parallel market for local buildings materials and new opportunities for the use of alternative systems of building.
- 4.3.5 Reconstruction based on minimal physical evidence is appropriate where it is supported by the knowledge of local craftspeople, including folklore, beliefs, myths and legends, rituals, customs, oral traditions, etc. The objective of this practice must be to interpret the original meanings of the resource in the contemporary context and reinforce its bond with society.

4.4 Employment generation

- 4.4.1 Conservation strategy must focus on the potential for employing local *raj mistris*, labour and materials because this will prolong the economic viability of traditional ways of building. In conditions of resource scarcity, the use of architectural heritage can provide an alternate and more economic strategy to meet contemporary needs as well.

4.5 Local material and traditional technology

- 4.5.1 The use of local materials and traditional technologies must invariably be preferred. Their choice must be based on the availability of traditional knowledge systems. Modern substitutes should be considered only after their use is proven efficient and judicious, and must not compromise the integrity and continuity of local building traditions.
- 4.5.2 It is necessary to recognise that the use of certain traditional building materials may be inadvisable on account of the damage this can cause to the natural ecological systems. Thus, the use of shell lime in coastal areas and wood, generally may need to be judicially substituted with alternate materials.

4.6 Integrated conservation

- 4.6.1 Conservation of architectural heritage and sites must be integrated with the social and economic aspirations of society. Conservation-oriented development must be the preferred strategy for social and economic progress. This necessitates the formation of multi-disciplinary teams to undertake integrated conservation projects. Since social aspirations are diverse and often at odds with each other, the conservation team must include social workers to facilitate dialogue and decision-making.

4.7 Sustainability

- 4.7.1 The objective of conservation should be to sustain the building and/or the traditional skill and knowledge system of building. In this context, continuity must be seen as evolving over time. The test of its validity must be the positive contribution it makes to the quality of life of the local community.

ARTICLE 5: LISTING

5.1 Introduction

- 5.1.1 Through the ASI, the Central Government protects monuments more than 100 years old declared to be of national importance. Monuments of importance to States are protected by the respective SDAs. However, the existing legislation covers only about 5,000 monuments at the national level and approximately 3,500 at the state level. Considering India's vast cultural heritage, these numbers are inadequate and their focus monument-centric.
- 5.1.2 INTACH has undertaken an inventory of built heritage in India which includes notable buildings aged 50 years or more which are deemed to be of architectural, historical, archaeological or aesthetic importance.
- 5.1.3 This inventory will become INTACH's National Register of Historic Properties. It attempts to create a systematic, accessible and retrievable inventory of the built heritage of this country. It will serve as resource material for developing heritage conservation policies and regulations. In due course, this database should be made more comprehensive and the information compiled should be available online. It should also be made compatible with similar registers of other countries to facilitate international research.
- 5.1.4 A similar Register of Craftspeople associated with the architectural heritage must be undertaken by specialist cultural organisations (Article 8.6.3). It is important to reiterate that both buildings being listed and associated activities that keep these building in use constitute the 'living' heritage.

The Register of Craftspeople is, therefore, essential to viewing the architectural heritage in a holistic manner.

5.2 Inventory of properties / buildings

5.2.1 Since a large part of India's cultural heritage has so far remained undocumented, preparing an inventory of heritage buildings worthy of preservation is the most important task with which to begin the process of conservation.

5.2.2 The primary aim of listing is to document the fast disappearing built heritage and then present it to scholars and the general public in a user-friendly format, which aids conservation by generating public awareness. Once a property/ building is included in such a list, it becomes justifiable to undertake necessary conservation activities by formulating special regulations for its conservation or according it due protection under Town Planning Acts. Ideally, the footprints of all listed buildings should be included in the Master Plan documents of cities.

5.2.3 Buildings protected by the ASI and SDA should also be included in the list prepared by INTACH.

5.3 Selection criteria

5.3.1 Although interrelated, the following three key attributes will determine whether a property is worthy of listing:

- i) Historic significance
- ii) Historic integrity
- iii) Historic context

One or more of these attributes need to be present in a building to make it worthy of listing.

5.4 Historic significance

5.4.1 Historic significance refers to the importance of a property to the history, architecture, archaeology, engineering or culture of a community, region or nation. In selecting a building, particular attention should be paid to the following:

- i) Association with events, activities or patterns.
- ii) Association with important persons, including ordinary people who have made significant contribution to India's living heritage.
- iii) Distinctive physical characteristics of design, construction or form, representing the work of a master craftsman.
- iv) Potential to yield important information, such as socio-economic history. Railway stations, town halls, clubs, markets, water works etc. are examples of such sites
- v) Technological innovation represented. For example: dams, bridges, etc.
- vi) Town planning features such as squares, streets, avenues, etc. For example: Rajpath in New Delhi.

5.5 Historic integrity

5.5.1 Historic integrity refers to the property's historic identity, evidenced by the survival of physical characteristics and significant elements that existed during the property's historic period. The 'original' identity includes changes and additions over historic time.

5.5.2 Historic integrity enables a property to illustrate significant aspects of its past. Not only must a property resemble its historic appearance, but it must also retain original materials, design features and aspects of construction dating from the period when it attained significance.

5.5.3 Historic integrity also relates to intangible values such as the building or site's cultural associations and traditions.

5.6 Historic context

5.6.1 Historic context refers to information about historic trends and properties grouped by an important theme in the history of a community, region or nation during a particular period of time.

5.6.2 Knowledge of historic context enables the public to understand a historic property as a product of its time.

5.7 Precincts or properties with multiple owners

5.7.1 A historic building complex may comprise of numerous ancillary structures besides the main structure. Each structure of the complex must be documented on individual proformas. For example, Jahangir Mahal, Diwan-i-Aam, Diwan-i-Khas and Moti Masjid all form part of the Agra Fort complex but are also individual buildings in their own right and, as such, must be documented individually.

5.8 Methodology

5.8.1 The determination of significance is the key component of methodology. All conservation decisions follow from the level of significance that is assigned to a building or site.

5.8.2 Listing work is comprised of two phases:

- i) Background research
- ii) Field work

5.9 Background research

5.9.1 Before commencing actual fieldwork, the lister should gather basic information from various sources including gazetteers, travel books and other specialised books containing information about the architecture and history of the area to be listed and documented. This work could be done in university libraries, the ASI, the National Museum, the Central Secretariat, the respective State Secretariats, Institutes of Advanced Studies and Schools of Planning and Architecture. In a given area, local experts and university scholars are resource persons who could also provide required guidance and help.

5.9.2 Background research helps to ensure that no important structure or representative style of building is left out of the list. It enables the identification of historic areas, historic development of the area, significant events in the area and important persons associated with the area. In some well-documented areas, distinctive physical characteristics of design, construction or form of building resource can also be identified.

5.10 Field work

5.10.1 First and foremost, it is necessary to carry out a field survey to identify the buildings and the areas to be listed. Following this, a detailed physical inspection of the property and dialogues with appropriate local people such as the owners of the property, area residents, local *panchayats*, etc. need to be undertaken. By physically inspecting the property the lister can gather information

regarding the physical fabric of the building, such as physical characteristics, period of construction, etc. that need to be cross-checked with the literature survey. By conducting a dialogue with area residents, the lister can determine the changes to the property over time, ownership details, historic function and activities, association with events and persons and the role of the property in local, regional or national history.

- 5.10.2 When gathering information, the lister must be mindful of proforma requirements (Article 5.12). The proforma is, first of all, a record of the property at the time of listing and consists of current name; historic or other name(s), location, approach and accessibility, current ownership, historic usage, and present use.
- 5.10.3 Claims of historic significance and integrity should be supported with descriptions of special features, state of preservation, relevant dates, etc.
- 5.11 Mapping of vernacular architecture and historic settlements
 - 5.11.1 The major shortcoming of the current list of legally protected architectural heritage is that it does not recognise vernacular architecture and historic settlements as categories of heritage worthy of being conserved. The listing of unprotected architectural heritage and sites must, therefore, include this category. An example of such an inclusive document is INTACH's "Listing of Built Heritage of Delhi" published in 1999.
 - 5.11.2 Sacred sites must be dealt with due sensitivity and knowledge of the local social and cultural imperatives governing their sanctity. Listing must record such characteristics associated with these sites
- 5.12 Detailed format for all the structures
 - 5.12.1 Information for each building or site should be recorded as per INTACH's standard format as described below.
 - 5.12.1 Each proforma must contain information about listers and reviewers. Listing must be carried out by or under the supervision of experienced conservation architects.
 - 5.1.3 At least one photograph of the property/ building should be recorded for identification purposes. All significant elements of the property also need to be photographed. All photographs should be properly catalogued.
 - 5.1.4 A conceptual plan (if available, a measured drawing) should be given for each building/ area listed.
 - 5.1.5 Any additional information related to or affecting the built heritage of the city/town/region documented and its conservation should be included as appendices, for example: laws and regulations on planning and conservation, etc.
 - 5.1.6 A glossary should be provided explaining the technical and the special words used must be provided. For example: "Imambara - a shrine/ religious structure of Shia Muslims".
 - 1.1.7 A bibliography of all books, publications, articles and unpublished work must be provided. The uniform format should be followed throughout.

1.13 Grading

- 1.13.1 The primary objective of listing is to record extant architectural heritage and sites. But the outcome of this process should invariably be to grade the listed heritage into a hierarchical series. This process must be undertaken in a rigorous and transparent manner by a multi- disciplinary team of experts whose recommendations should be available for public scrutiny. The importance of this

process cannot be underestimated because its results determine subsequent conservation decisions. Such hierarchical categorisation facilitates the prioritisation of decisions relating to the future of architectural heritage and sites.

- 1.13.2 This Charter recommends that buildings and sites be classified as Grade I*, I, II and III in descending order of importance.
- 1.13.3 Buildings and sites classified as Grade I*, I and II should be conserved in accordance with the provisions of official and legal manuals of practice (for example, ASI's Works Manual). Some Grade II buildings, however, and all other listed buildings and sites, i.e. Grade III, may be conserved in accordance with principles enunciated in this Charter (Article 2.6). The decision to apply the principles enunciated in this Charter to Grade II buildings must invariably be based on the concurrence of the Advisory Committees of INTACH (Article 7.2.5).
- 1.13.4 The process of listing should be constantly upgraded and the list updated in keeping with the availability of fresh information, financial and material resources, advances in technology and developments in the understanding of architectural heritage and its constituents.

ARTICLE 6: GUIDELINES FOR CONSERVATION

6.1 Guidelines for Conservation

- 6.1.1 For the present, the latest edition of INTACH's 'Guidelines for Conservation' should be followed, unless otherwise indicated by the imperatives of this Charter. These Guidelines should be updated by conservation architects periodically. It may also be necessary to bring out region specific guidelines so that conservation practices can be sensitive to regional material and cultural attributes.

6.2 Heritage zone

- 6.2.1 Conservation of architectural heritage sites can be undertaken in terms of the Heritage Zone concept propagated by INTACH. In general, Heritage Zones are sensitive development areas, which are a part of larger urban agglomeration possessing significant evidence of heritage. The Heritage Zone concept requires that the conservation of unprotected architectural heritage and sites must be sensitively planned, but also aligned with the imperatives of routine development process.
- 6.2.2 Urban conservation plans must be incorporated into the statutory Master Plan of cities. This necessitates undertaking a process of dialogue and negotiation with government town planning departments as part of the conservation strategy. Regulations to control or mediate development within the Heritage Zone, including new construction, demolition or modification to existing buildings around historic structures or within historic precincts can be formulated and incorporated within the 'Special Area' provision of the respective Town Planning Acts of different States.

6.3 Role of conservation architects

- 6.3.1 The role of the conservation architect is to provide expert advice for conserving the architectural heritage and site. Conservation, however, is a multi-disciplinary activity and conservation architects must work closely with professionals of other disciplines in order to address its diverse objectives. Depending on circumstances, the conservation architect may either lead the project team or simply participate as a team member with specific expertise. In any event, the role of conservation architects must be clearly defined, either by conservation architects themselves or by the initiator of the project.

- 6.3.2 Conservation architects also have an important advocacy role to play in promoting the conservation of unprotected architectural heritage and sites. They need to catalyse awareness both
- 6.3.3 among administrators and beneficiaries to achieve the objectives of conservation enunciated in this Charter.

PART III MANAGEMENT AND EDUCATION

ARTICLE 7: MANAGEMENT

7.1 Role of local communities

7.1.1 Local communities or individuals must be entrusted with responsibilities to conserve their own heritage. Where outside expertise is necessary, local stakeholders must be made active participants at all stages of the conservation process. All decisions regarding the conservation and management of heritage must be taken in consultation with local communities in consonance with the 73rd and 74th Amendments to the Constitution of India.

7.2 Role of INTACH

7.2.1 The role of INTACH is to institutionalise the conservation of the unprotected architectural heritage all over India. It should accomplish this objective by establishing Local Chapters.

7.2.2 INTACH's Local Chapters should promote the culture of conservation (Article 8), and make an inventory of architectural heritage (Article 5). They should develop ways and means to conserve local architectural heritage in consultation with INTACH's Regional and Central offices.

7.2.3 Each Local Chapter should compile an annual 'State of the Architectural Heritage Report' for its area and submit annual and quinquennial plans for conservation works to be undertaken in its locality.

7.2.4 INTACH's Regional and Central offices should compile this data to produce an annual national 'State of the Architectural Heritage Report' which should highlight heritage in danger and formulate conservation strategies for its protection.

7.2.5 To further facilitate its goal of protecting architectural heritage, INTACH should establish interdisciplinary Advisory Committees at the regional and national level. These Committees should act as clearing-houses for awarding grading for listed buildings and sites, conservation plans, assessment reports, scientific studies, funding proposals, legal and administrative measures for conserving the unprotected architectural heritage.

7.2.6 INTACH should facilitate and coordinate its activities with the Government and other interest groups; local, national and international, which are concerned with the conservation of architectural heritage.

7.2.7 INTACH should establish appropriate benchmarks for professional fees for conservation work and promote adherence to this scale in all conservation projects (see Article 9.1.8).

7.2.8 INTACH should review this Charter and if necessary, make amendments to it every five years.

7.3 Fiscal measures

7.3.1 Innovative financial schemes must be offered to individuals or communities in order to encourage their involvement and interest in the preservation of their own heritage. INTACH's Advisory

Committee should engage in dialogue with the Government to initiate the formulation of appropriate fiscal policies to promote conservation.

- 7.3.2 INTACH should lobby for the provision for a 'Heritage Fund' to be included in the annual or quinquennial budgetary allocations of Central and State governments. It should endeavour to ensure that local governing bodies have access to these funds through transparent mechanisms.
- 7.3.3 The policy of the 'adoption' of historic buildings/areas by competent and concerned community groups, trusts or private entrepreneurs of repute, that in no way harms the interests or well-being of the heritage or the society in which it exists, must be encouraged.
- 7.3.4 The owners or caretakers of listed heritage should be offered incentives by way of favourable tax rebates, grants, loans, transfer of development rights and so forth, in order to encourage and foster their interest in the conservation of their cultural property.
- 7.3.5 Public authorities, private companies, governmental bodies and Non-Governmental Organisations (NGOs) should be encouraged to offer adequate financial assistance to traditional craftspeople and agencies involved in craft promotion and trade.

7.4 Tourism

- 7.4.1 The strong affinity between tourism and heritage should be leveraged to promote the conservation of unprotected architectural heritage and sites.
- 7.4.2 The potentials of domestic tourism, particularly pilgrimage tourism, need to be developed.
- 7.4.3 At the same time, however, there must be adequate safeguards to mitigate problems created by aggressive tourism promotion in areas where traditional communities are associated with unprotected architectural heritage and sites.

7.5 Punitive measures

- 7.5.1 Punitive measures as defined in the existing legislative framework concerning heritage protection, town planning acts and building byelaws must be extended to cover all listed buildings. In principle, permission must be sought for any intervention in listed buildings or precincts. Where the opportunity exists, a new set of regulations to deal specifically with unprotected heritage should be drafted.
- 7.5.2 Administrative or criminal prosecution must be considered in cases of deliberate damage to listed architectural heritage.

ARTICLE 8: EDUCATION AND PUBLIC AWARENESS

8.1 Public responsibilities

- 8.1.1 The responsibility for care and maintenance of heritage must be entrusted to the local community, for the protection and conservation of any cultural resource is ensured only if it enjoys the love and respect of the local people.
- 8.1.2 In conformity with the intent of the Constitution of India, conservation of heritage must be the duty of every Indian citizen, and all administrative, legislative and financial assistance must be provided in this regard at all levels.

8.2 Public awareness

- 8.2.1 It is essential to create public interest, awareness and concern regarding the significance of cultural heritage, its protection, conservation and enhancement for the benefit of both present and future generations. This public education can be achieved by utilising communication and promotion techniques: thematic publications, print and electronic media, cultural programmes, educational fairs, heritage site visits and excursions, exhibitions, workshops, lectures, seminars and so on.
- 8.2.2 Regional, national or international historically significant days, festivals and similar occasions could provide opportunities for community celebrations sensitively designed to draw public attention. Such events can be organised in or around historic structures/areas thereby reinforcing the role of heritage in the well-being of society.
- 8.2.3 Heritage walks can be used as an effective tool to involve local people in the informed appreciation and protection of their historic surroundings and cultural context. Such small-scale activities could precipitate a chain reaction of localised conservation projects involving community participation and contribution. These collective efforts need to be publicised so that they can serve as models to be adopted and adapted by other communities. Cultural walks linking various historic nodes must also be tailored to promote tourism, thereby creating economic benefits for the local community.
- 8.2.4 The legislation and regulations laid down in the administrative system, building by-laws, town planning acts and other measures relevant to the protection and conservation of architectural heritage must be made accessible to the public through user-friendly manuals and publications.
- 8.2.5 Governments at all levels and their associated authorities should support and facilitate nongovernment organisations, registered charitable trusts, heritage cooperatives and private initiatives to organise awareness programmes highlighting various aspects of heritage conservation, consequently informing local people of the means to deal with the challenges involved therein.

8.3 Education in primary and secondary schools

- 8.3.1 Respect and affection for heritage - both natural and cultural - and concern for its protection and conservation should be inculcated in school children, and this must form a crucial aspect of education. Children must be encouraged to experience historic environs by engaging them in outdoor play activities, cultural events, picnics and extra-curricular subjects involving drawing or painting of cultural sites.
- 8.3.2 School teachers should be given specialised training in order to make them aware of the issues involved in the appreciation and preservation of heritage.
- 8.3.3 Education curricula should include subjects on India's natural, cultural, and living heritage that highlight the multifaceted relationship between cultural resources and society, reinforcing their inseparable bond.

8.4 Undergraduate education

- 8.4.1 The institutes, colleges and universities for the education of architects, engineers, archaeologists, planners, administrative service officers, management professionals, material chemists and other professions relevant to heritage conservation and management should encourage inter-disciplinary interaction on shared issues and common concerns and inculcate a holistic understanding of heritage with reference to social, cultural and economic aspects of the society.
- 8.4.2 The education of conservation professionals must include short training periods when students work with master craftspeople in their own learning environment or at building/conservation sites. This would provide an opportunity for students to acquire practical experience in the application of skills and use of materials, thus strengthening their theoretical training.

8.4.3 In order to respond sensitively and constructively to India's special conservation challenges, conservation professionals must be trained to appreciate and integrate both traditional and modern principles in their work.

8.5 Post-graduate education

8.5.1 In addition to history and theory of conservation, which will principally include the Western perspective, and a thorough understanding of UNESCO, ICOMOS and other recognised international conventions, recommendations, Charters and guidelines, the specialised education and training of conservation professionals must build upon traditional indigenous principles and practices of building and conservation. Professional must be trained to adopt a flexible stance most relevant to the specificity of their own context - which will frequently require using indigenous principles and practices - rather than adhere blindly to the conservation ideology advocated by UNESCO/ ICOMOS and other international aid giving agencies. Working with an inter-disciplinary team of professionals should be encouraged as an effective conservation and management mechanism.

8.5.2 It must be stressed that conservation professionals acquire hands-on experience and practical understanding of indigenous materials and technologies through training or working with local master craftspeople. This will facilitate a healthy and sustained relationship amongst teachers, students and craftspeople, which can be mutually beneficial for future collaborative work on conservation projects, training workshops, awareness programmes and so forth.

8.6 Education and training of craftspeople

8.6.1 The ideal way to preserve a craft is to practice it. In order to ensure the continuity of craft traditions, it is essential that systematic education and training environments be provided and supported at all levels by the government, NGOs and private entrepreneurs. In addition to individual initiatives of modest scale within limited resources, NGOs can support small to medium-sized schools, and Central and State governments can operate fully equipped training centres that specialise in traditional building and conservation crafts.

1.6.2 Building Centres set up by Housing and Urban Development Corporation of the Government of India (HUDCO) are important initiatives that can be leveraged to promote traditional conservation practices. These Centres train and upgrade the skills of various trades of builders, with a focus on the use of appropriate materials and technologies. Conservation professionals should associate themselves with these Centres in order to systemise the dissemination of traditional building principles and practices.

1.6.3 A comprehensive list of specialised crafts and craftspeople must be prepared that can serve as a resource base for owners, care-takers or managers of heritage properties, as also for professionals involved in the conservation and management of historic buildings/areas.

1.6.4 The monologue aspect of the modern 'teaching' system should be abandoned and a dialogue of mutual 'learning' must be adopted as a training principle, where both the instructor and the crafts person benefit from each other by exchanging ideas, ideologies and experiences. Training programmes must aim toward the sustainability of indigenous building systems, and skills that are rooted in traditional knowledge base and local cultures.

1.6.5 The education of crafts people seeking advanced skills or specialisation must reconcile the crucial aspects of both traditional texts and techniques and modern theories and technologies, consequently bridging the gap between indigenous and Western (glossed as 'universal') principles and practices of conservation.

PART IV PROFESSIONALISM

Article 9: Code of Professional Commitment and Practice

9.1 Conservation professionals shall:

- 9.1.1 Ensure that their professional activities do not conflict with their general responsibility to contribute positively to the quality of the environment and welfare of society.
- 9.1.2 Apply their knowledge and skills towards the creative, responsible and economic development of the nation and its heritage.
- 9.1.3 Provide professional services of a high standard, to the best of their ability.
- 9.1.4 Maintain a high standard of integrity.
- 9.1.5 Conduct them in a manner which is not derogatory to their professional character, nor likely to lessen the confidence of the public in the profession, nor likely to bring conservation professionals into disrepute.
- 9.1.6 Promote the profession of conservation, standards of conservation education, research, training and practice.
- 9.1.7 Act with fairness and impartiality when administering a conservation contract.
- 9.1.8 Observe and uphold INTACH's conditions of engagement and scale of charges, which will be prepared in due course, in consultation with conservation professionals.
- 9.1.9 If in private practice, inform their client of the conditions of engagement and scale of consultancy fee, and agree that these conditions be the basis of their appointment.
- 9.1.10 Not sub-commission to other professional(s) the work for which they have been commissioned, without prior agreement of their client.
- 9.1.11 Not give or take discounts, commissions, gifts or other inducements for obtaining work.
- 9.1.12 Compete fairly with other professional colleagues.
- 9.1.13 Not supplant or attempt to supplant another conservation professional.
- 9.1.14 Not prepare project reports in competition with other professionals for a client without payment or for a reduced fee (except in a competition conducted in accordance with the competition guidelines approved by INTACH).
- 9.1.15 Not attempt to obtain, offer to undertake or accept a commission for which they know another professional has been selected or employed until they have evidence that the selection, employment or agreement has been terminated, and the client has given the previous professional written notice to that effect.
- 9.1.16 Allow the client to consult as many professional as desired/ required provided that each professional so consulted is adequately compensated and that the project is in the preliminary stages.
- 9.1.17 Comply with guidelines for project competitions and inform INTACH of their appointment as assessor for a competition.
- 9.1.18 Not have or take as partner in their firm any person who is disqualified.
- 9.1.19 Provide their employees with a suitable working environment compensate them fairly and facilitate their professional development.

- 9.1.20 Recognise and respect the professional contributions of their employees.
- 9.1.21 Provide their associates with a suitable working environment compensate them fairly and facilitate their professional development.
- 9.1.22 Recognise and respect the professional contributions of their associates.
- 9.1.23 Recognise and respect the professional contributions of all consultants.
- 9.1.24 Enter into agreements with consultants defining the scope of their work, responsibilities, functions, fees and mode of payment.
- 9.1.25 Not advertise their professional services nor allow their name to be included in advertisements or be used for publicity purposes except under the following circumstances:
- i. Notice of change of address may be published on three occasions and correspondents may be informed by post.
 - ii. Professionals may exhibit their name outside their office and on a conservation site, either under implementation or completed, for which they are or were consultant, provided that the lettering does not exceed 10 cm. in height and this in agreement with the client.
 - iii. Advertisements including the name and address of professionals may be published in connection with calling of tenders, staff requirements and similar matters.
 - iv. Professionals may allow their name to be associated with illustrations and/or descriptions of their work in the press or public media, provided that they neither give nor accept any compensation for such appearances.
 - v. Professionals may allow their name to appear in advertisements inserted in the press by suppliers or manufacturers of materials used in a project they have undertaken, provided that their name is included in an unostentatious manner and they neither give nor accept any compensation for its use.
 - vi. Professionals may allow their name to appear in publications prepared by clients for the purpose of advertising or promoting projects for which they have been commissioned.
 - vii. Professionals may produce or publish brochures, and pamphlets describing their experience and capabilities, for distribution to those potential clients whom they can identify by name and position.
 - viii. Professionals may allow their name to appear in the classified columns of trade/professional directories and/ or the telephone directory.
- 9.1.26 When working in other countries, comply with the codes of conduct applicable there.
- 9.2 If conservation professional practices as a partner in a partnership firm or is in charge and responsible to a company registered under the Companies Act 1956 for the conduct of business of such company, he/she shall ensure that such partnership firm or company, as the case may be, complies with the provisions of Article 9.1.
- 9.3 Violation of any of the provisions of Article 9.1 shall constitute professional misconduct

Annexure 1

THE NARA DOCUMENT ON AUTHENTICITY

Preamble

1. We, the experts assembled in Nara (Japan), wish to acknowledge the generous spirit and intellectual courage of the Japanese authorities in providing a timely forum in which we could challenge conventional thinking in the conservation field, and debate ways and means of broadening our horizons to bring greater respect for cultural and heritage diversity to conservation practice.
2. We also wish to acknowledge the value of the framework for discussion provided by the World Heritage Committee's desire to apply the test of authenticity in ways which accord full respect to the social and cultural values of all societies, in examining the outstanding universal value of cultural properties proposed for the World Heritage List.
3. The *Nara Document on Authenticity* is conceived in the spirit of the Charter of Venice, 1964, and builds on it and extends it in response to the expanding scope of cultural heritage concerns and interests in our contemporary world.
4. In a world that is increasingly subject to the forces of globalization and homogenization, and in a world in which the search for cultural identity is sometimes pursued through aggressive nationalism and the suppression of the cultures of minorities, the essential contribution made by the consideration of authenticity in conservation practice is to clarify and illuminate the collective memory of humanity.

Cultural Diversity and Heritage Diversity

5. The diversity of cultures and heritage in our world is an irreplaceable source of spiritual and intellectual richness for all humankind. The protection and enhancement of cultural and heritage diversity in our world should be actively promoted as an essential aspect of human development.
6. Cultural heritage diversity exists in time and space, and demands respect for other cultures and all aspects of their belief systems. In cases where cultural values appear to be in conflict, respect for cultural diversity demands acknowledgment of the legitimacy of the cultural values of all parties.
7. All cultures and societies are rooted in the particular forms and means of tangible and intangible expression which constitute their heritage, and these should be respected.
8. It is important to underline a fundamental principle of UNESCO, to the effect that the cultural heritage of each is the cultural heritage of all. Responsibility for cultural heritage and the management of it belongs, in the first place, to the cultural community that has generated it, and subsequently to that which cares for it. However, in addition to these responsibilities, adherence to the international charters and conventions developed for conservation of cultural heritage also obliges consideration of the principles and responsibilities flowing from them. Balancing their own requirements with those of other cultural communities is, for each community, highly desirable, provided achieving this balance does not undermine their fundamental cultural values.

Values and authenticity

9. Conservation of cultural heritage in all its forms and historical periods is rooted in the values attributed to the heritage. Our ability to understand these values depends, in part, on the degree to which information sources about these values may be understood as credible or truthful. Knowledge and understanding of these sources of information, in relation to original and subsequent characteristics of the cultural heritage, and their meaning, is a requisite basis for assessing all aspects of authenticity.
10. Authenticity, considered in this way and affirmed in the Charter of Venice, appears as the essential qualifying factor concerning values. The understanding of authenticity plays a fundamental role in all scientific studies of the cultural heritage, in conservation and restoration planning, as well as within the inscription procedures used for the World Heritage Convention and other cultural heritage inventories.
11. All judgements about values attributed to cultural properties as well as the credibility of related information sources may differ from culture to culture, and even within the same culture. It is thus not possible to base judgements of values and authenticity within fixed criteria. On the contrary, the respect due to all cultures requires that heritage properties must be considered and judged within the cultural contexts to which they belong.
12. Therefore, it is of the highest importance and urgency that, within each culture, recognition be accorded to the specific nature of its heritage values and the credibility and truthfulness of related information sources.
13. Depending on the nature of the cultural heritage, its cultural context, and its evolution through time, authenticity judgements may be linked to the worth of a great variety of sources of information. Aspects of the sources may include form and design, materials and substance, use and function, traditions and techniques, location and setting, and spirit and feeling, and other internal and external factors. The use of these sources permits elaboration of the specific artistic, historic, social, and scientific dimensions of the cultural heritage being examined.

Appendix I

Suggestions for follow-up (proposed by H. Stovel)

1. Respect for cultural and heritage diversity requires conscious efforts to avoid imposing mechanistic formulae or standardized procedures in attempting to define or determine authenticity of particular monuments and sites.
2. Efforts to determine authenticity in a manner respectful of cultures and heritage diversity requires approaches which encourage cultures to develop analytical processes and tools specific to their nature and needs. Such approaches may have several aspects in common:
 - Efforts to ensure assessment of authenticity involve multidisciplinary collaboration and the appropriate utilization of all available expertise and knowledge;
 - Efforts to ensure attributed values are truly representative of a culture and the diversity of its interests, in particular monuments and sites;
 - Efforts to document clearly the particular nature of authenticity for monuments and sites as a practical guide to future treatment and monitoring;
 - Efforts to update authenticity assessments in light of changing values and circumstances.
3. Particularly important are efforts to ensure that attributed values are respected, and that their determination included efforts to build, ad far as possible, a multi-disciplinary and community consensus concerning these values.
4. Approaches should also build on and facilitate international co-operation among all those with an interest in conservation of cultural heritage, in order to improve global respect and understanding for the diverse expressions and values of each culture.
5. Continuation and extension of this dialogue to the various regions and cultures of the world is a prerequisite to increasing the practical value of consideration of authenticity in the conservation of the common heritage of humankind.
6. Increasing awareness within the public of this fundamental dimension of heritage is an absolute necessity in order to arrive at concrete measures for safeguarding the vestiges of the past. This means developing greater understanding of the values represented by the cultural properties themselves, as well as respecting the role such monuments and sites play in contemporary society.

Appendix II Definitions

Conservation: All efforts designed to understand cultural heritage, know its history and meaning, ensure its material safeguard and, as required, its presentation, restoration and enhancement. (Cultural heritage is understood to include monuments, groups of buildings and sites of cultural value as defined in article one of the *World Heritage Convention*).

Information sources: All material, written, oral and figurative sources which make it possible to know the nature, specifications, meaning and history of the cultural heritage.

The *Nara Document on Authenticity* was drafted by the 45 participants at the Nara Conference on Authenticity in Relation to the World Heritage Convention, held at Nara, Japan, from 1-6 November 1994, at the invitation of the Agency for Cultural Affairs (Government of Japan) and the Nara Prefecture. The Agency organized the Nara Conference in cooperation with UNESCO, ICCROM and ICOMOS.

This final version of the *Nara Document* has been edited by the general rapporteurs of the Nara Conference, Mr. Raymond Lemaire and Mr. Herb Stovel.

Source: Varios autores (2020) “The Nara document on authenticity (1994)”, *Conversaciones con.*, (8), pp. 245–247. Available at: <https://revistas.inah.gob.mx/index.php/conversaciones/article/view/15680> (Accessed: 8 February 2023).

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Appendix B

(Amended upto 15.12.2021)

Memorandum of Association of Indian National Trust for Art and Cultural Heritage

1. The name of the Society shall be the Indian National Trust for Art and Cultural Heritage, hereinafter referred to as the “Society”.
2. The Registered Office of the Society shall be situated in New Delhi or anywhere in the Union Territory of Delhi, as the Society may decide, and at present it is at 71, Lodhi Estate, New Delhi-110003.
3. The objectives for which the Society is formed are:
 - (i) to create and stimulate an awareness among the public for the preservation of the cultural and natural heritage of India and respect and knowledge of past experience and skills.
 - (ii) to undertake measures for the preservation and conservation of natural resources and cultural property, including but not limited to places of scenic beauty and geological features, having a high archaeological, historical, artistic or scientific value, as are not protected by any of the Central or State Statutes;
 - (iii) to undertake appropriate measures for the preservation of not only historic buildings but also of historic quarters and towns domestic architecture displaying artistic or skilled craftsmanship.
 - (iv) to acquire or to hold in lease any cultural property or part thereof which the Society may deem necessary in furtherance of its objectives.
 - (v) to undertake documentation of the cultural and natural heritage;
 - (vi) to act as a pressure group by arousing public opinion when any part of the cultural or natural heritage is threatened with imminent danger of damage or destruction, arising out of private or public policy or in any other manner;
 - (vii) to undertake pilot conservation projects;
 - (viii) to identify the cultural components of rural and urban development schemes with a view to ensuring that the latter, which are oriented essentially to material and technological progress, do not pose any danger to architectural and natural heritage or resources.
 - (ix) to extend and strengthen co-operation with professional national and regional organizations like the Archaeological Survey of India,

State Departments of Archaeology, National and other Museums and National Research Laboratory for Conservation of Cultural Property and with UNESCO and other International Professional organizations like the International Council of Museums (ICOM), the International Center for the Study of the Preservation and Restoration of Cultural property in Rome (ICCROM), the International Union for Conservation of Nature and natural Resources (IUCN) and such bodies;
 - (x) to promote the preservation of traditional arts crafts and to ensure their authenticity and identity;

- (xi) to act as a Culture Bank for providing financial, technical and intellectual assistance towards the preservation of cultural and natural resources and heritage as also of creative and innovative activities;
 - (xii) to create a suitable forum for the exchange of ideas and techniques and to undertake, organize and facilitate study courses, workshops, conferences and lectures in matters relating to conservation of natural and cultural property and resources;
 - (xiii) to stimulate research in matters of conservation as much on technical and scientific plans as on doctrinal;
 - (xiv) to undertake and provide for the publication of a journal, books, pamphlets, newsletters, posters etc. in furtherance of the objectives of the Society.
 - (xv) to set up and maintain libraries and information services to facilitate the study of cultural and natural heritage.
 - (xvi) to constitute or cause to be constituted Regional Branches or Chapters at convenient centers in India to promote the objectives of the Society.
 - (xvii) to undertake promotional activities the proceeds of which will add to the resources of the Society to be utilized for the purposes of the Society.
 - (xviii) to make continuing provisions for the administration of funds available to it from the Charles William Wallace Bequest and income thereof and to apply the same for advancement of education including history the humanities science, technology, arts and crafts in any manner exclusively charitable and for the benefit of the public of the Republic of India or of Great Britain and Northern Ireland or any section of the public of either of these two countries with the approval of the Reserve Bank of India.
 - (xix) all the incomes, earnings, movable and/or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only;
 - (xx) to do all such lawful acts and things as are conducive or incidental to the attainment of the aforesaid objectives of the Society.
4. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the persons who are or at any time have been members of the Society or any of them or to any person claiming through them or anyone of them provided that nothing herein contained shall prevent the payment in good faith honorarium/fee to any member thereof or any other person in return for any service rendered to the Society or for travelling allowance, halting or other similar charges.
 5. The names, addresses, occupations and designations of the present Members of the Governing Body to whom the Management of the Society is entrusted, as required under Section 2 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi are as follows:

Sl. No.	Full name inblock letters	Address	Occupation	Designation in the society
1.	SHRI RAJIV GANDHI	1, Safdarjung Road New Delhi	Member of Parliament	Chairman
2.	SMT. PUPUL JAYAKAR	11, Safdarjung Road New Delhi	Adviser (H&H) Ministry of Commerce, Government of India	Vice-Chairman
3.	SHRI L.K. JHA	10, Janpath New Delhi	Chairman Economic Administrative Reforms Commission	Member
4.	PROF. M.G.K. MENON	1, Motilal Nehru Marg, New Delhi	Member, Planning Commission	Member
5.	DR. (MRS.) KAPILA VATSYAYAN	D-1/23, Satya Marg, New Delhi	Additional Secretary Department of Culture, Government of India	Member
6.	SHRI RAJEEV SETHI	Flat 4, Shankar Market, New Delhi	Designer	Member
7.	SHRI B.K. THAPAR	342, SFS DDA Flats, HausKhas New Delhi	Retired Govt. Officer	Secretary
8.	SHRI MARTAND SINGH	11, Safdarjung Road New Delhi	Designer	Secretary
9.	SMT. BILKEES LATIF	Raj BhawanBombay	Housewife	Member
10.	SHRI MADHAV RAO SCINDIA	AB-7, Tilak Marg New Delhi	Member of Parliament	Member
11.	SHRI J.B. DADACHANJI	JB Dadachanji & Co., 1 st Floor, Jeevan Vihar Building, 35 Sansad Marg New Delhi	Legal Practitioner	Member

We the undersigned are desirous of forming a Society namely the INDIAN NATIONAL TRUST FOR ART AND CULTURAL HERITAGE under the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society:

Sl. No.	Full name in block letters	Address	Occupation	Designation in the society
1.	SHRI RAJIV GANDHI	1, Safdarjung Road New Delhi	Member of Parliament	Chairman
2.	SMT. PUPUL JAYAKAR	11, Safdarjung Road New Delhi	Adviser (H&H) Ministry of Commerce Government of India	Vice-Chairman
3.	SHRI B.K. THAPAR	342, SFS DDA Flats, Haus Khas New Delhi	Retired Govt. Officer	Secretary
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5.	DR. (MRS.) KAPILA VATSYAYAN	D-1/23, Satya Marg New Delhi	Additional Secretary Department of Culture Government of India	Member
6.	SHRI RAJEEV SETHI	Flat 4, Shankar Market, New Delhi	Designer	Member
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Rules and Regulations of Indian National Trust for Art and Cultural Heritage

1-TITLE

These Articles may be called the Rules and Regulations of the Indian National Trust for Art and Cultural Heritage.

2-DEFINITION

In these Rules and Regulations unless the context otherwise requires the following words shall have the meaning assigned to them namely:-

- (i) The 'TRUST' shall mean the Indian National Trust for Art and Cultural Heritage.
- (ii) The 'GENERAL BODY' means the General Body of the Trust;
- (iii) The 'GOVERNING COUNCIL' means the Governing Council of the Trust.
- (iv) The 'EXECUTIVE COMMITTEE' means the Executive Committee of the Trust;
- (v) The 'CHAIRMAN' means the Chairman of the Trust;
- (vi) The 'VICE-CHAIRMAN' means the Vice- Chairman of the Trust;
- (vii) 'MEMBER-SECRETARY' means the Member-Secretary of the Trust;
- (viii) 'MEMBER' means a member admitted as such under rules;
- (ix) 'INDIVIDUAL MEMBERS' means Founder Members, Life Members and Ordinary Members;
- (x) 'PRESCRIBED' means prescribed by bye-laws made by the Governing Council of the Trust;
- (xi) Words imparting the singular number shall include the plural number and vice-versa and words imparting the masculine gender shall include feminine and vice-versa.

3-GENERAL BODY AND MEMBERSHIP

The General Body of the Trust shall be composed of the following classes of Members: (i) Founder Members; (ii) Life Members; (iii) Ordinary Members; (iv) Institutional Members; (v) Corporate Members; and (vi) Donor Members.

*(a) Besides, there would be two other classes of members viz., Associate Life Member and Student Members who have only observer status without voting rights and are not eligible to contest elections.

4. Eligibility of membership for each class will be as follows:

- (i) **Founder Member:** Any person who takes an active interest or part in the establishment of the Trust and is accepted for enrolment as such by the subscribers to the Memorandum before the first meeting of the General Body.
- ** (ii) **Life Member:** Any person who takes an active interest or part in the furtherance of the objectives of the Trust and offers himself for enrolment as such.

* Amended by GC on 29.11.2013

**Amended by the Governing Council in the meeting held on 25.2.2003.

- (iii) **Ordinary Members:** May be enrolled from existing Associate members after two years or by direct enrollment.
- (iv) **Institutional Member:** Any academic or cultural body, including a University Department, or Registered Society interested in academic, cultural or social work.
- (v) **Donor Member:**
 - i) Any individual contributing Rs.2 lakh and above, and
 - ii) Any Government or Government Organization/ Body/Authority contributing Rs.10 lakhs or more towards building up of corpus of the Trust.
- (vi) Corporate Member: Any public or private sector corporation.
- ** (vii) Associate Life Member: Any person excluding students interested in the preservation of natural and cultural heritage of the country. The existing Associate Life members will have term of 10 years from the date of 29th November, 2013.
- (viii) Student Member: Any student member up to the age of 25 years interested in the preservation of natural resources and cultural heritage of the country.
- (ix) A Corporate, Society, Trust, Institution, Firm and other body or bodies registered or unregistered who become Members of the Trust in whatever denomination or content their membership exists, would for the purpose of representation on the Trust nominate an individual under the resolution of that corporation, society, trust, institution, firm or body duly signed by the President/Chairman/Chief Trustee/ Managing Partner or the Chief Executive as the case may be. The representation of such nominees in relation to the Trust for all intents and purposes shall be deemed to be the representation of the corporation, society, trust, institution, firm or the body whose nominee the person happens to be.

**5. Fees and subscription payable by each class of Members shall be as follows:

Class of Member	Admission Fee(Rs.)	Annual Subscription (Rs.)
Donor		
(i) Individual Donor	2,00,000	—
(ii) Any Govt. or Govt. Organisation/ Authority/Body	10,00,000	—
Corporate		
Public or Private Sector Corporation	10,00,000	—
Institutional (New)	10,000 (for 10-years)	—
Institutional (existing)	—	10,000 (for ten years)
Life	5,000	—
Ordinary (Existing)	—	200
Ordinary (New)	1,200	200

* Amended by GC on 25.2.2003

** Amended by GC on 29.11.2013

Class of Member	Admission Fee(Rs.)	Annual Subscription (Rs.)
Associate Individual (new)	1000 (for 5 years)	—
Student**	300	—
Overseas		
a) Life (Overseas)	US\$ 150/- or equivalent £ 120/-	
b) Institutional	US\$ 250/- or equivalent £ 200/-	

6. Subscriptions are payable in full for a calendar year before 31st December of the year.
7. The Trust shall keep a Roll of Members with details of occupation, interests etc. of the Members. Roll of Members shall be authenticated by the Member Secretary. Specimen signatures of the Members should be lifted from the application form and pasted in the Roll of Members.
8. If a Member of the Trust changes his address, he shall notify his new address to the Member Secretary who shall thereupon enter his new address in the Roll of Members and in the application form.
9. Every Member shall be entitled to inspect the Roll of Members by giving at least 15 days notice in writing to the Member- Secretary of the Trust.
10. No person who is an undischarged insolvent or who has been convicted of any offence in connection with formation, promotion, management or conduct of the affairs of Trust or of a body corporate or of any offence involving moral turpitude shall be entitled to be a member of the Trust or any other Committee within the Trust.
11. Where a person becomes a Member of the Trust by reason of the office or appointment he holds, the membership of the Trust shall stand terminated when he ceases to hold that office or appointment.
12. Should any person who is a member of the Trust or any of its Committees by reason of the office or appointment he holds, be prevented from attending any meeting of the Trust, he shall be at liberty to appoint or authorize a representative to take his place at that meeting, and such a representative shall have all the rights and privileges of a Member of the Trust for that meeting only.

** Amended by GC on 29.11.2013

- *13. The Annual General Meeting of the INTACH shall be held once in a year. The quorum for the meeting shall be 50 Members including the Chairman. In the event of the quorum not being present within half an hour of the scheduled time, the meeting shall be adjourned for half an hour by the Chairman. In case the quorum is not present even after half an hour, the adjourned meeting shall be deemed to have the valid quorum.
14. The General Body shall transact the following business
- (i) Election of the Chairman of the Trust and/ or other Members of the Governing Council by postal Ballot.
 - (ii) Consideration and adoption of annual report.
 - (iii) Consideration and adoption of audited accounts for the outgoing year.
 - ** (iv) Appointment of Auditors for the ensuing year and fixing their remuneration.
 - (v) Other business on the agenda and
 - (vi) Such other business as may be brought forward with the permission of the Presiding Officer.

* Amended by GC on 27.12.2005

** Power delegated to Executive Committee by the AGM at its meeting held on 18.3.2017.

IV- OFFICE BEARERS

*15. The Trust may have a Patron.

16. The affairs of the Trust will be carried out by the Governing Council and the Executive Committee whose composition and functioning will be as follows:

(A)(i) Governing Council: The Governing Council of the Trust shall be elected through **Postal Ballot System by the General Body at the time of its Annual General Meeting from amongst Members enjoying voting rights and it will not have less than 11 Members and not more than 42 Members. Of these besides the Chairman, six Members will be elected from among Founder Members, twelve*** from life Members, and three from Ordinary Members and three each from amongst Institutional, Donor and Corporate Members. In addition, there shall be five 'ex-officio Members who are Secretary, Ministry of Environment, Forests & Climate Changes, Secretary, Ministry of Culture, Secretary, Ministry of Housing and Urban Affairs, Director General, Archaeological Survey of India and Director General, National Museum. There shall be two permanent invitees from Indian Army and Indian Navy **. Member Secretary, INTACH will be the Ex- officio Members of the Governing Council with voting right.

*The Governing Council shall not be subject to dissolution. Each Member shall enjoy a term of three years. The outgoing Member shall be eligible for re-election.

(ii) The Governing Council shall hold at least two meetings in a calendar year. The quorum for the meeting shall be one-fifth of its members. The meeting will be convened by the Member-Secretary.

(iii) The Governing Council shall elect a Vice-Chairman and other Members of the Executive Committee.

(iv) The Chairman and in his absence the Vice-Chairman shall preside over the meetings of the General Body, the Governing Council and the Executive Committee. In the absence of both the Chairman and Vice Chairman, the members present in the respective meeting of General Body, GC and EC may agree upon by consensus, the name of member who will preside over the meeting.

(v) When a casual vacancy occurs in the office of the Chairman, the Governing Council shall elect a Chairman as soon as possible. He shall hold office for the unexpired term of the previous incumbent but shall be eligible for re-election.

*(vi) Two of the Chapter Convenors would be nominated by the Chairman to the Governing Council for one year at a time in accordance with the criteria/guidelines evolved by the Chapter Advisory Committee for nomination of the Convenors.

*(vii) The employees of INTACH will not be eligible to contest election to the Governing Council unless they resign from the post to contest the election.

****(viii) Chairman INTACH would be authorized to nominate four experts in the fields of finance, legal, conservation, management, etc. to the Governing Council for a period of three years at a time.

*****(ix) No relative/immediate family member of a sitting member of the Governing Council will be eligible to contest the election or serve in the Governing Council of INTACH. The definition of relative/family member is given in Annexure-1.

*****(x) Only Indian Nationals, Residents in India can contest elections and/or hold the post of Chairman, INTACH. For purpose of definition of “Residents in India”, Income Tax Act 1961 shall apply.”

***** (xi) Only Indian Nationals, Residents in India can contest elections for the post of members of the Governing council. For purpose of definition of “Residents in India”, Income Tax Act 1961 shall apply.

(B) Executive Committee: The Executive Committee shall consist of nine members and shall be constituted as follows:

1. Chairman
2. Vice-Chairman
3. Member-Secretary
4. Six members elected by the Governing Council from among its members provided that one of them should have expertise in legal matters and another in financial affairs and they should be able to advise the committee on such matters.
- 4(a) The Chairman and Vice Chairman of Governing Council of INTACH will be the ex-officio Chairman and Vice Chairman of executive Committee.
5. The Member-Secretary shall be the ex-officio member of the Executive Committee with voting rights.

*Amended by GC on 27.12.2005

** Amended by GC on 17.4.1999

*** Amended by GC on 26.11.2010

**** Amended by GC on 23.12.2009

*****Amended by GC on 28.12.2020

*****Amended by GC on 29.7.2021

- (i) The elected Members of the Executive Committee shall hold office for a term of three years, but shall be eligible for re-election.
 - * (i)(a) The elected members of the Executive Committee shall hold office for a maximum of three consecutive terms of three years each.
 - (ii) The Executive Committee will hold at least four meetings in a calendar year, the quorum for the meeting being one third of the members. The meetings would be convened by the Member-Secretary.
 - * (iii) Any casual vacancy in the Executive Committee, arising from death, resignation, removal or otherwise may be filled by the Executive committee by co-option from among the Members of the Governing Council and the member co-opted shall hold office for the unexpired portion of the term of the office of the member causing the vacancy.
 - (iv) The Executive Committee shall function notwithstanding any vacancy therein and notwithstanding any defect in its constitution and no act or proceeding of the Executive Committee shall be invalid by reason only of the existence of the vacancy amongst its members or any defect in its constitution.
 - * (v) The Chairman would be authorized to nominate one expert to the Executive Committee for one year, which could be extended for another term subject to a maximum of three years.
- * (C) (i) Member Secretary: There shall be a Member Secretary appointed by the Governing Council on the recommendation of the Executive Committee who shall be responsible and accountable for proper management of the Trust and shall function under the directions of the Executive Committee.
- (ii) The Member-Secretary will be an ex-officio member of the Governing Council and Executive Committee and shall enjoy all powers, rights and privileges as any other member of the Governing Council and Executive Committee.

V- POWERS AND FUNCTIONS

17. The rights, powers and functions of the Governing Council shall be as follows:
- (A) All properties moveable, immovable or of any other kind shall stand vested in the Governing Council.
 - (B) The business and affairs of the Trust shall be carried on and managed by the Governing Council who shall exercise all such powers and authority of the Trust as are not specifically and expressly vested by the Rules and Regulations in the General Body.
 - (C) The Governing Council shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or furtherance of the objectives of the Trust.
 - (D) Without prejudice to the generality of the foregoing provisions the Governing Council shall have the following rights and powers:

* Amended by GC on 27.12.2005

- (i) to issue appeals and applications for money and funds in furtherance of the said objectives of the Society; and to accept both from Government and non-Government Agencies, Indian and Foreign Grants, Gifts, Donations, Benefactions, Bequests, and Funds-in-Trust, Subscriptions of Cash and Securities and of any property moveable or immovable to be utilized for the purpose of the Security;
The power to appoint an Auditor delegated to EC by the AGM on 18.3.2017
- (ii) to invest and deal with funds and money of the Society in accordance with the provisions of the Income Tax Act, 1961;
- (iii) to undertake and accept the management of any assets, properties, bequests, endowments or trust-funds.
- (iv) to acquire, purchase or otherwise own or take on lease, temporarily or permanently, any moveable or immovable property including cultural property necessary or convenient in furtherance of the objectives of the Society;
- (v) to sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any part of the property, moveable or immovable, in furtherance of the objectives of the Society.
- (vi) to construct, maintain, alter, extend, improve, develop or repair any immovable property belonging to or held by the Society or to expend such amounts as may be deemed necessary for the conservation and preservation of natural resources and properties as may be deemed necessary.
- (vii) to make rules and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time;
- (viii) to appoint Committees and Sub-committees as deemed fit to carry out the objectives of the society. The Society shall in turn have the right to set guidelines for the proper functioning of the Committees and Sub-Committees.
- (ix) to delegate any or all its powers to any of the Committees and Sub-Committees constituted by it;
- (x) to pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objectives, including all rents, rates, taxes, outgoings and salaries, related allowances, including fringe benefits of the employees;
- *(xi) to establish appropriate funds for the benefit of the employees of the Society, including their families and dependents;
- (xii) to grant scholarships and stipends in furtherance of the said objectives;
- (xiii) to acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other immovable property including cultural, historical or like property together with all rights appertaining to it;

* Amended by GC on 27.12.2005

- (xiv) to construct and maintain buildings, or natural resources of whatsoever nature including the right to alter or improve them or to equip them suitably;
- (xv) to manage the properties of the Trust;
- (xvi) to accept the management of any trust-fund, bequest or endowment with like or similar objectives or in which the Trust may be interested;
- (xvii) to raise funds for the Trust by gifts, donations or otherwise;
- (xviii) to set up centres in India or elsewhere as and when deemed necessary for the furtherance of the objectives of the Trust;
- (xix) to raise loans;
- (xx) to receive monies securities, instruments and/or any other moveable property including cultural remains and other property of scientific value for the conservation of natural resources for and on behalf of the Trust;
- (xxi) to enter into agreements for and on behalf of the Trust;
- (xxii) to sue and defend all legal proceedings on behalf of the Trust;
- ** (xxiii) Deleted
- (xxiv) to grant receipts, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents;
- (xxv) to make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of the property or affairs of the Trust;
- (xxvi) to invest the monies and funds of the Trust and vary the investment as and when it may seem necessary or proper;
- (xxvii) to make suitable grants of money or extend other technical assistance to voluntary organizations or Societies for the preservation of cultural property or the prosecution of any research or investigation or study in a subject in which the Trust is interested or for the conservation of natural resources or for scientific resources;
- (xxviii) to grant fellowships, scholarships or other monetary assistance, on such terms and conditions as it may prescribe to such persons as it may select for carrying out of any research or investigation or study in which the Trust may be interested.
- (xxix) to manage, sell and transfer or otherwise dispose of any property, moveable or immovable, of the Trust;
- (xxx) to advance monies with or without security on such terms as considered proper to any affiliated or similar body having objectives similar to that of the Trust;
- (xxxi) to assign, from time to time, such functions and duties and delegate such powers as it may deem fit to the Executive Committee;
- (xxxii) to prescribe the powers, functions and duties of the technical, administrative and executive staff;

(xxxiii) to perform all such acts and do all such things as may be necessary for the proper management of the properties and affairs of the Trust;

*(xxxiv) To recommend an auditor or auditors for auditing the accounts of the Trust and to report thereon to the A.G.M.

(E) The Governing Council shall inter-alia have the power to make bye-laws in respect of the following matters:-

- (i) The management of the properties, funds, affairs and works of the Trust;
- (ii) the conditions and procedure under and according to which the Members of the Governing Council and the Executive Committee are to be elected;
- (iii) the conditions and procedure under and according to which the several classes of Members of the Trust may be enrolled and the subscription, if any, to be paid by different classes of Members;
- (iv) the procedure for the convening and the conduct of the meetings of the Governing Council, the Executive Committee and such other bodies as may be set up from time to time, including provision for the transaction of business by circulation of papers, proxy or otherwise, as may be deemed fit;
- (v) the creation or abolition of posts of posts and the procedure for appointment of the technical, administrative and administrative and ministerial staff;
- (vi) sanctioning the Budget Estimates and Expenditure;
- (vii) the appointment of an Internal Auditor;

*(viii) To set up Chapters at convenient centers in the country and regulate their functioning in furtherance of the objectives of the Trust.

(F) The governing Council shall have the power to repeal, amend and modify the bye-laws.

(G) The Governing Council may from time to time, delegate all or any of its powers to the Executive Committee.

18. Subject to the general rules and directions of the Governing Council, the powers and functions of the Executives Committee shall be as follows:

- (i) to make decisions on applications for membership with a right to refuse membership without assigning reasons. The decision of the Committee shall be final;
- (ii) to prepare and execute plans and programmes for the furtherance of the objectives of the Trust;
- (iii) to appoint and control such staff as may be required for the efficient management of the affairs of the Trust and to regulate their recruitment and conditions of service;

* Amended by GC on 25.2.2003. The power to appoint an Auditor delegated to EC by the AGM on 18.3.2017.

** Deleted by GC on 25.2.2003

- (iv) to appoint such and so many persons and on such terms and conditions as it may deem fit, for the undertaking of the studies, investigations, research or conservation measures undertaken by the Trust;
- (v) to select from time to time, subjects in which investigation, studies and research may be conducted by the Trust;
- (vi) to correspond with professional organizations, both international and national and to cooperate with them in matters relating to the work of the Trust;
- (vii) to nominate delegates to represent the Trust at conferences in such manner as it may deem fit from time to time;
- (viii) to publish and/or to finance the publication of studies, books, periodicals, reports, newsletters or other literature as also preparation of films and related materials, etc.; and to sell or arrange for the sale of them, as it may deem fit, from time to time;
- (ix) to arrange for the documentation of materials relating to cultural property;
- (x) to set up and maintain a library or libraries;
- (xi) to appoint from time to time, Sub-Committees for disposal of any business or for advice in any matter pertaining to the Trust and/or delegate thereunto such powers, duties and functions as it may deem fit;
- (xii) to perform all such acts and duties and exercise all such powers as may be assigned or delegated to it by the Governing Council;
- (xiii) to perform all such duties and exercise all such powers as may be necessary for the carrying on of the affairs of the Trust subject to the general directions of the Governing Council;
- (xiv) to consider the Budget Estimates in respect of the financial year next ensuing and to recommend the same to the Governing Council for consideration and approval;
- ** (xv) Consideration of the Annual Report and Annual Statement of Accounts and recommend the same to the Governing Council for approval.

VI-MEETINGS

19. All meetings of the General Body, the Governing Council and the Executive Committee shall be held in New Delhi unless otherwise indicated by the Chairman;
- *20. The Annual Meetings of the General Body shall be convened by the Chairman/Member Secretary of the Trust provided that special meetings of the General Body shall be convened on requisition in writing by 1/4th of the number of members on the Roll or 1/3rd of the G.C Members.

* Amended by GC on 25.2.2003.

** Added by GC on 25.2.2003.

Chairman/Member Secretary of the Trust provided that special meetings of the General Body shall be convened on requisition in writing by 1/4th of the number of members on the Roll or 1/3rd of the G.C Members.

21. There shall be 12 weeks notice for the meetings of the General Body and seven days for meetings of the Governing Council and the Executive Committee. For special meetings, however, the period of notice shall be seven days for the General Body and four days for the Governing Council and the Executive Committee.
22. Any urgent business which it may be necessary for the Governing Council or the Executive Committee to perform may be carried out by circulation of papers. Any matter so circulated and approved by the majority of the members by affixing their signatures thereto shall be effective and binding.
23. The Chairman and in his absence, the Vice-Chairman may invite any person or persons to attend any meeting of the Trust and to participate in the deliberations of the meeting provided that no such person shall have right to vote on any matter at any meeting.
24. Every member of the Trust shall have one vote and in case of equality of votes, the Presiding Officer shall have a casting vote.

VII-GENERAL

25. The Headquarters of the Trust shall be Delhi or New Delhi.
26. The Trust shall have its own fund and all the receipts of the Trust through grants, donations, subscriptions and fees, as well as income from investments, publications and other sources shall be carried to the fund and all payments by the Trust shall be made therefrom.
27. All Banking Accounts of the Trust shall be in the name of “Indian National Trust for Art and Cultural Heritage” or “INTACH”. All receipts of the Trust shall be paid into the accounts of the Trust and shall not be withdrawn except in such manner and under the signature of such persons as the Executive Committee may by Resolution authorize.
- ***28. The accounts of the Trust shall be audited by the Auditors appointed for the purpose by the Executive Committee.
- *29&30. Members can seek donations on behalf of the Trust by DD or Cheque drawn in favour of INTACH in accordance with the approved policy and the amount should be credited to the General Fund of Headquarters.
31. No Member shall use the name of INTACH for soliciting any facilities.
32. (a) There shall be a Logo of the Trust based on an anthropomorphic copper figure from Shahabad, Uttar Pradesh (circa 1800-1700 B.C.), from the collections of the National Museum, New Delhi.

* Amended by GC on 25.2.2003.

** Added by GC on 25.2.2003.

** (b) Deleted

(c) The Logo will only be used on the stationery of the Secretariat of INTACH at New Delhi as also on the letterheads of the Chairman and the Vice-Chairman and for any other purposes specifically authorized by the Executive Committee.

(d) No outside agency will use the Logo on its stationery or otherwise without prior formal permission of the Executive Committee.

33. Any Member who has committed a breach of any of the Rules of the Trust or who has refused or neglected to abide by any of such Rules or who has committed any act which, in the opinion of the Executive Committee is calculated or is likely to bring discredit to the Trust may be removed from the membership of the Trust by a resolution of three-fourths of the members of the Executive Committee present at a special meeting thereof convened for the purpose after (at least) twenty one days notice.

Provided that no such resolution shall be passed unless the member concerned is informed by a registered letter (acknowledgement due) at least twenty one days before such a meeting of the date, time and place of the meeting and the grounds on which it is proposed to remove him from the membership of the Trust and is given an opportunity to explain his conduct to the Executive Committee in writing or in person at such a meeting.

*34. (a) The name of any Member whose subscription is not paid before December 31 of the year shall not be entitled to contest for the election, or cast the vote or propose or second any candidate's name.

(b) Any new member will be eligible to contest for the election or cast the vote or propose or second any candidate's name after a period of one year from the date of his enrollment.

***35. The name of a Member who pays the prescribed arrears by 31st December shall be eligible to contest/ vote/propose/second any candidate's name. The name of a member who has not paid the prescribed subscription continuously for a period of 5 years shall be removed from the roll of members of the Trust.

36. No benefactions shall be accepted by the Trust which in its opinion involve conditions or obligations opposed to the spirit and objectives of the Trust.

37. The Rules of the Trust shall not be altered except by a resolution passed by a two-thirds majority of the members present at a meeting of the Governing Council convened for the purpose.

38. No proposal for alteration of the Rules of the Trust shall be considered by the Governing Council unless at least twenty-eight days notice thereof has been given to the Member-Secretary and unless at least fourteen days notice thereof has been given by the Member-Secretary to the Members.

* Amended by GC on 25.2.2003.

** Deleted by GC on 25.3.2003.

*** Amended by GC on 29.11.2013.

39. If upon the dissolution of the Trust, there shall remain after the satisfaction of its debts and liabilities any property, whatsoever, the same shall not be paid to or distributed among the members of the Trust, but shall be given to organizations with comparable purposes according to the decision of the Governing Council or in default thereof that of a competent Court.

**40. Deleted.

41. Once in every year a list of the Office Bearers and Members of the Governing Council and Executive Committee shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

The Society shall sue or shall be sued in the name of the Member-Secretary, as per the provisions laid down under section 6 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

42. The amendments, if any in respect of purposes (aims and objectives) or change of name in the Memorandum shall be made under Section 12 and 12(A) of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

43. If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

* Amended by GC on 25.2.2003.

** Deleted by GC on 25.3.2003.

*** Amended by GC on 29.11.2013.

ESSENTIALITY CERTIFICATE

Certified that this is the true and correct copy of the rules and regulations of the Indian National Trust for Art and Culture Heritage.

Sd/-
Chairman

Sd/-
Vice-Chairman

Sd/-
Member-Secretary

CERTIFICATE OF REGISTRATION OF SOCIETY ACT, XXI 1860

No. S/ **14219** .

I, hereby certify that “INDIAN NATIONAL TRUST FOR ART AND CULTURAL HERITAGE”
_____ has this day been registered under the
Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 27th day of January One Thousand Nine Hundred and Eighty Four.

REGISTRATION FEE RS.50/- PAID.

[STAMP]
SOCIETIES

Sd/-
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION
DELHI

Annexure – 1

THE DEFINITION OF “RELATIVE/FAMILY MEMBER” WITH REFERENCE TO ANY PERSON, MEANS ANYONE WHO IS RELATED TO ANOTHER, IF-


1. They are member of Hindu Undivided Family (HUF)
2. They are husband and wife
3. Father: Provided that the term ‘Father’ includes step-father.
4. Mother: Provided that the term ‘Mother’ includes step-mother.
5. Son: Provided that the term ‘Son’ includes step-son.
6. Son’s wife.
7. Daughter.
8. Daughter’s Husband
9. Brother: Provided that the term ‘Brother’ includes step-brother.
10. Sister: Provided that the term ‘Sister’ includes step-sister.”

Appendix C

WANTED

REMINDER

An Army of Conscience Keepers



The Indian National Trust for Art and Cultural Heritage (INTACH) invites you as an Indian, to join the fight for conserving India's heritage.

You don't have to be an archaeologist or a historian to join INTACH. You just have to care enough for India. Today, more than ever, there is an urgent need for action. A need for all of us to come together to pool our resources, to voice our concern and if necessary, to fight to preserve India's heritage.

It is to fulfill this need that a group of concerned citizens has come together to form INTACH.

A Heritage Once Lost is Lost Forever

In the past one hundred years more historic monuments have been destroyed, more artifacts stolen, more oral traditions lost forever - than in all the years our civilization has been in existence.

Somehow we seem to have lost the reverence that our ancestors had for all that nature and man has created. We seem no longer to care and our 'indifference' has already begun to take its toll.

Every day, somewhere in the country, a historic building is pulled down in the name of progress. Others are damaged by flagrant vandalism or allowed to decay and fall.

Invaluable works of art and manuscripts are dumped in godowns, without documentation and records. No one ever knows how many are lost, stolen or damaged beyond repair. Priceless manuscripts are sold, unknowingly to kabadiwalas. ancient wooden carvings are broken down and burnt as firewood.

Commercialisation and mass production have begun to erode our moral traditions and craft skills. At this rate our children may never be able to experience the richness and wonder of our heritage.

You as a citizen of India have right to put a stop to this senseless destruction. You have a right to voice your concern. And a responsibility to protect your environment and your heritage whether it is preserving the character, beauty and greenery of your locality or conserving the glory of the TajMahal. The INTACH Charter

Cultural Properties

- To protect our historic monuments from destruction and decay.
- To record the status of movable, and immovable property.
- To document archival material.
- To monitor the operations of museums and ensure proper storage and display of objects.

Habitat and Environment

- To supplement the work of urban planners and suggest appropriate alternatives where necessary.
- To protect our natural environment from pollution.
- To conserve urban green areas and prevent unnecessary felling of trees. Excerpt from a full page advt released in all the national dailies in May, 1984

Appendix C(I)

MEMBERSHIP APPLICATION FORM

2024



INTACH

BEFORE FILLING THE FORM
PLEASE READ THE INSTRUCTIONS CAREFULLY ON THE REVERSE

Indian National Trust For Art and Cultural Heritage
71, Lodhi Estate, New Delhi - 110 003
Ph.: 011-2469 2774, 2462 6256 Ext. 209 Fax: 011-2461 1290
Website : www.intach.org; E-mail: intach@intach.org, chaptersdivision@gmail.com

For Office Use

Received on: _____
Enrolled on : _____
Membership No. _____
Category : _____
Receipt No: _____
Valid up to: _____

To
The Member Secretary
INTACH

I hereby apply for being enrolled as a Member of INTACH in my individual capacity / on behalf of _____
_____ (name of Corporate Body/Institution).

I have read the Memorandum of Association and the Rules & Regulations and agree to abide by them and to pay the Admission Fee/Annual Subscription as fixed from time to time. I understand that the decision of INTACH regarding my application for membership will be final. I am hereby submitting cheque / DD No. _____ dated _____ drawn on _____ in favour of **INTACH** _____ (name of chapter) or "**INTACH General**" for ₹ _____.

Date _____

Signature of the applicant

- 1 Full name _____
- 2 Nationality _____ Date of Birth _____
- 3 Aadhar No. _____ (Copy to be attached)
- 4 Address _____

- 5 Tel. No. with Code _____ Mobile No. _____
- 6 E-mail : _____
- 7 Educational Qualifications _____
- 8 Profession _____
- 9 Membership of Academic/Professional Organisations _____
- 10 How did you get to know about INTACH and in what way you can help INTACH _____

Affix here
Photograph of
Applicant
(only in case of
Life Membership) /
Individual Donors and
attach two more
Photograph

Proposer's Name _____ Membership No. _____ Category _____ Signature _____
Chapters Name _____
Conveners Name _____

Signature of Convener

Applicant's Specimen Signature

1 _____ 2 _____ 3 _____

Note- It is mandatory to fill all the column to mention the type of business, by the members in the column "profession".



INTACH Membership

Fees and subscription payable from June 2014

Category of Member	Admission Fee (₹)
Donor	
Individual Donor	2,00,000
Any Govt. or Pvt. organization/ Authority/Body	10,00,000
Corporate : Public or Private Sector Corporation	10,00,000
Institutional (new)*	10,000 (for 10 years)
Individual	
Life	5,000
Ordinary (existing)	200 p.a.
Ordinary (new)	1200 on admission & 200 each year thereafter
Associate individual (non-voting class)*	1,000 (for 5 years)
Student (18-25years) (non-voting class)*	300 (one time)
Overseas	
Life(Overseas)- individual	US\$ 150
Institutional	US\$ 250

- * Criteria for number of years in existence after registration (Academic or cultural body duly registered as a Society / Trust, including a University Department)
 - a) For Govt Institutions : NIL years
 - b) Pvt Institutions 3 years. (Please enclose copy of Registration Certificate, Memorandum of Association/Articles of Association, Annual Report)
- * Pvt Institutions to declare source of income or foreign funding if any.
- Membership Form can be downloaded from the website-www.intach.org
- Membership form is common for all Categories of Membership
- * Student members can be enrolled in any Chapter across the country .

General Information

- For Computerization purposes, form must be filled in capital letters. All column should be filled. Incomplete form is liable to be rejected.
- The application duly and completed must be recommended & signed by an existing voting member of INTACH and submitted to the convenor with the fee amount.
- Membership applications in all categories have to be finally approved by the Membership Committee at INTACH's Central Office, New Delhi.
- As per Rule 18(i) of the Rules & Regulations of INTACH, the Executive Committee has the right to refuse membership without assigning reasons. The decision of the Committee shall be final.

To know more about the Organisation, role & activities, membership issues etc, INTACH website: www.intach.org, may be seen. Join INTACH Page-Indian Heritage on facebook and INTACH India on twitter and suggest ways how an Individual can join the movement for conserving Heritage. Head Office publishes two major newsletters-Virasat (sent to all members) and Young INTACH (for school children and heritage clubs). Soft copies can be read online.

Appendix C (II)

RECEIPT
CHAPTER COPY



Name of the Chapter _____

Name of the
Applicant _____

Address _____

Category _____

Amount _____

Membership Number
(in case of renewal) _____
& Renewal Period

Signature of the
Chapter Convener

Date _____

RECEIPT
CENTRAL COPY



Name of the Chapter _____

Name of the
Applicant _____

Address _____

Category _____

Amount _____

Membership Number
(in case of renewal) _____
& Renewal Period

Signature of the
Chapter Convener

Date _____

RECEIPT
MEMBER COPY



Name of the Chapter _____

Name of the
Applicant _____

Address _____

Category _____

Amount _____

Membership Number
(in case of renewal) _____
& Renewal Period

Signature of the
Chapter Convener

Date _____

Appendix D (I)

Receipt and Payment Account

Indian National Trust for Art and Cultural Heritage - 'INTACH'
(Name of the Chapter)

Receipts and Payments Account for the Year ended 31st March.....

RECEIPTS	Rs	Ps	PAYMENTS	Rs	Ps
OPENING BALANCE			Administrative Expenses		
Cash in Hand			Printing and Stationary		
Cash with Bank			Audit Fees		
Fixed Deposits(FDs)			Traveling and Conveyance		
			Postage and Courier Charges		
RECEIPTS AT CHAPTER			Legal Expenses		
Membership Subscription			Telephone Charges		
Grant received from New Delhi			Miscellaneous Expenses		
Heritage awareness Collections			Bank Charges		
Miscellaneous Receipts			Subscription to		
Other Collections			Repayment of advance to		
Repayment of Advance by					
Reimbursement of Traveling Expenses			Misc. & other Expenses		
			Heritage Awareness Expenses		
Project Receipts			i)		
i)			ii)		
ii)			Project Expenses		
			a)		
Donations			b)		
i)			c)		
ii)			Advance		
Interest					
From Saving Accounts			CLOSING BALANCES		
From Fixed Deposits			Cash in Hand		
			Cash in Bank		
			FDs with Bank		
TOTAL					

FORMAT : FDs' DETAILS

S. No.	Name of Bank	FD No.	Date of Commencement	Date of Maturity	FD Amount	Rate of Interest

Signatures

Signature

Convenor

Co-Convenor

Chartered Accountant name of the
Company and Registration No.

Place:

Date:

Place:

Date:

Bank Statement-01 Apr to 31 Mar (Copy attached)

Appendix D (II)**INDIAN NATIONAL TRUST FOR ART AND CULTURE HERITAGE**

Name of the Chapter _____

Balance Sheet as at 31st March of previous year

	As at 31.03 of previous years	As at 31.03 of years before last
	Rs.	Rs.
SOURCES OF FUNDS		
Corpus Fund		
Assets Fund		
Unspent Project Fund		
a) Indian Projects		
b) F.C.R.A. Projects		
Surplus / Deficit (As per Income and Expenditure Account)		
Current Liabilities		
a)		
b)		
c)		
Others		
TOTAL		
APPLICATION OF FUNDS		
Fixed Assets - Net Stock		
Investments		
Current Assets, Loans & Advances		
Bank Balances		
Cash Balances		
Project Advances, if any		
Other Advances		
Tax Deducted at Source (For claiming refund from Income Tax Authorities)		
Accrued Income		
TOTAL		

Significant Accounting Policies & Notes to the Accounts As per our report of even date for Indian National Trust for Art & Cultural Heritage

Convener _____ Co. Convener _____

Chartered Accountants Name _____ Registration No. _____

Place: _____ Date: _____

Note : Where necessary details may be given in a separate schedule.

Appendix E (I)

UTILIZATION CERTIFICATE

Name of the Chapter _____

Name of the project _____

S. No.	Letter & Date	Amount (Rs.)	
1.	Letter No. and Date		Certified that out of Rs. _____ approved and Rs. _____ (Rupees _____ only) of Grants-in-aid released by Indian National Trust for Art and Cultural Heritage (INTACH) , New Delhi in favour of _____ Chapter vide letter number given in the margins for the project of _____ The Chapter has spent a sum of Rs. _____ (Rupees _____ on implementation of the project, for which it was released; and a sum of Rs. _____ (Rupees _____ only) is available with the Chapter as unspent balance.
	Total		

2. Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised:

1. Debit & Credit entries in the Bank Pass Book

Signature of _____ Convener _____

Signature of Co-Convener _____

Place:

Dated:

Chartered Accountants _____ FCANo. _____

Appendix E (II)

SIX MONTHLY PHYSICAL & FINANCIAL PROGRESS REPORT

(For the Period)

1.	Title	
2.	Sponsoring/Funding Agency	
3.	Main Features and Scope	
4.	Amount Approved by Sponsoring Agency for the Project	
5.	Amount Sanctioned at the Start of the Project	
6.	Projected Date of Completion(Revisions, if any)	
7.	i. Amount Received as on	
	ii. Balance to be received on	
8.	i. Expenditure till date	
	ii. Physical progress in %	
9.	i. Time overrun (if any, with reasons)	
	ii. Cost overrun (if any, with reasons)	
10.	Whether Utilization Certificate/Interim report required to be sent or not to the Sponsoring/Funding Agency? If yes, when sent	

Remarks: _____

Name of the Chapter _____

Signature of the Convener/Co-Convener/Project Officer _____

Place _____ Date _____

Appendix F

EXTRACT FROM ANCIENT MONUMENT AND ARCHAEOLOGICAL SITE AND REMAINS

(Framing of heritage bye-laws and Other Functions of the Competent Authority) Rules, 2011

6. **Processing of applications under various categories:** The competent authority shall consider processing of the applications so received under the following categories, namely:
- I. Large scale development projects involving construction proposed by the State Government or the Central Government, public sector, private bodies or any person, such as multi-purpose dams, hydro-electric projects, townships, industrial plants, airports or such other projects.
 - II. Public utility projects involving construction by the State Government or the Central Government, private-public sector, 'such as roads; highways; pathways, drains, sewage lines, water tank/lines (both above the ground and under ground), transportation, metro railways (above and underground), bus station, etc. or such other projects.

Provided that the public works shall not include maintenance and cleansing of drains and drainage works and of public latrines, urinals and similar conveniences, or, the construction and maintenance of works meant for providing supply of water, for public, or construction or 'maintenance, extension, management for supply' and distribution of electricity to the public or provision for similar facilities to the public.
 - III. Construction of public amenities to be provided by State Government, the Central Government, non-Governmental organizations, public sector undertakings, local bodies or private bodies or any person; such as, drinking water facility, toilets, kiosks, facilities for physically challenged, publication counter, souvenir shops, ticket booths information counters, visitor facilitation centres, parking facilities for various types of vehicles or generator rooms.
 - IV. Re-construction of residential buildings or structures in the land owned by any person; office building or structure owned by private, public sectors, the State Government or the Central Government or any other agency located in the regulated area.
 - V. Construction of residential buildings or structures in the land owned by any person, the State Government or the Central Government or any other agency located in the regulated area.
 - VI. Repair or renovation of residential building or structure located in the prohibited area owned by any person, private sector; public sector, the State Government or the Central Government built prior to 16th June, 1992 or subsequently constructed with the approval of Director General, Archaeological Survey of India on the basis of the recommendation of the expert advisory committee; or
 - VII. Repair or renovation of any building or structure located in the land owned by the applicant in the regulated area.
7. **Category of application to be forwarded to Authority :-** The competent authority shall forward the applications received under category I, II, III, IV and V specified in rule 6, to the Authority after processing them with its recommendation.

8. Category of applications to be processed and cleared by the competent authority under intimation to Authority:-
- 1) The applications received under category VI of rule 6 in the prohibited area, involving minor repairs, such as filling up of or grouting cracks, re-plastering of certain portions of the building or structure, repairs to water tanks or drainage, sewerage lines, underpinning to strengthen the foundation, replacement of windows, doors, relaying of flooring, water-tightening the roof, providing weather proof course to stop leakage, replacement of electrical poles, laying or altering water pipe lines, preventing breach of water tanks, replacement of or strengthening of staircase, provide coat of whitewash or colour wash or painting of walls of the building or structure or similar such works may be examined and grant permission at his end under intimation to the Authority.
 - (2) The applications received under category VII of rule 6 for the renovation and repair of building or structure located in the regulated area may be processed and permission granted by the competent authority under intimation to the Authority.

9. Stages of processing of applications by competent authority:

- (1) The competent authority after receipt of applications under specified categories; shall take immediate follow up action by issuing an acknowledgement from its office.
- (2) The applications shall be examined in detail by the competent authority, which may determine the impact of proposed construction on the protected monument and protected area by adopting appropriate study or methods including site inspection and submit its observations in writing within a period of seven days.
- (3) The applicant, if necessary, may be informed about site visit by the competent authority or its representative in advance.
- (4) The distance between the protected monument or protected area and the proposed location of the building or structure or land referred to in the application for repair, renovation, construction or reconstruction, shall be measured by the inspecting official with the help of land survey officials or any other technical official in the presence of applicant and record the distance mentioned in the application.
- (5) The inspecting official shall make a reference to the notified boundary while recording the distance of the protected monument or protected area, as the case may be.
- (6) The detailed photos exhibiting earth aerial view with appropriate marking may be enclosed along with inspection report.
- (7) The competent authority may examine whether the relevant information sought in the application form has been provided by the applicant viz. site plan showing hard surface, landscape, sections, existing physical features, boundaries of the site, access, set backs on two or three sides, service plan, building plan including section, elevation, facade design, details of internal modifications, recent photographs in suitable size, showing the environs.

24. Annual Report: The competent authority shall prepare an annual report and submit it to the Central Government and the Authority by the 30th day of April every year giving full description of all the activities for the previous year.

FORM I

(See rule 5)

Application for grant of permission for undertaking repair/renovation in the prohibited area and construction/reconstruction/repair/renovation in the regulated area of protected monument or archaeological site and remains declared as of national importance under the Ancient Monuments and Archaeological Sites and Remains Act, 1958.

1. Name of the applicant:
2. Address of the applicant:
 - (a) Present
 - (b) Permanent
3. Name of the owner(s)
(if the applicant is other than the owner)
4. Address of the owner(s):
 - (a) Present address
 - (b) Permanent address
5. Whether the property is owned- by individual or jointly(furnish documents)
6. Whether the property is owned by Government/Public Sector Undertaking/Private Sector Undertaking/Firm (if so, details to be furnished with complete address and phone numbers):
7. Locality of the proposed construction:(with full details plot number, etc.)
8. Name of the nearest monument or site:
 - (a) Locality
 - (b) Taluk
 - (c) District
 - (d) State

(Enclose area map showing the monument and the site of repair/renovation/construction/reconstruction)
9. Distance of the site of construction related activities from the protected boundary of the monument:
 - (a) Distance from the main monument:
 - (b) Distance from the protected boundary wall of the monument:
10. Nature of the work proposed: (Repair/renovation/construction/reconstruction, etc.)
11. Details of work proposed
(furnish complete details with drawings of building/structure)
 - (i) Number of storeys
 - (ii) Floor area (storey-wise)
 - (iii) Height (excluding mummy, parapet, water-storage tank, etc.)
 - (iv) Height (including mummy, parapet, water-storage tank, etc.)
 - (v) basement, if any proposed with details

(Enclose plan, section and elevation drawings of the existing building duly approved by the Building Plan Sanctioning Authority and proposed building plan with section and elevation in case of reconstruction. Enclose building plan, section and elevation of the proposed building in case of construction/reconstruction.)

12. Purpose of the proposed work :
(residential / commercial/institutional/public/community)
- 13 Approximate date of the commencement of the proposed works:
- 14 Approximate duration for completion of the proposed work:
15. Maximum height of the existing modern buildings in the close vicinity of –
 - (a) the Monument:
 - (b) the site of construction related activity:
16. Whether the monument is located within the limits of Municipal Corporation/Municipalities/Nagar Panchayat/Village Panchayat
17. Does any Master Plan/zonal development plan/layout plan approved by concerned local authorities exists for the city/town/village:
18. Status of modern constructions in the vicinity of the monument and the proposed site of construction/reconstruction:
19. Open space/park/green area close to the protected monument/protected area:
20. Whether any road(s) exists between the monument and the-site of construction/reconstruction:
21. Remarks/additional information, if any:

I. declare that the above information is correct. I also undertake to observe the provisions' of the Ancient Monuments and Archaeological Sites and Remains Act, 1958 as amended by the Ancient Monuments and Archaeological Sites and Remains (Amendment and Validation) Act, 2010 and the rules made there under.

Place: _____ Seal of firm (if any)

Date: _____ Signature of the applicant _____

Note:

1. If the application is on the behalf of the organization/firm, the signature should be of the head of that organisation/firm.
2. Enclose photographs showing the monument and the existing modern constructions.
3. Google Earth Images of the area under reference showing the monument and the site of construction related activities.
4. Enclose ownership documents duly attested by an authorized officer of the Government.
5. In case of repairs/renovation a report from a duly authorised /licenced architect to be submitted by the applicant.

INTACH CHAPTERS (2024-25)

■ State Chapter

■ Chapter

NORTH ZONE

1. **Delhi**
2. **Haryana**
3. Ambala
4. Faridabad
5. Gurgaon
6. Hisar
7. Kurukshetra
8. Karnal
9. Mohindergarh
10. Palwal
11. Panipat
12. Rewari
13. Rohtak (revived)
14. Sonipat
15. Yamuna Nagar
16. **Chandigarh**
17. **Himachal Pradesh**
18. Dharamsala
19. Kangra
20. Kinnaur, Lahaul Spiti
21. Mandi
22. Shimla
23. **Jammu & Kashmir**
24. Jammu
25. Ladakh
26. Kashmir
27. Udhampur (Sub chapter-Jammu)
28. **Punjab**
29. Amritsar
30. Bathinda
31. Jalandhar
32. Faridkot
33. Kapurthala
34. Maler Kotla
35. Patiala
36. Sangrur
37. **Uttar Pradesh**
38. Agra
39. Allahabad
40. Ayodhya
41. Banda
42. Brajbhoomi
43. Gorakhpur
44. Jhansi
45. Kanpur
46. Lakhimpur-Kheri
47. Lalitpur

48. Lucknow
49. Meerut
50. Mahoba
51. Noida, Gr Noida
52. Orai
53. Rohilkhand
54. Varanasi
55. Uttarakhand
56. Dehra Dun
57. Haridwar
58. Nainital
59. Pauri Garhwal

SOUTH ZONE

60. **Andaman & Nicobar**
61. **Andhra Pradesh**
62. Anantapur
63. East Godavari
64. Guntur
65. Kadapa
66. Kurnool
67. Machilipatnam
68. Nandyal
69. Srikakulam
70. Visakhapatnam
71. Telangana
72. Hyderabad
73. Mahabubnagar
74. Narayanpet
75. Warangal
76. **Karnataka**
77. Anegundi-Hampi
78. Bangalore
79. Bijapur
80. Bagalkot
81. Belagavi
82. Coorg
83. Dharwad
84. Gulbarga
85. Mangalore
86. Mysore (revived)
87. Udipi/Manipal
88. **Kerala**
89. Calicut
90. Cochin
91. Kasaragod
92. Kollam
93. Kottayam (New)
94. Palakkad
95. Trivandrum

96. Trichur
97. **Tamil Nadu**
98. Chennai
99. Coimbatore
100. Kodaikanal
101. Madurai
102. Nagercoil
103. Nilgiris
104. Salem
105. Thanjavur
106. Pondicherry

EAST ZONE

107. **Bihar**
108. Bhagalpur
109. Bettiah
110. Darbhanga
111. Gaya
112. Nawada
113. Patna
114. Purnea
115. Vaishali
116. Jharkhand
117. Hazaribagh
118. Jamshedpur
119. Ranchi
120. **Orissa**
121. Balasore
122. Bhadrakh
123. Bhubaneswar
124. Balangir
125. Cuttack
126. Ganjam
127. Jajpur
128. Keonjhar
129. Koraput
130. Mayurbhanj
131. Sambalpur
132. Sonepur

133. West Bengal

134. Darjeeling
135. Hooghly
136. Kolkata
137. Murshidabad
138. Santiniketan
139. **Assam**
140. Dibrugarh
141. Kamrup

NORTH EAST ZONE

142. **Arunachal Pradesh**
143. **Manipur**
144. **Meghalaya**
145. **Mizoram**
146. **Nagaland**
147. **Sikkim**
148. **Tripura**

WEST ZONE

149. **Goa**
150. **Gujarat**
151. Ahmedabad
152. Bhavnagar
153. Jamnagar
154. Jhalavad
155. Junagarh
156. Mehsana
157. Navsari
158. Porbandar
159. Rajpipla
160. Rajkot
161. Surat
162. Vadodara

163. Maharashtra

164. Aurangabad
165. Amravati
166. Chandrapur
167. Dahanu
168. Greater Mumbai
169. Kolhapur
170. Nagpur
171. Nanded
172. Nashik
173. Pune
174. Solapur
175. Thane
176. Wai-Panchgani

177. Rajasthan

178. Alwar
179. Ajmer
180. Baran
181. Barmer
182. **Beawar**
183. Bikaner
184. Bundi
185. Bhilwara
186. Chittorgarh – Sub-chapter
187. Dungarpur

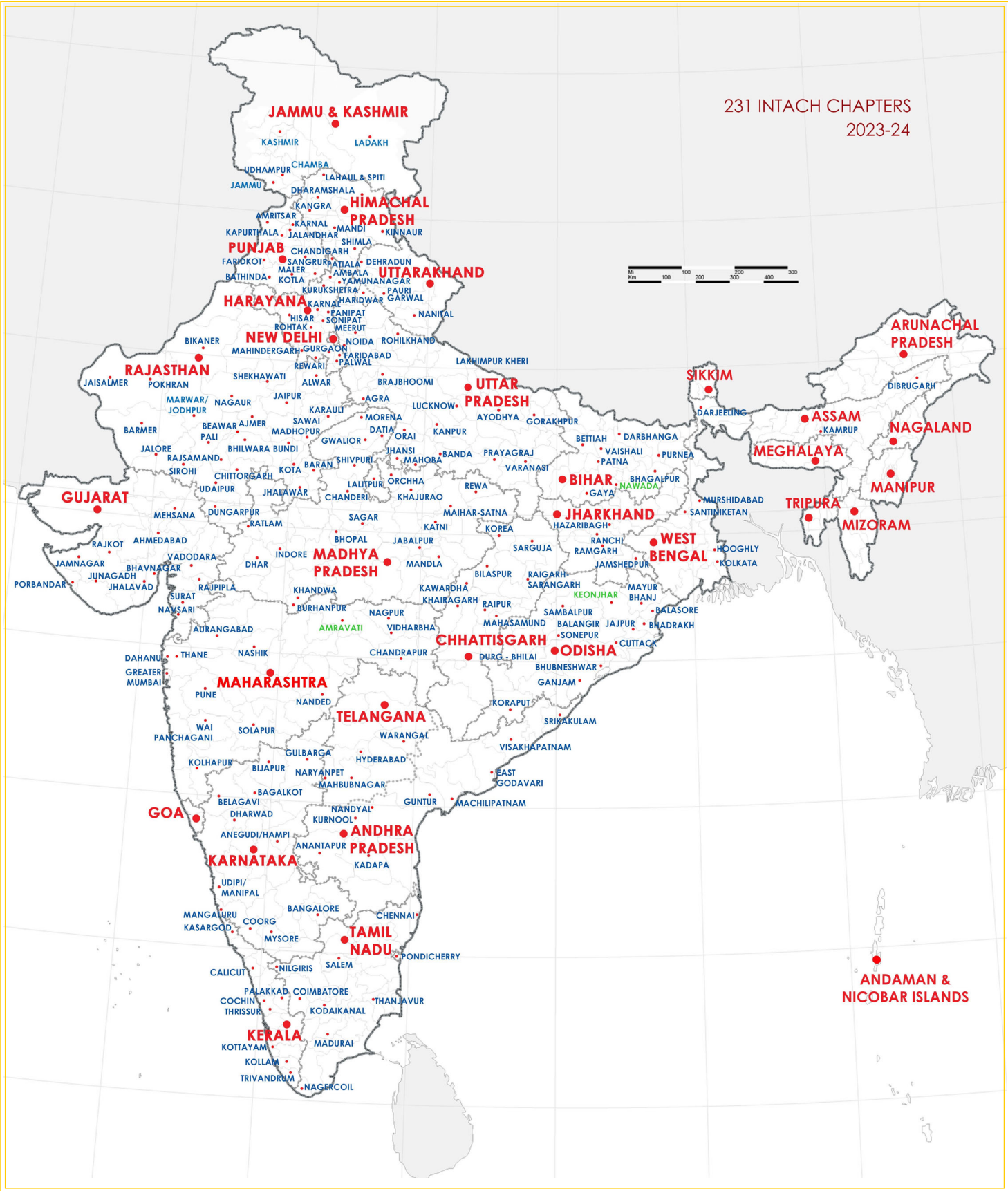
188. Jaipur
189. Jaisalmer
190. Jhalawar
191. Jalore
192. Kota
193. Karauli
194. Marwar/Jodhpur
195. Nagaur
196. Pali
197. Pokhran – Phalodi
198. Rajsamand
199. Shekhawati
200. Sawai Madhopur
201. Sirohi
202. Udaipur

CENTRAL ZONE

203. **Chhattisgarh**
204. Bilaspur
205. Durg-Bhilai
206. Kawardha
207. Korea
208. Rajnand Gaon
209. Katni
210. Mahasamund
211. Raipur
212. Sarguja
213. Sarai Pali
214. **Madhya Pradesh**
215. Bhopal
216. Burhanpur
217. Chanderi
218. Datia
219. Dhar
220. Gwalior
221. Indore
222. Jabalpur
223. Khajuraho
224. Khandwa
225. Morena
226. Mandla
227. Maihar-Satna
228. Orchha
229. Rattlam (Sub-Chapter)
230. Shivpuri
231. Sagar



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