

## 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 12Aa of the Income Tax Act. Today it is recognized as one of the world's largest heritage organizations, with over 170 Chapters across India.
2. The Memorandum of Association and the Rules and Regulations (Appendix A) 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 B) 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:
  - Sensitize the public about the pluralistic cultural legacy of India
  - Instill a sense of social responsibility towards preserving India's common heritage
  - Protect and preserve India's living, built, and natural heritage by undertaking necessary actions and measures
  - 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
  - Develop heritage policies and regulations, and make legal interventions to protect India's heritage when necessary
  - 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
  - Undertake emergency response measures during natural or man-made disasters and support the local administration whenever heritage is threatened
  - Foster collaborations, Memoranda of Understanding (MoU) and partnerships with government and other national and international agencies
  - Generate sponsorships for conservation and educational projects

5. To achieve the above-stated mission, at subsequent Visioning Exercises further measures were spelt out:
- 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
  - 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
  - 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
  - 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 Convenor for each state who performs the function expected of a branch.

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 Convenor whose nomination is approved by the INTACH Chapters Division with the approval of the Member Secretary. The Convenor should propose the name of a Co-Convenor or Co-Convenors and obtain approval from the Chapters Division. The Convenor/Co-Convenor should be from amongst the Members, and be known for his/her interest in preservation and conservation of art and cultural heritage.
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.

## 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 fulfil 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 Convenors, Co-Convenors and Members of the Executive Committee have a special role to play in the execution of this responsibility. The role and responsibility of the Convenors 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:
  - (i) Founder Members, (ii) Life Members, (iii) Ordinary Members, (iv) Donor Members, Institutional Members (Executive Head), and (v) Corporate Members (Executive Head). Of these only the former four are Members in their individual capacity.

Besides these classes of membership, there are the following classes of membership, 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:

- (i) Associate Life Member, (ii) Associate Corporate Member, (iii) Associate Member, (iv) Affiliated Member, (v) Student Member, and (vi) Rural Member. These are the non-voting Members of INTACH.

(Refer to Appendix C I, II & III for the Application Forms & Receipt)

## CHAPTER EXECUTIVE COMMITTEE

12. Each Chapter shall have an Executive Committee with at least five (5) Members, including the Convenor. 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.
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. An Annual Meeting of all the Members on the rolls of a Chapter should be convened at least once a year by the 31<sup>st</sup> of July to brief them on the activities of the Chapter and its proposed plans. Annual accounts of the Chapter should be placed before such a meeting and be approved. The proceedings of the meeting should be sent to the Central Office by 30 September each year.

## TENURE OF CONVENORS

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

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

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 Convenor 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 Convenor 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 Convenor 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 Convenor 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 30<sup>th</sup> 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 AAAT10289B. INTACH is registered under Section 11A 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 exempt 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 7<sup>th</sup> 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 *a.* 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:
  - cherish and protect our common heritage
  - care for the conservation of the local environment
  - spread concern and a sense of belonging amongst the local community
  - respect our own culture and that of others
  - encourage creative expression and inspire young minds to develop secular and cultural values
  - 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 Convenor, 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 Convenor 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.
9. 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 A). 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:
    - Organizing lectures, seminars, symposia, debates, competitions and group discussions
    - Participating in annual or periodic functions, fairs, festivals, celebration of days earmarked for specific heritage themes, etc.
    - Organizing heritage walks, nature trails, treks, field trips, rallies, etc.
    - 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:
    - Training teachers with a view to establish Heritage Clubs in their educational institutions
    - Organizing and encouraging visits to museums
    - Organizing debates, poetry sessions, quizzes, poster making and painting competitions on heritage issues of local, regional and national importance
    - Motivating schools to take children to visit sites of historic and cultural importance
    - Conducting nature and heritage walks

- Organizing participative theatre on social/cultural/historical aspects
  - Developing educational programmes/resources/training aids for children about heritage which would provide learning-cum-enjoyment experience
  - Encouraging schools to initiate interactive cultural programmes such as heritage melas, folk dances, folk music, local craft exhibitions, etc.
  - 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/zila panchayat) 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:
    - buildings protected by the various agencies in their area
    - buildings unprotected in the area
    - buildings being conserved, encroached, threatened or demolished
    - buildings listed by INTACH
    - endangered art and craft forms and traditions
    - existing policies, administrative and legal measures
    - various court orders for heritage including PILs
  - j. 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.
  - k. 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.
  - l. 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.).
  - m. Participating in activities of institutions such as the District Archaeological Association.
  - n. 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.
  - o. Encouraging environment friendly local technology for water conservation, water harvesting, waste management, etc.
  - p. 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 to this chapter).

- q. Instituting awards to recognize and reward local effort for its initiatives in cultural heritage matters.
- r. **Conservation of Artifacts:** Since INTACH has the ICCI (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 ICCI (A&MH Division) before taking up the work of conservation of artifacts. The ICCI 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.

- s. Prior to taking up any conservation or development project 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 first 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

There are certain activities which are absolutely basic and universal which every Chapter must attempt to do. *The Convenor 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:

1. Listing of cultural heritage of the area (Ref: Chapters 13-16) and its publication.
2. Creating awareness about the cultural heritage of the local area and its significance. (Ref: Chapter 17)
3. Selecting a Passion Project and implementing it.
4. 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/ICCI (A&MH)/HECS/ICHD/Tourism) to meet the Chapter's requirement in executing programmes/projects.

## CHAPTER OFFICE

The Chapter Office is a place earmarked by the Convenor 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

### Public Interest Litigation: Guidelines Set Out by the Supreme Court

In 2010 the Supreme Court, in the case of *State of Uttaranchal v. Balwant Singh Chaufal 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

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*).

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. Pre-dominantly, 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.'

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

The Supreme Court in paragraph 198 of its Judgment has set out the following guidelines to be followed by courts when admitting a PIL:

- (1) The courts must encourage genuine and bona fide PIL and effectively discourage and curb the PIL filed for extraneous considerations.
- (2) 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.
- (3) The courts should prima facie verify the credentials of the petitioner before entertaining a P.I.L.
- (4) The court should be prima facie satisfied regarding the correctness of the contents of the petition before entertaining a PIL.
- (5) The court should be fully satisfied that substantial public interest is involved before entertaining the petition.
- (6) The court should ensure that the petition which involves larger public interest, gravity and urgency must be given priority over other petitions.
- (7) 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.

- (8) 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

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.

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 Chaufal & Ors.*

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:

- That the cause is truly worthy, and adequately researched.
- That it fits into the scheme of the guidelines set down by the Supreme Court.
- 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.

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.

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.

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

Overall, it would be preferable for Chapters to focus on advocacy for heritage regulations, i.e. especially the regulations prepared by the late Shri Shyam Chainani 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.

## THE STATE CONVENOR

1. The role of the State Convenor 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 Convenor 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 Convenor so that he remains informed and is enabled to play his role as a facilitator. Similarly, the State Convenor should endorse a copy of important communications that he addresses to the Central Office to the Chapter Convenor concerned.
4. The role of the State Convenor should be:
  - To assist Chapters and Chapter projects vis-à-vis the State Government and its principal agencies and INTACH's Central Office
  - To identify new opportunities for INTACH activities in the State
  - 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 G & H
  - To suggest possibilities of fund raising within the State
  - To set up partnerships with like-minded organizations
  - To assist Chapters wanting to file PILs in accessing legal advice when required
  - To facilitate greater interaction with the media, specially the vernacular media
  - 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
  - To make it a must to monitor larger project undertaken by the Chapters of the State
5. The State Convenor should visit the Chapters in the State once a year and also call a meeting of

all Chapter Convenors in the State once a year. A representative of the Chapters Division of INTACH should be invited. State Convenors should also be informed about larger projects in their State being executed by the Divisions of INTACH.

6. In order to help the State Convenor to play the role of facilitator he/she may constitute an INTACH State Heritage Committee. Although the State Convenor should be the convenor of the committee, a prominent and respected citizen should chair its meetings. The committee should have the following as its other members:
  - Convenors and Co-Convenors of the Chapters in the State
  - Nominees of the State departments of Culture, Tourism, Archaeology and of the State academies in the field of culture
  - 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:
  - 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
  - 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
  - Finding solutions to the problems faced by Chapters in ensuring conservation of art and cultural heritage of their local areas
  - 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 Convenor 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 Convenor 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 Convenor 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, generally speaking, no regular support staff or professionals on its payroll. It should deliberate on the type of establishment that it can afford. A minimum requirement would be the assignment of responsibility, either to volunteers or part time staff, for maintenance of records and accounts. Proceedings of meetings and discussions have to be maintained as they constitute the memory of the Chapter.
2. The Convenor in most Chapters is the prime mover in programmes and activities that are taken up by the Chapter. In such a situation the Convenor is required to provide the necessary sustenance to the Chapter organization. However, team work and harmonious relationships are crucial to 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 Society.
4. Important 'Activities Report' of the Chapter should be sent quarterly by the fifteenth 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 or account details once constituted. The minimum records that must be maintained by each Chapter are:

- 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
  - Register of attendance of meetings
  - Register containing the proceedings of meetings of the Executive Committee, the Chapter meetings and the meetings of its other committees
  - Register of books (library)
  - Files or folders for each activity or programme taken up by the Chapter
  - Miscellaneous file or folder for general correspondence
  - Account books and bills/vouchers. (See paragraph 9 below)
6. The Chapter Convenor 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:
- Copies of all the Acts, Rules and Regulations relevant to the protection, conservation and restoration of the various aspects of cultural heritage
  - INTACH's Memorandum of Association and Rules and Regulations
  - Copies of INTACH's PAN Card and Income Tax Exemption Certificate
  - INTACH Annual Reports
  - Copies of the various publications brought out by INTACH Central Office and its various divisions and by other Chapters from time to time
  - 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
  - The Chapter's own reports and publications

### CHAPTER ACCOUNTS AND AUDIT

#### 8. Opening a Bank Account

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

'Resolved that each State Convenor/Regional Convenor/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 Convenor, the Co-Convenor of the state or regional chapter, Director Chapters Division and the Director Finance & Accounts (Central Office).

This account is jointly operated by the Convenor and the Co-Convenor 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:

- \* Account No., Bank details
- \* NEFT/RTGS Code
- \* Nine digit MICR code of the Bank
- \* 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 Convenor 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 Section 80-G of the Income Tax Act, 1961, 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;
- (ii) A photocopy of the receipt issued to 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:

- Report of the Auditors
- Receipt and payment account (Appendix D-i)
- Balance Sheet (Format attached – Appendix D-ii)

The audited accounts should be signed by the Convenor, Co-Convenor 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 31 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 the case of those Chapters, where the total transactions during the financial year do not exceed rupees twenty thousand (Rs.20,000/-) only and who 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.

#### **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 Convenor along with the following documents:

- (i) Completion Certificate;
- (ii) Hard and soft copy of the report/document, and;
- (iii) 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 Convenor. State Convenors must monitor the larger projects undertaken by the Chapters of the state.

It is emphasized that the expenditure on projects and the progress report is to be sent six monthly to the INTACH Central Office and UC to INTACH 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 and E2-Project Financial & Physical Progress Report).

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 31<sup>th</sup> 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.

## PRINCIPAL SOURCES OF FUNDS

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

- (a) Membership fees  
Please see paragraph above.
- (b) Donations  
Innovative ways could be devised by a Chapter to obtain donations.
- (c) Specific sponsors
  - (i) Funds received for specific projects of local importance in which sponsoring agencies (such as the National Culture Fund) have an interest.
  - (ii) Every Member of Parliament, Member of the State Legislature and a Corporate of an urban local body gets funds for taking up development works in his constituency. In the case of MPs the guidelines include 'Heritage and Archaeological Monuments and Buildings with specific permission available from Archaeological Survey of India' (available on the website [www.mplads.nic.in](http://www.mplads.nic.in)). The Collector of the district is authorized to get the work executed through government organizations or through reputed agencies. INTACH could be accepted as a reputed agency by the District Collector.
  - (iii) Chapters should get the approval of the respective state governments/local bodies and may access the following websites to go through the Annual General Reports and Schemes of the ministries and departments referred to in order to determine specific projects that may be eligible for funding:
    - Department of Tribal Welfare — [www.tribal.nic.in](http://www.tribal.nic.in)
    - Ministry of Panchayati Raj — [www.panchayat.gov.in](http://www.panchayat.gov.in)
    - Ministry of Environment and Forests — [www.envfor.nic.in](http://www.envfor.nic.in)
    - Ministry of Human Resource Development — [www.education.nic.in](http://www.education.nic.in)
    - Department of Urban Development — [www.urbanindia.nic.in](http://www.urbanindia.nic.in)
    - Department of Tourism — [www.tourismindia.com](http://www.tourismindia.com)
    - Department of Culture — [www.culture.gov.in](http://www.culture.gov.in)
    - Department of Welfare and Social Justice — [www.socialjustice.nic.in](http://www.socialjustice.nic.in)
    - Department of Labour — [www.labour.nic.in](http://www.labour.nic.in)
    - Ministry of Industrial Development — [www.industry.gov.in](http://www.industry.gov.in)

Where project funding is received, a certain percentage (10-15 per cent of the total) should be earmarked to build a Corpus Fund for the Chapter. This should enable a Chapter to take up programmes and activities for which sponsors may not be available yet which form the core concerns of the Chapter.

As mentioned earlier, INTACH is an indivisible legal entity and therefore the various concessions and exemptions under the Income Tax Act or other laws are available to the organization as a whole and not to its various components, such as the Chapters or branches. Necessary certificates should be obtained by the Chapters through the Chapters Division.

## 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 Convenor, Co-Convenor and the Auditors.
- (d) Important 'Activities Report' of the Chapter is sent quarterly by the fifteenth day of the months of Mar-Jun-Sep-Dec for reflecting in INTACH's quarterly *Virasat* newsletter.
- (e) Destruction of the any heritage is reported to the Central Office as and when occurring.

**Towards the above, Convenor's Pledge is at Annexure 2 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.

1. In 1984 the Indian National Trust for Art and Cultural Heritage (INTACH) was registered as a Society/Trust under Section 12Aa of the Income Tax Act. Therefore it has to comply with the laws of the land and its rules and regulations.
2. 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.
3. 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.
4. 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 Convenor 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. Wherever such an agreement is for a project for which funds are to be received, a copy of the project report (DPR) is to be sent along with the MoU.
5. 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, etc., for vetting and approval.
6. On appointing consultants and other staff, a copy of the appointment letter must be sent to the Central Office.
7. Chapters involved in the execution of projects as consultants or otherwise should also familiarize themselves with the legal and tax provisions/exemptions pertaining to Service Tax.
8. 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.
9. If the nature of work is such that it is in the Negative List for Service Tax, or in the Mega Exemption list (website of the Central Board of Excise and Customs), then service tax does not apply. The Chapter should confirm with its chartered accountants that the nature of the work is such that service tax is not attracted. This information from the chartered accountant should also be sent to the Central Office when the project details are sent for approval. *Thus Chapters, as a matter of policy, should undertake only those works which are in the Mega Exemption list or the Negative list as notified by the Central Board of Excise and Customs, Government of India.* Chapters must not undertake any project which attracts service tax without prior approval of the Central Office.
10. 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.
11. The project/work cannot be implemented on profit sharing basis. This is forbidden as per the INTACH Memorandum of Association.

12. If a member, including the Convenor, 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, making sure that there is no violation of law. The Central Office must be kept informed about such arrangements and its approval must be taken.
13. Expenses incurred by the Convenor/Co-Convenor/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.
14. 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.
15. 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.
16. The Income Tax Permanent Account Number (PAN) of INTACH is AAAT10289B. INTACH is registered under Section 12 Aa of the Income Tax Act, and is exempted from payment of income tax by the Ministry of Finance under Section 10(23) C (IV) of the Income Tax Act, 1961 on account of it being a charitable organization. The Order No. DGIT(E)/10(23C)(IV)/2009 dated 21.1.2010 of Director General of Income-Tax (Exemptions), Department of Revenue, is applicable from AY 2009-10 onwards. Non-adherence to these provisions by a Chapter may entail its forfeiture for INTACH as a whole.
- 16.1 Furthermore, Donors to INTACH are exempt from income tax payment vide order No. DIT(E)2012-13/1-312/692 dated 29.6.12 to the extent of 50% of their donation under Section 80-G of the Income Tax Act, on the basis of certificate issued for the donated sum by INTACH Central Office. This order is valid from AY 2013-14 onwards.
- 16.2 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 7<sup>th</sup> 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.
- 16.3 In cases where a sponsoring/funding organization of a project deducts tax at source on payments made to the Chapter, despite the income tax exemption available to INTACH under section 10 (23)(C)(iv) of the Income Tax Act, 1961, a copy of the TDS certificate should be obtained on quarterly basis from the sponsoring/funding organization and sent to the Central Office after the close of the financial year by the 30<sup>th</sup> of June. This needs to be incorporated in the Annual Income Tax Return filed every year by the Central Office for claiming refund of the amount deducted on payments made to the Chapter. It will not be possible to obtain refund of the TDS unless it is included in the annual return. This needs to be kept in view by the Chapters.
17. 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 for this purpose. Chapters cannot directly receive funds or enter

into an agreement with such agencies/institutions. Administrative charges are to be retained by the Central Office.

- 17.1 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 will be submitted to the Chapters Division and also the audited accounts.
- 17.2 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.
18. 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. All projects above Rs.50 lakhs have to be executed with the technical advice of the Central Office, which will also be responsible for monitoring the same. Administrative charges of 5% of the project cost may be credited towards INTACH's corpus and the Chapter's corpus.
19. Similarly, if Chapters/State Convenors are made responsible for monitoring all projects above Rs. 50 lakhs being implemented by the Technical Divisions of the Central Office in their jurisdiction, the expenditures will be reimbursable to the Chapter/State Conventor.
20. Chapters will normally confine their activities to the area of their jurisdiction. However, on the specific request of a neighbouring Chapter, they can undertake projects of a special nature, subject to it being recommended by the State Conventor of both Chapters. For neighbouring districts, where no State Chapter exists, consultations with their State Convenors will be done. In all situations, the work has to have the final approval of the Central Office.
21. 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.
22. 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 for the format.
23. **Accounts for Projects:** 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) a Completion Certificate,
  - (ii) a Hard and Soft Copy of the report/ document, and
  - (iii) the Utilization Certificate (see Appendix E1).
24. 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.
25. **Donations:** Donations should be shown distinctly on the receipts side, classified into two parts:
  - Donations in general which should preferably be used to increase the corpus of the Chapter.
  - 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 Section 80-G of the

Income Tax Act, 1961, the following documents should be sent to the Central Office for issue of certificate to the Donor:

- A copy of the letter and cheque received from the Donor indicating the purpose of the donation
- A photocopy of the receipt issued to the Donor

26. **Annual Accounts:** The audited accounts for the Chapter for the financial year reflecting all receipts and expenditure must be sent by 30 June (refer to Appendix D1). The receipts/payments will be given separately as 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 itemwise break up as below:

<i>Sl.No.</i>	<i>Purpose for which received</i>	<i>Amount received</i>	<i>Expenditure</i>
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This should be sent as a supplement to the audited accounts.

27. 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.
28. The subsequent allotment of any funds to the Chapters will be on 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.
29. 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
30. 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.

## ANNEXURE 2

### Convenor's Pledge

#### CODE OF ETHICS

- To uphold INTACH's goal and mission.
- Cherish and protect our common heritage.
- Care for the environment.
- Spread concern for heritage and a sense of belonging amongst the local community.
- Respect your own culture and that of others.
- 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 30<sup>th</sup> June.
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 Convenor.

Dated:

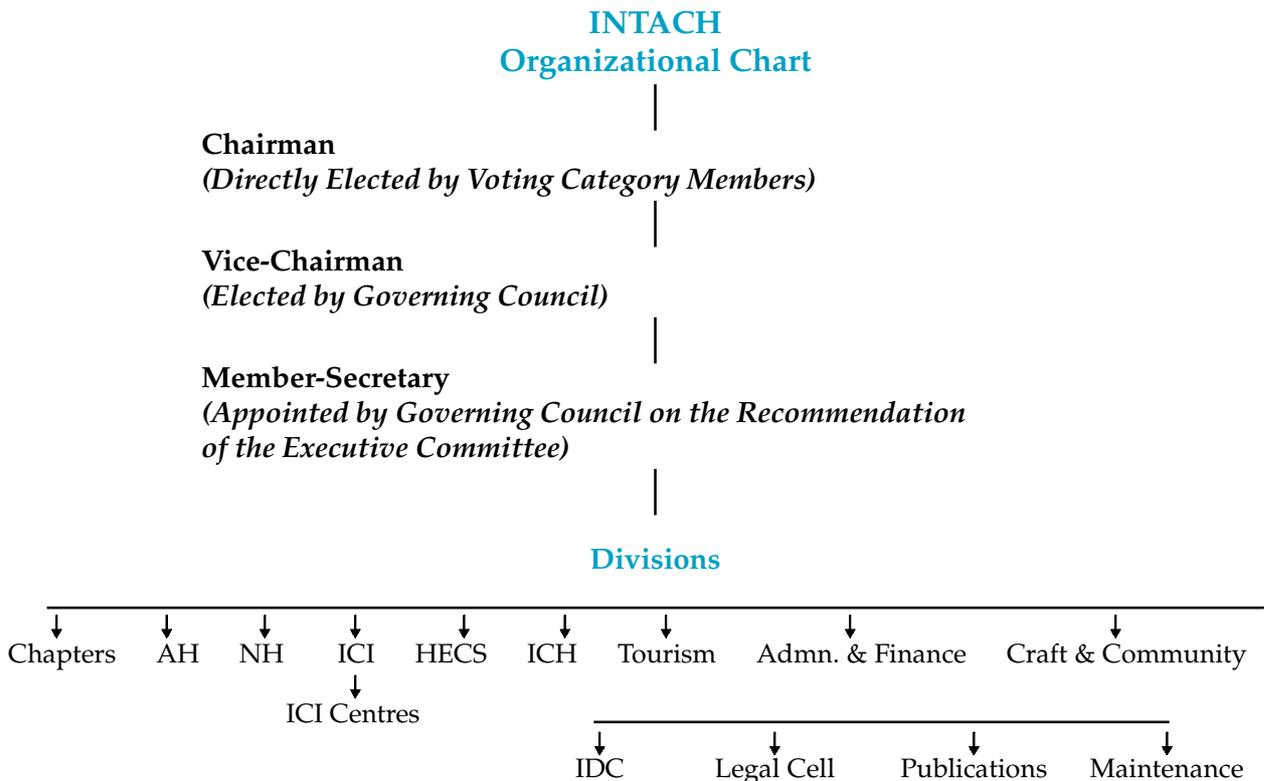
Name & \_\_\_\_\_

**Signature**

**Convenor of** \_\_\_\_\_

## THE CENTRAL OFFICE; ADMINISTRATIVE AND TECHNICAL DIVISIONS; COMMITTEES

1. The INTACH Central Office is located in its own building, Pupul Jayakar Bhawan, 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 Convenors' 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.

## 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:

- Conservation of historical buildings
- Protection of historical buildings
- Listing of heritage properties and sites (including precincts)
- 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:

- To create and stimulate awareness among the public for the preservation of the cultural and natural heritage of India
- To undertake measures for the preservation and conservation of natural resources and cultural property
- To undertake documentation of the cultural and natural heritage
- To undertake pilot conservation projects
- 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:

- To preserve the material heritage for future generations
- To undertake continuous study and research to develop and test methodologies for path-breaking contributions in the field of conservation science

- To provide unmatched professional services in conservation of works of art
- 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:
  - Authentic experience
  - Sustainable tourism
  - Responsible tourism
  - Least impacting natural heritage tourism
  - Non-exploitative tourism
  - 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:
  - Performing arts with music, drama and dance forms
  - Oral traditions including languages, folklore, local health traditions, indigenous knowledge systems, customs and rituals

### CRAFT, COMMUNITY AND HERITAGE CELL

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 Cell 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 DOCUMENTATION CENTRE (IDC) AND LIBRARY

17. The IDC and Library are user-friendly spaces which INTACH members from the Chapters can use during their visits to INTACH’s Head Office. The IDC and Library have not only books and publications on cultural heritage, but also studies and projects undertaken by INTACH since its inception. They have a data-base of listings, photos, slides, transparencies, maps, drawings, newspaper clippings, books and other publications. A list of their holdings (books, publications, copies of reports, manuals, CDs, conference proceedings) is available on the website <[www.intachlibrary.org](http://www.intachlibrary.org)> This can also be accessed via INTACH’s main website. Information about recent additions and other important matters concerning the use of the Library and Documentation Services is also available on the INTACH website. (Refer Appendix F)

### INTACH’S WEBSITE

18. The website [www.intach.org](http://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 INTACH’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 Convenors & Co-Convenors.
- 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 Convenors and Co-Convenors.
- 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 of the corporate houses which partner with it.
- G. **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*.
- H. 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). These issues 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.
- I. Major events taking place at the Head Office are uploaded under *Events*.

*Chapters should periodically update information and make it available to the Chapters Division for addition/modification. They should also send 2 copies of the publications brought out by them so that the same can be uploaded for information to the others Chapters and kept for record in IDC.*

## ADMINISTRATIVE WING

- 19. 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

- 20. 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

- 21. 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:

- 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)

- Strategic planning for INTACH for the next 5-10 years with a view to augmenting the organization's financial resources, and
- 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:

- 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
- Recommend methods and sources for Chapters to obtain technical assistance, both from within INTACH as well as from external bodies
- Review suggestions either received directly from the Chapters or gleaned from regional and national convenors' meets, and help translate these into a workable policy framework for the improvement of Chapter operations; and
- 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.

### **(d) Advisory Committee for Architectural Heritage Division.**

The Advisory Committee:

- Reviews the activities and programmes taken up or to be taken up by the Architectural Heritage Division.
- Works out a management structure for the Architectural Heritage Division keeping in mind its long-term goals.
- Acts as a guide for the preparation of bye-laws under the AMASR Act in which INTACH is statutorily involved.
- Provides advice for the capacity building of personnel in the Architectural Heritage Division and in the Chapters.
- Suggests major events/workshops/seminars required to be organized by the Architectural Heritage Division.
- Advises on the research and applied research programmes/exhibitions to be taken up by the Architectural Heritage Division.
- Acts as a Search Committee to identify key personnel for the Architectural Heritage Division.
- Monitors major projects taken up by the Architectural Heritage Division.

**(e) Advisory Committee for Intangible Cultural Heritage (ICH)**

The Advisory Committee for ICH:

- i. Advises on formulation of strategy and action plans for Intangible Cultural heritage, Heritage Education and Crafts.
- ii. Reviews activities and on-going projects of ICH/HECS/Crafts Divisions and gives specific suggestions.
- iii. Reviews the organizational structure of ICH Division and its human resource development.
- iv. Advises on ways to improve the interface between the division and the Chapters of INTACH.
- v. Any other matter that may be referred to the Advisory Committee.

## URBAN HERITAGE REGULATIONS IN INDIA: A FEW TIPS FOR CONVENORS

### 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 Convenors 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 Qutb Minar, the Taj Mahal, 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 seventeen years.

## 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 Convenors, 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. Convenors 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 Convenor 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.

## **II. 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](http://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:
  - a. Charter for Conservation and Restoration of Monuments and Sites (Venice Charter – 1964)
  - b. Charter for Historic Gardens (Florence Charter – 1981)
  - c. Charter for Conservation of Historic Towns and Urban Areas (Washington Charter – 1987)

- d. Charter for Protection and Management of the Archaeological Heritage (Lausanne Charter – 1990)
  - e. Charter for Protection and Management of Underwater Cultural Heritage (Sofia Charter – 1996)
  - f. Charter for Conservation of Built Vernacular Heritage (Mexico Charter – 1999)
  - g. Charter for Preservation of Historic Timber Structures (Mexico Charter – 1999).
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](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:
  1. The Indian Treasure-Trove Act, 1878.
  2. The Ancient Monuments and Archaeological Sites and Remains Act, 1958 (amended in 2010).
  3. The Antiquities and Art Treasures Act, 1972.
  4. The Wildlife (Protection) Act, 1972.

5. 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>).
  6. The Biological Diversity Act, 2002.
  7. The Forest Conservation Act, 1980.
  8. The Indian Forest Act, 1927.
  9. The Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
  10. 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](http://www.asi.nic.in) and [www.envfor.nic.in](http://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](http://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 Convenor 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 Convenor 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

### Anirudh Bhargava – INTACH Environmental Award

1. The Anirudh Bhargava – **INTACH Environmental Award** has been instituted in the memory of his son by Dr. Ranjit Bhargava, INTACH Life Member and is facilitated by a grant. The criteria for the award are as follows:
  - Exemplary contribution to the protection of Environment/Natural Heritage through steps to stop environmental destruction or contributing to regeneration. The tangible benefits achieved should be highlighted
  - The individual/institution should not have received a similar award from any national or international organization or a non-governmental organization
  - Nature of the work should be outlined and have been done during the last three years
2. The Award consists of a cash grant of Rs.50,000/-, a memento and a citation. This award covers a period of three years and has been awarded for 2009-11.

### Nominations for the SATTE – INTACH Heritage Tourism Awards

3. INTACH has signed a Memorandum of Understanding (MOU) with South Asia Travel Tourism Exchange (SATTE) to institute the SATTE–INTACH Heritage Tourism Awards for giving recognition to inspiring and innovative work done by individuals/organizations/institutions in the following areas:
  - (a) Innovative, adaptive reuse of heritage concepts and properties for tourism purposes;
  - (b) Unexplored heritage sites designed for heritage trails, and walk and tours and their marketing and promotion;
  - (c) Documentation and promotion of intangible and living heritage involved with craft tradition and community based heritage tourism;
  - (d) Quality work on education, dissemination and outreach of heritage tourism;
  - (e) Exemplary work done or the preservation and promotion of historic towns.
4. The following parameters have been determined for each of the categories of awards:
  - (i) Pioneering work done in any or all the five areas given above;
  - (ii) Quality of initiatives;
  - (iii) Linkage with and potential for tourism in these initiatives;

## BUILT (ARCHITECTURAL) HERITAGE DIVISION

### WHAT IS BUILT HERITAGE?

Built heritage should be deemed to mean those buildings, artifacts, structures, areas and precincts that are of historic, aesthetic, architectural or cultural 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

Architectural Heritage is perhaps the most permanent reminder of the culture of any civilization. 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 'economic', 'cultural', and 'environmental', although they are not mutually exclusive and, indeed, they are often interlocked.

#### Economic

a. Using our Building Stock

Most buildings are capable of beneficial use, whether for their original purpose or for some other use. Buildings and their precincts need to be used in order to survive 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 of the most important raw materials of that industry.

## 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. Archaeology can provide primary source material for this.

b. Aesthetic

Buildings have usually been intended to look well, in addition to being soundly constructed and fit for their purpose, and many were erected with serious artistic intent. Others may exhibit more informal qualities of richness, maturity, or picturesqueness.

## Environmental

a. Sense of Place

In a world of increasingly ubiquitous new buildings, where a redeveloped town centre looks very much 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.

## CRITERIA FOR LISTING BUILT (ARCHITECTURAL) HERITAGE

Obviously, the first and foremost step in fulfilling the mandate of preserving and conserving heritage is to first know what it is. And that means its inventorization or listing, which is also meant to protect historic buildings from needless demolition as towns and cities get redesigned and rebuilt. However there is no restriction on a listed building remaining in use. Listing of the cultural heritage should, therefore, constitute the most important activity of a Chapter.

Although inter-related, the following three key concepts need to be understood to determine whether a property is worthy of listing:

- Historic significance
- Historic integrity
- Historic context

One or more of these concepts needs to be applicable to a building to make it worthy of listing.

### Historic Significance

Historic significance is 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:

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

### Historic Integrity

Historic integrity is the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.

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

### Historic Context

Historic context is 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.

Knowledge of historic context enables the list-maker to understand a historic property as a product of its time.

### MULTIPLE PROPERTIES

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, havelies, tombs, courtyards, temples, houses, bungalows, archaeological sites or botanical gardens. As a first stage, the following preliminary data may be collected and incorporated in the listing:

- The name
- Date, period
- Location
- Brief description
- Known sources of information – people, publications, etc.
- Any other data of relevance

## METHODOLOGY OF LISTING

Listing work comprises two phases:

1. Background research
2. Field work

### 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.

### 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.

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.

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

## **FOLLOW-UP ACTION**

### **Analysis and Publication**

Mere gathering of information and recording it in the prescribed proforma cannot be an end in itself. The information has to be analysed 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:

- Cover page
- Title page
- Foreword
- Introduction
- A write-up on the built heritage of the area.
- Bibliography
- Acknowledgements
- Credits (names of the Listers and Resource Persons)
- Master map of the area
- Map of each component (ward) followed by the information for each heritage property or the related clusters of heritage properties as per the proforma
- Essays on interesting subjects that may represent a cluster of the heritage properties or landscapes or the values and characteristics unique to that place
- Any other interesting finds

### **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 of the 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.

## LEGAL STATUS OF THE LIST – ROLE OF STATUTORY AUTHORITIES

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.

Listing of the built heritage and giving it a statutory back-up has to be in accordance with the rules, regulations and byelaws 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).

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.

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.

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.

Cognizance should also be taken of the 73<sup>rd</sup> and the 74<sup>th</sup> 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.

## 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.

## 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.

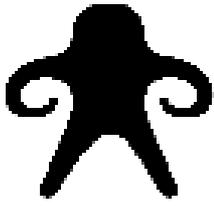
## ROLE OF THE CITIZEN

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:

- Identifying knowledgeable and committed individuals who can help the Chapter in identifying, listing and documenting buildings and precincts that qualify for listing
- Involving such persons in drawing up advocacy plans to create awareness about the need to protect and conserve the listed built heritage
- 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

**'PROJECT PROPOSAL FORMAT' – To assist the Chapters in submission of conservation projects, a sample project proposal is attached at Annexure-2 to this chapter.**

## ANNEXURE-1



### Proforma for Listing of Historic Buildings and Sites

Serial No.

Map Reference:

Photo Reference:

**1 Name**

Present Name:

Past Name:

**2 Location**

Address:

Approach:

**3 Property Type**

Precinct/Building/Structure/Landscape/Site

Subtype:

**4 Age**

Precise Date:

Approximate Date:

Source of information:

**5 Ownership**

Single/Multiple

Public/Private

Any other (specify)

Name of owner:

Address:

**6 Property Use**

Abandoned/In use:

Present use:

Past use:

**7 Significance**

Historic Significance:

Culture Significance:

Social Significance:

Associational Significance:

Local legends:

**8 Physical Description**

Architectural Style:

Site & Surrounding:

Plan:

Façade:

Decorative Feature:

Building material and:

Construction techniques

Two to three photographs at least 3×2 inches in size to show the architectural style and condition.

**9 Condition Description**

Sign of Distress:

Structural Problem:

Additions & alterations

Repairs and Maintenance:

Threats to the property:

**10 State of Conservation**

Good/Fair/Showing Signs of Deterioration/

Advanced State of Decay/Danger of Disappearance

**11. Other Remarks**

**12. Grade**

Archaeological: A/B/C

Architectural: A/B/C

Historical: A/B/C

Associational: A/B/C

Social/Cultural: A/B/C

Final Grading: I/IIA/IIB/III

**13. References**

Reference notes

Maps/plan/Drawings

Listers

Name

Address

Date of Listing

Listers

Name

Address

## ANNEXURE 2

# Project Proposal Format

### CONTENTS

#### 1. INTRODUCTION

##### 1.1 Background and History of the Site

This may be supported by an archival picture if available.

#### 2. DESCRIPTION AND SIGNIFICANCE

2.1 Location & Surroundings – supported by google image.

2.2 Architectural History of the Building – supported by archival drawings if available.

2.3 Architectural Vocabulary and Construction Details of the Building – supported by photographs

2.4 Contribution to Townscape Character.

2.5 Benefit Accruing to the Community.

#### 3. ANALYSIS OF EXISTING STRUCTURE AND SITE

##### 3.1. A General Condition Analysis and of the Building Elements

Description should follow sequence of top to bottom and clockwise direction.

Support with drawings of existing building.

##### 3.2 Visual Documentation of Present Condition

Visual – documentation – photographs

##### 3.3 Issues and Threats

#### 4. PROPOSED RESTORATION STEPS

##### 4.1 Conservation Philosophy

##### 4.2 Proposed Conservation Work – Phasing and Priorities

##### 4.3 Future Proposals and Maintenance Works

#### 5. PHASING AND ESTIMATES

Feasibility report may contain estimates calculated on basis of plinth area rates.

Detailed Project report contains a detailed estimate based on schedule of rates (as state/local applicable rates). 5% of the project cost may be added as contingency charges. INTACH's Administrative and institutional expenses @ 10% of the project cost shall be added.

## NATURAL HERITAGE DIVISION

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.

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:

- 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'
- 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
- Another landmark has been the adoption of the World Charter for Nature by the UN General Assembly in 1982

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'.

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':

'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.'

By way of explanation, the definition was further elaborated as follows:

'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.

'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.

'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.

'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.

'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

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:

1. Ecological and Biological Significance implying *inter alia*:
  - Important areas of biodiversity consisting of diverse species of both fauna and flora
  - Natural vegetation
  - Important breeding and nesting sites
  - Habitats of gravely endangered species of both fauna and flora including fish fauna
  - Habitats of species of fauna and flora which are endemic and restricted in their range to a particular area
  - Important migration routes and corridors between habitats of gravely endangered species
  - Fossils
  - Unique geological and rock formations of geomorphologic significance, gorges, outcrops, fossils, stalactites and stalagmites, rock shelters
  - Headwaters of important watersheds
  - Shola forests
  - Important natural grasslands
  - 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.
  - Uncultivated riverine islands, natural riverine stretches, riverbed deep pools
  - Unique desert patches, both hot and cold
  - Unique coastal landforms
  - Stretches having mangrove vegetation
  - Offshore coral reefs

2. 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.
3. Natural landscapes of aesthetic and recreational value.

### FORMAT (PROFORMA) FOR LISTING

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 5) 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:

- 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 international treaties or conventions such as the World Heritage Convention or the Ramsar Convention
- 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
- 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

#### 1. Field work of Listing and Documenting Natural Heritage

##### (i) Before initiating the field work:

- \* 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.
- \* 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.
- \* 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.
- \* 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.

- \* 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

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

### Role of Statutory Authorities

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.

The 73<sup>rd</sup> and the 74<sup>th</sup> 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'.

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.

### Role of Local Communities

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.

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.

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

### Role of the Citizen

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:

- Identifying knowledgeable and committed individuals who can help the Chapter in identifying, listing and documenting natural heritage sites
- Involving such persons in drawing up advocacy plans to create awareness about the need to protect and conserve the listed natural heritage sites
- 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

### 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

## ANNEXURE 5

### FORMAT for Documentation of Agricultural Heritage

ID Number: AH/State/District/ 001

<b>1.</b> Name of the Agricultural Heritage Site	
<b>2.</b> Location:	
(a) Latitude and longitude	(a)
(b) Taluka (tehsil), block, district, state	(b)
(c) Longitude, latitude	(c)
(d) Physical boundaries of the site	(d)
(e) Area (in ha./sq.km.)	(e)
<b>3.</b> Ownership (specify with brief description): Private/Community/Public (specify name of panchayat, municipality, etc.)/Government (specify name of department/agency) Any Other (specify)	a.
<b>4.</b> Land Management Practices—Implements Used for Levelling, Sowing, Harrowing, Irrigation, etc.	
<b>5.</b> Classification of Agriculture (crops)	
<b>6.</b> Farm Practices/Crop Husbandry:	
i. Cultivated crops, cereals, vegetables, fruits, medicinal plants, etc.	
ii. Seed—procurement and treatment—methods of storage (buildings)	
iii. Manures, bio-fertilizers, green manures, etc.	
iv. Companion/mixed cropping, crop rotation	
v. Livestock management	
<b>7.</b> Water Management including Rain Water Harvesting, Conservation, etc.	
<b>8.</b> Plant Protection Practices.	
<b>9.</b> Agri-History—Importance of Traditional Plants and Animals, Their Utility and Impact on Human Beings (biodiversity).	
<b>10.</b> Indigenous Cultivars of Specific Zones and Their Cultivation Practices.	
<b>11.</b> Special or Unique Features of the Site.	
<b>12.</b> Indigenous Traditional Knowledge in Agriculture and Its Relevance in the Twenty-first Century.	
Name /Address of the Lister	Name /Address of the Reviewer
Photographs of the Sites	

## INTACH CONSERVATION INSTITUTE (ICI)

Art Heritage is primarily concerned with movable cultural heritage. The definition of 'antiquity' as provided in the Antiquities and Art Treasures Act, 1972 includes:

- (i) Any coin, sculpture, painting, epigraph or other work of art or craftsmanship
- (ii) Any article, object or thing detached from a building or cave
- (iii) Any article, object or thing illustrative of science, art, craft, literature, religion, custom, morals or politics in bygone ages
- (iv) Any article, object or thing of historical interest
- (v) 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
- (vi) 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'.

### FACILITIES AND SERVICES AT CONSERVATION CENTRES

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:

- INTACH Conservation Centre, 71 Lodhi Estate, New Delhi-110003 (Tel: (011) 2464 2172; Fax: 2461 1290)
- Indian Conservation Institute (ICI), B-42, Nirala Nagar, Lucknow-226020 (Tel: 2789948, 2787159)
- ICI Mehrangarh Art Conservation Centre, Mehrangarh Fort, Jodhpur-342001 (Tel: (0291)

2548790; Fax: 2548992)

- ICI Orissa Art Conservation Centre, State Museum Premises, Bhubaneswar-14 (Tel & Fax: (0674) 2432638)
- INTACH Chitrakala Parishath Art Conservation Centre (ICKPAC), Kumar Krupa Road, Bangalore-1. (Tel: (080) 2250418)
- ICI Art Conservation Centre, Rampur Raza Library, Rampur (UP)-01 (Tel: (0595) 225045)
- Mahavir Digambar Jain Pandulipi Sanrakshan Kendra, Bhattark ji Nasian, Sawai Ram Singh Road, Jaipur-302004. (Tel: (0141) 2385247)

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.

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.

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.

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.

## PROBLEM AREAS

**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.

Sample documentation sheets for survey of manuscripts, art objects, museum and wall paintings are attached as Annexure I to IV.

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.

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.

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.

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:

- Temples having murals, manuscripts, art objects that may be in need of conservation/restoration
- Churches that have murals, stained glass, manuscripts, art objects, paintings needing conservation
- Universities, libraries, temples, etc., quite often have manuscripts and paintings that need conservation and restoration
- Museums which might need ICI's technical support for display, storage, upgradation of lab, training of personnel, etc.

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.

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.

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: **WPD/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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> quarter of 18<sup>th</sup> 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. WPSDir/INTACH/UP00001/A

*Surveyed on*    \_\_\_ / \_\_\_ / \_\_\_\_\_    *by*

## INTANGIBLE CULTURAL HERITAGE DIVISION

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.

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.

### ELEMENTS OF INTANGIBLE CULTURE IN TANGIBLE FORMS OF ARTS

- 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
- Sculptural Forms: Classical and folk styles and traditions particular to that area
- Painting Traditions: 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

### INTANGIBLE FORMS OF ARTS

#### Performing Arts

- Music: Instrumental and vocal with emphasis on folk/tribal, although some classical forms are also endangered
- Dance Forms: Traditional or classical, tribal, folk, rural, also those with religious or ritualistic elements
- Theatre: Traditional and folk forms, story-telling, puppetry

## Oral Traditions

- Languages (especially endangered), folklore, songs, indigenous knowledge systems handed down orally
- Culinary practices in different parts of the country
- Local Health Traditions: Indigenous forms of healing, knowledge of medicinal plants and minerals, and related aspects
- Indigenous Innovations: Oil extraction, weather forecasting, alternative power generation, iron forging etc.
- Environment and relationship with nature of different communities
- Beliefs and Ideas: Astrological, cosmological, astronomical, spiritual
- Customs and Rituals: In birth, death, prayer, marriage
- Myths and Legends
- Chanting and Recitation of Sacred and Other Texts
- Calligraphic Art

## Craft Traditions

This incorporates the know-how and techniques of craft-production involving numerous mediums like clay, stone, wood, bamboo, grasses and metals.

## Textiles

Includes various techniques, designs and motifs, machinery and other innovations, materials used (cotton, wool, silk, grasses, etc.), methods of dyeing and other treatments.

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.

## ROLE OF THE INTACH CHAPTER

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)

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.

## Listing and Documentation of the Forms

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 downloaded from the INTACH website or sent from headquarters on request. However, the Template for Oral Traditions (Annexure 2) is enclosed by way of example. The

division is also currently preparing an 'ICH Documentation Manual' that will offer 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.

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:

- Ethnographic and anthropological documentation and analysis
- Nature and history of the intangible (and its tangible components) form
- Myths, traditions, rituals associated with the culture and craft
- Community – a socio-economic study of its status
- Technique(s)/craft raw material/tools/means of transmission
- Marketing potential
- Innovations and new forms
- Evolution and progression

### Spreading Awareness

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.

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.

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.

Support from headquarters will always be available, and close interaction between the Chapters and Headquarters should be kept in mind.

### ANNEXURE

Annexure 1 – List of ICH Related Institutions

Annexure 2 – Template for Documenting Oral Traditions

## ANNEXURE 1

### List of ICH Related Organizations

1. American Institute for Indian Studies, Gurgaon, Haryana ([www.indiastudies.org](http://www.indiastudies.org))
2. Archaeological Survey of India, New Delhi ([www.asi.nic.in](http://www.asi.nic.in))
3. Anthropological Survey of India, ([www.ansi.gov.in](http://www.ansi.gov.in))
4. Agha Khan Foundation, New Delhi, ([www.akdn.org](http://www.akdn.org))
5. Braj Foundation, New Delhi ([www.brajfoundation.org](http://www.brajfoundation.org))
6. Central Institute of Indian Languages, Mysore ([www.ciil.org](http://www.ciil.org))
7. Centre for Cultural Resources and Training, New Delhi, ([www.ccrindia.gov.in](http://www.ccrindia.gov.in))
8. Craft Museum, New Delhi, ([www.nationalcraftmuseum.nic.in](http://www.nationalcraftmuseum.nic.in))
9. Craft Revival Trust, New Delhi, ([www.craftrevival.org](http://www.craftrevival.org))
10. CHINH, New Delhi ([www.chinh.in](http://www.chinh.in))
11. Dastkar, New Delhi, ([www.dastkar.org](http://www.dastkar.org))
12. Ford Foundation, New Delhi, ([www.fordfoundation.org](http://www.fordfoundation.org))
13. Indian Council for Cultural Relations, New Delhi ([www.iccrindia.net](http://www.iccrindia.net))
14. Indira Gandhi National Center for Arts, New Delhi ([www.ignca.nic.in](http://www.ignca.nic.in))
15. Indira Gandhi Rashtriya Manav Sangrahalay, Bhopal, Madhya Pradesh, ([www.igrms.com](http://www.igrms.com))
16. Kalakshetram Foundation, Chennai, ([www.kalakshetra.net](http://www.kalakshetra.net))
17. Lalit Kala Akademi, New Delhi, ([www.lalitkala.gov.in](http://www.lalitkala.gov.in))
18. National Folklore Support Centre, Chennai, ([www.indianfolklore.org](http://www.indianfolklore.org))
19. National School of Drama, New Delhi, ([www.nsd.gov.in](http://www.nsd.gov.in))
20. National University of Educational Planning & Administration, New Delhi, ([www.nuepa.org](http://www.nuepa.org))
21. National Museum, New Delhi, ([www.nationalmuseumindia.gov.in](http://www.nationalmuseumindia.gov.in))
22. National Archives, New Delhi ([www.nationalarchives.nic.in](http://www.nationalarchives.nic.in))
23. National Institute of Fashion Technology, New Delhi, ([www.nift.ac.in](http://www.nift.ac.in))
24. Spic Macay, New Delhi ([www.spicmacay.com](http://www.spicmacay.com))
25. Sangeet Natak Akademi, New Delhi, ([www.sangeetnatak.org](http://www.sangeetnatak.org))
26. Sahitya Akademi, New Delhi ([www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in))
27. State Academies
28. UNESCO, New Delhi, ([www.unesco.org](http://www.unesco.org))
29. Jawaharlal Nehru University, New Delhi, ([www.jnu.ac.in](http://www.jnu.ac.in))

#### Zonal Cultural Centers

1. East Zone Cultural Centre, Kolkata, ([www.ezccindia.org](http://www.ezccindia.org))
2. North Central Zone Cultural Center, Allahabad, ([www.nczccindia.org](http://www.nczccindia.org))
3. North East Zone Cultural Center, Dimapur, ([www.nezccindia.org](http://www.nezccindia.org))
4. North Zonal Cultural Center, Patiala, ([www.culturenorthindia.com](http://www.culturenorthindia.com))
5. South Central Zone Cultural Centre, Nagpur, ([www.sczccnagpur.nic.in](http://www.sczccnagpur.nic.in))

6. South Zone Cultural Centre, Thanjavur, ([www.szcc.tn.nic.in](http://www.szcc.tn.nic.in))
7. West Zone Cultural Centre, Udaipur, ([www.wzcccindia.com](http://www.wzcccindia.com))

### Ministries

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

## ANNEXURE 2

### Template for Documenting Oral Traditions

1. Name:
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*
  - *Religious/sacred*
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*
  22. Survival and promotion
  23. Availability of support
    - *Central government*
    - *State government*
    - *NGO*
    - *Other*
  24. Images/photographs
  25. Video/audio
  26. Source of information
    - *Interview (detail)*
    - *Published*
    - *Other sources*
  27. Information on collector
- Note:** Name of the local knowledge holder(s), their contact details, and where the interview took place must also be recorded.

## CRAFT, COMMUNITY AND HERITAGE DIVISION

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].

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.

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.

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.

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.

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.

Showroom

Crafts Melas

Participation in Exhibitions

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:

- 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.)
- Cooperation organizations can be helpful
- 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).
- Help crafts people by using their products as gifts and souvenirs
- Motivate local designers to work with the local artisans
- 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
- Assist and guide artisans to obtain funding from sponsors
- Promote local craft talent through 'VIRASAT'
- Send outstanding products to Head Office for the INTACH shop
- Organize workshops for hands-on up-gradation of skills, seminars, conferences, etc.

The Craft, Community and Heritage Division can help in formulating such action plans if specific proposals are made to it.

## HERITAGE EDUCATION AND COMMUNICATION SERVICES

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'.

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.

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

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.

The audience to be considered by a Chapter for HECS may be placed in the following categories:

*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.

*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.

*Professionals:* This is also a very diverse entity, comprising academics, teachers, architects, engineers, lawyers, journalists, and so on.

*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.

*Operators:* This includes those involved in tourism which helps to bring the citizen and the visitor close to our cultural heritage.

## A. GENERAL PUBLIC

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.

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.

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.

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.

## B. YOUTH

*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.

*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.

*Neighborhood Youth:* Quite a few colonies and slums have youth groups such as Nav Yuvak Mandals 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.

### C. PROFESSIONALS

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.

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.

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.

### D. POLICY MAKERS AND DECISION MAKERS

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.

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.

### E. TOURISM OPERATORS AND SIMILAR SERVICE PROVIDERS

Cultural heritage is an important asset for the tourism promoters and operators yet the maintenance of these assets on a sustainable basis continues to be a challenge. Orientation programmes and workshops can be designed and organized by HECS with the support of Heritage Tourism for Chapters where such cultural assets are visited by tourists and visitors.

## SUGGESTED ACTION PLANS

### For Inspiring the Youth

- Organize awareness programmes in schools
- Organize specialized walks at the heritage sites and brief them about the monuments
- Organize competitions on heritage topics in various forms like paintings, quizzes, photo competitions, etc.
- Initiate interaction of the youth with the experts in the field of heritage and culture
- Organize hands-on activities like cleaning of monuments, workshops for crafts, pottery, dance, theatre, etc.
- Organize campaigns among the youth on their school surroundings and neighbourhoods
- Listing of heritage properties in and around their localities
- Encourage the youth under the 'Adopt a Monument Scheme' for controlling environmental pollution
- Create awareness about the bad effects of environmental pollution by presentations in schools and at public places using banners, pamphlets, hoardings, etc.
- Control the air pollution by restricting the traffic and through strict vehicular pollution checks
- Control the water pollution by checking garbage disposal and other polluting agents in the water
- Control the use of chemicals and pesticides in our fields
- Plant more trees

### For the Improvement/Development of the Chapter

- Spread awareness in schools, colleges, universities, educational institutions, among local people and in administration in collaboration with the government and other agencies
- Encourage advocacy by highlighting issues through articles in newspapers and periodicals and through cultural activities, posters, media and active agencies
- Form heritage clubs in educational institutions and forums in the community and organize workshops and training programmes
- Publish newsletters regularly
- Initiate active interaction with the state units and other Chapters
- Organize fund-raising campaigns

### For Involving Professionals in Saving Cultural Heritage

- Conceptualize and organize heritage walks involving celebrities and technical professionals
- Sensitize elected representatives of local governing bodies
- Involve religious heads with professionals for awareness and execution of restoration work
- Upgrade and improve display of museums
- Train personnel involved with museums, libraries, archives and the general public
- Work on preventive conservation and maintenance
- 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](http://www.intach.org))

## HECS WEBSITE AND YOUNG INTACH NEWSLETTER

HECS has a website titled [www.youngintach.org](http://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.

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.

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.

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.

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.

Chapters should use the information available on this website for various programmes, especially those targeted at the youth, the students and teachers.

## HECS PUBLICATIONS

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

*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,

*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.

*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.

*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.

*Heritage and Harmony DVDs:* This is a film series that aims at fostering an understanding and appreciation of the diverse and pluralistic culture of India. It is a teaching aid on how to involve

children in learning about the rich cultural heritage of the country. The film shows how an interesting theme, such as My City, a Famous Craft, a Faith, a Festival can be studied in a number of exciting ways. It also helps the students in planning activities around the chosen theme.

*Heritage Education in Asia – Sharing Good Practices:* This book contains the proceedings of the Asian Regional Cooperation Conference, New Delhi–2008, which discussed issues related to heritage education and awareness. These issues range from designing innovative programmes on local heritage, developing innovative practices for museum education, adopting practices in intangible heritage education, and how best to use heritage education. The book can be a reference tool for the Chapters.

Visitors Guide Books that are based on the information contained in the Listings of Built Heritage prepared by INTACH:

INTACH Guide Books–Madras; INTACH/Roli Guide Book to Delhi, Agra; Calcutta: Built Heritage Today; Delhi’s Architectural Heritage, and so on.

These guidebooks contain information on the history and plan of the city and its monuments, and also provide practical details on heritage walks and tours through the city so that visitors and residents can learn to appreciate its rich architectural heritage.

# APPENDICES

## APPENDIX A

### 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-11 0003.
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 and 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 organisations 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 organisations like the International Council on Monuments and Sites (ICOMOS), 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 and 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, organise 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 centres 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 utilised 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) in furtherance of the foregoing charitable objectives but not further otherwise and without prejudice to the generality of the same:
    - (a) to use all or any of the capital or income of the Society funds for the provision of financial assistance for the men and women of U.K. nationality who are domiciled and resident in the United Kingdom of Great Britain and Northern Ireland to enable them to travel to India and to follow in India any course of study, research or any other educational pursuit which will be beneficial to either or both countries.
    - (b) to use all or any of the capital or income of the Society funds for the provision of financial assistance (by way of grant or otherwise as the Society may determine) to any charitable educational institution in the Republic of India or any charitable institution in the United Kingdom of Great Britain and Northern Ireland serving (either exclusively or with others) persons of U.K. nationality and domiciled and normally resident in the United Kingdom subject to the approval of the Reserve Bank of India;
  - (xx) all the incomes, earnings, movable and/or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objectives only;
  - (xxi) 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:

<b>Sl. No.</b>	<b>Full name in block letters</b>	<b>Address</b>	<b>Occupation</b>	<b>Designation in the society</b>
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, Govt. 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 VATSAYAN	0-1/23, Satya Marg New Delhi	Additional Secretary Department of Culture, Govt. of India	Member
6.	SHRI RAJEEV SETHI	Flat 4, Shankar Market, New Delhi	Designer	Member
7.	SHRI B.K. THAPAR	342, SFS DDA Flats, Haus Khas New Delhi	Retired Govt. Officer	Secretary
8.	SHRI MARTAND SINGH	11, Safdarjung Road New Delhi	Designer	Secretary
9.	SMT. BILKEES LATIF	Raj Bhawan Bombay	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 1st 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:

<b>Sl. No.</b>	<b>Full name in block letters</b>	<b>Address</b>	<b>Occupation</b>	<b>Designation in the society</b>
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 Govt. of India	Vice-Chairman
3.	SHRI B.K.THAPAR	342, SFS DDA Flats, Haus Khas New Delhi	Retired Govt. Officer	Secretary
4.	SHRI MARTAND SINGH	11, Safdarjung Road New Delhi	Designer	Secretary
5.	DR. (MRS.) KAPILA VATSAYAN	D-1/23, Satya Marg New Delhi	Additional Secretary Department of Culture Govt. of India	Member
6.	SHRI RAJEEV SETHI	Flat 4, Shankar Market, New Delhi	Designer	Member
7.	SHRI J.B. DADACHANJI	JB Dadachanji & Co 1st Floor, Jeevan Vihar Building, 35 Sansad Marg New Delhi	Legal Practitioner	Member

# Rules and Regulations of Indian National Trust for Art and Cultural Heritage

## I - TITLE

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

## II - 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.

## III - 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. Of these, the first three would be known as Individual Members.

- \* (a) Besides, there would be four other classes of members viz., Associate Members, Associate Corporate Members, Affiliated Members and Student Members who have only observer status without voting rights and are not eligible to context elections.

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.
- (iii) **Ordinary Member:** Any person who is actually interested or concerned in the preservation of natural resources and the cultural heritage of the country.
- (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 Organisation/Body / Authority contributing Rs.10 lakhs or more towards building up of Corpus of the Trust.
- (vi) (i) **Corporate Member:** Any public or private sector corporation.
- (ii) **Associate Corporate Member:** Trade Federations, Industrial Confederations and such other umbrella bodies.
- \*(vii) **Associate Member:** Any person excluding students interested in the preservation of natural and cultural heritage of the country.
- \*\*\*(viii) **Student Member:** Any student not more than 25 years interested in the preservation of natural and cultural heritage of the country.
- (ix) **Affiliated Member:** Any international organisation of regional or world coverage pursuing objectives similar to those of the aforesaid of the Trust and devoting all or part of its activities to one or more objectives of the Trust.
- (x) 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 Member shall be as follows: .

Class of Member	Admission Fee (Rs.)	Annual Subscription (Rs.)
<b>Donor</b>		
(i) Individual Donor	2,00,000	—
(ii) Any Govt. or Govt. Organisation/Authority/Body	10,00,000	—
<b>Corporate</b>		
Public or Private Sector Corporation	10,00,000	
Institutional (New)	10,000 (for 10-years)	
Institutional (Existing)	—	500
Life	5,000	—
Ordinary (Existing)	—	200
Associate Corporate	50,000	—
Associate Life	1,000	—
Associate Institutional	1,000	—
Associate	600	100
Student**	100 (for 5 years)	—
Rural ***	100 (for 5 years)	—
<b>Overseas</b>		
Life (Overseas)	US\$ 200/- or equivalent £ 120/-	
Institutional :	US\$ 150/- or equivalent £ 90/-	

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 if the Trust, he shall be at liberty to appoint or authorise 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.
- \*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.

#### 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, nine from Life Members, three from Ordinary Members

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

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, Secretary, Department of Culture, Ministry of Human Resource Development, Secretary, Ministry of Urban Affairs and Employment, Director General Archaeological Survey of India and Director General, National Museum. Member-Secretary, INTACH will be the Ex-officio Member of the Governing Council with voting rights.

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

- (ii) The Governing Council shall hold at least two meetings in a 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.
- (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 authorised to nominate four experts in the field of finance, legal, conservation, management, etc. to the Governing Council for a period of three years at a time.

(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
5. The Member-Secretary shall .be the ex-officio member of the Executive Committee with voting rights.

\*(i) The Members of the Executive Committee shall hold office for a term of three years, but shall be eligible for re-election.

(i) (a) The 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 at the members. The meetings would be convened by the Member-Secretary.

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\*Amended by GC on 27.12.2005.

- \* (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 not withstanding 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.

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:
    - (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 utilised for the purpose of the Society;
    - (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

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*\*Amended by GC on 27.12.2005.*

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 payout 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;
- (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

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\*Amended by GC on 25.2.2003.

\*\*Deleted by GC on 25.2.2003.

- 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 organisations 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 byelaws 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 and the procedure for appointment of the technical, 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 centres 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.

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\*Amended by GC on 25.2.2003.

\* Added by GC on 25.2.2003.

(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 Executive 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;
- (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 organisations, 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

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\*\* *Added by GC on 25.2.2003.*

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 General Body.
- \*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.  
(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 authorised 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

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\* Amended by GC on 25.2.2003.

\*\* Deleted by GC on 25.2.2003.

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. The name of any Member whose subscription is not paid before December 31 of the year shall be removed from the Roll of Members of the Trust unless the Executive Committee shall otherwise decide. Such member shall not be entitled to contest for the election, or cast the vote or propose or second any candidate's name.
- \*35. The name of a Member removed from the Roll of Members of the Trust may be restored on payment of the arrears by 31st December of the following year.
- 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.
- 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 organisations with comparable purposes according to the decision of the Governing Council 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.
- 42. 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.
- 43. 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.
- 44. 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.

## 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*

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\* Deleted by GC on 25.2.2003.

**CERTIFICATE OF REGISTRATION  
OF  
SOCIETY ACT, XXI 1860**

No. S/ 14219

of 1984.

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.

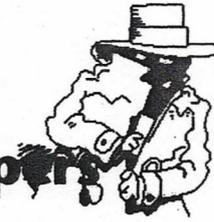


Sd/-  
REGISTRAR OF SOCIETIES  
DELHI ADMINISTRATION  
DELHI

## APPENDIX B

# 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 *kabadi walas* ..... 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 Taj Mahal.

### 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 FORM

2013

BEFORE FILLING THE FORM  
PLEASE READ THE INSTRUCTIONS CAREFULLY ON THE REVERSE

**INTACH**

**Indian National Trust For Art & Cultural Heritage**

71, Lodhi Estate, New Delhi - 110 003

Ph: 2463 1818, 2462 6256 (D). Fax: 2461 1290,

Website : www.intach.org; E-mail: intach@vsnl.net, chaptersdivision@gmail.com

**For Office Use**

Received on: \_\_\_\_\_

Enrolled on : \_\_\_\_\_

Membership No. \_\_\_\_\_

Category : \_\_\_\_\_

Receipt No: \_\_\_\_\_

Valid up to: \_\_\_\_\_

To  
INTACH Chapter Division

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 Chapter Membership or INTACH name of chapter for Rs.

Date : \_\_\_\_\_ Signature of Applicant  
Proposer's Name : \_\_\_\_\_ Membership No. \_\_\_\_\_ Category \_\_\_\_\_

Date : \_\_\_\_\_ Signatory of Proposer  
Chapter's Name \_\_\_\_\_ Convenor's Recommendation \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Date : \_\_\_\_\_ Convenor's Name \_\_\_\_\_ Signature \_\_\_\_\_

Category of Membership Applied for  
(Tick One)

Donor  Corporate  Institutional  Life

**Particulars of the Applicant**

Name of applicant: Mr./Ms. \_\_\_\_\_

\*Nationality: \_\_\_\_\_ \*Sex:  M  F \*Date of Birth: \_\_\_\_\_  
DD MM YYYY

Address: \_\_\_\_\_  
\_\_\_\_\_

City : \_\_\_\_\_

Pin : \_\_\_\_\_ State : \_\_\_\_\_

Telephone Off.: \_\_\_\_\_ Code : \_\_\_\_\_

Res.: \_\_\_\_\_ Code : \_\_\_\_\_

Fax : \_\_\_\_\_ E-mail (if any): \_\_\_\_\_

Mob.: \_\_\_\_\_

Affix here  
Photograph of Applicant  
(only in case of  
Life Membership) /  
Individual Donors

**In the case of Institutional / Corporate / Donor**

Name of Organisation : \_\_\_\_\_

Registration No. \_\_\_\_\_ Date : \_\_\_\_\_

(Please enclose copy of Registration Certificate,  
Memorandum of Association/Articles of Association,  
Annual Report/Accounts)

\*Educational Qualifications :

\*Profession :

\*Membership of Academic/Professional Organizations (if any):

In what way you can help INTACH:

(Separate sheet can be used in case of more information)

(\*To be filled in the case of individual members only)

Send two stamp size photograph for Photo Identity Card.

### Information about Membership

Following categories of membership are available in INTACH for individuals/Institutions/corporate bodies who are interested or concerned in preservation of the cultural & natural heritage of the country and who subscribe to INTACH's objectives.

**Corporate:** Any Public or private sector corporation.

**Donor:** Any Government or Government Organisation / Authority / Body.

**Individual Donor:** Open to all individuals.

**Institutional:** Any academic or cultural body duly registered as a Society / Trust, including a University Department for 10 years

**Life :** Open to all individuals.

**Note :** The category of Ordinary membership is not available directly. Only Associate Member may, on application be elevated to this category as per rules.

### Details of Fee Structure

Category of Members	Admission Fee (Rs.)	Annual Subscription (Rs.)
<b>Donor</b>		
(i) Individual Donor	2,00,000	---
(ii) Any Govt. or Govt. Organisation/Authority/Body	10,00,000	---
<b>Corporate</b>		
Public or Private Sector Corporation	10,00,000	---
Institutional (New)	10,000 (for 10 years)	---
Institutional (Existing)	---	500
Life	5,000	---
Ordinary (Existing)	---	200

### General Information

- For Computerization purposes, form must be filled in capital letters. Incomplete form is liable to be rejected.
- The application must be recommended & signed by an existing voting member of INTACH namely Founder / Corporate/ Donor/Institutional/Life/Ordinary and submitted to the convenor with 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.

<p><b>Applicants should furnish 2 specimen signatures as below :</b></p>
<p>1. _____</p>
<p>2. _____</p>

<p><b>For Office Use</b></p>
<p>Change of address if any intimated by member on date _____</p>
<p>Name: _____</p>
<p>Address : _____</p>
<p>Phone : _____ Fax : _____</p>
<p>E-mail : _____</p>

## APPENDIX C (II)



### INTACH MEMBERSHIP APPLICATION FORM ASSOCIATE CORPORATE / ASSOCIATE LIFE / ASSOCIATE INSTITUTIONAL / ASSOCIATE / STUDENT / RURAL

Mr./Mrs./Ms. .... Admission Fee } Rs.....  
or Name of Corporation/Institution With subscription }

Address: ..... Annual Fee } Rs.....  
.....

Pin: .....

Phone : .....(O) .....(R)

Mob : ..... Total Rs.....

E-mail : ..... I enclose a cheque/draft No.....  
dt..... made in favour of

Website : ..... INTACH or INTACH Name of Chapter for Rs.....

Educational Qualification : ..... Membership No. :.....  
(in case of renewal)

Profession : .....

For Students Name of Institution where studying : .....

Age/Date of Birth : ..... Date : .....

Signature of Convenor

Signature of Applicant

Specimen Signature  
of Applicant

#### FEE STRUCTURE

Non Voting Categories

Members Category	Admission Fee	Annual Fee
**Associate Corporate	Rs. 50000/-	Nil
Associate Life***	Rs. 1000/-	Nil
Associate Institutional*	Rs. 1000/-	Nil
Associate**	Rs. 600/-	100/-
Student****	Rs. 100/- For 5 years	Nil
*Rural	Rs. 100/- For 5 years	Nil

\* Any Academic or Cultural Body registered as a Society/ Trust including a University Department

\*\* Open to all individuals. A member may apply through the Convenor after 2 years for upgradation to Ordinary Members with voting rights. The annual subscription will be Rs. 200/- instead of Rs. 100/-

\*\*\* Open to all individual who can apply to become Life Members on payment of Rs. 4000/-

\*\*\*\* Student Applicant should not be more than 25 years of age on the date of application

\*\* Trade Federations & such other umbrella organisations

\* Residing in Panchayat Areas

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.

Membership application with bank draft of requisite amount in favour of INTACH Chapter Membership may be handed over/mailed to the local INTACH Convenor/INTACH Head Office.

Indian National Trust for Art and Cultural Heritage, 71, Lodhi Estate, New Delhi-110003 (India)

Phone : 24645482, Fax : 91-11-24611290

E-mail : intach@vsnl.net, chaptersdivision@gmail.com Website :www.intach.org

## APPENDIX C (III)

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.....**

<b>RECEIPTS</b>	<b>Rs</b>	<b>Ps</b>	<b>PAYMENTS</b>	<b>Rs</b>	<b>Ps</b>
<b>OPENING BALANCE</b>			<b>Administrative Expenses</b>		
Cash in Hand			Printing and Stationary		
Cash with Bank			Audit Fees		
Fixed Deposits(FDs)			Traveling and Conveyance		
			Postage and Courier Charges		
<b>RECEIPTS AT CHAPTER</b>			<b>Legal Expenses</b>		
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 form		
			<b>Misc. &amp; other Expenses</b>		
Reimbursement of Traveling Expenses			<b>Heritage Awareness Expenses</b>		
<b>Project Receipts</b>			<b>i)</b>		
<b>i)</b>			<b>ii)</b>		
<b>ii)</b>			<b>Project Expenses</b>		
Donations			a)		
<b>i)</b>			b)		
<b>ii)</b>			c)		
Interest			Advance		
From Saving Accounts			<b>CLOSING BALANCES</b>		
From Fixed Deposits			Cash in Hand		
			Cash in Bank		
			FDs with Bank		
<b>TOTAL</b>					

Signatures

Convenor  
Place:

Co-Convenor  
Date

Signature

Chartered Accountant name of the  
Company and Registration No.  
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 2011

	As at 31.03.11	As at 31.03.10
	Rs.	Rs.
<b><u>SOURCES OF FUNDS</u></b>		
Corpus Fund		
Assets Fund		
Unspent Project Fund		
a) Indian Projects		
b) F.C.R.A. Projects		
Surplus / Deficit (As per Income and Expenditure Account)		
<b><u>Current Liabilities</u></b>		
a)		
b)		
c)		
Others		
<b>TOTAL</b>		
<b><u>APPLICATION OF FUNDS</u></b>		
Fixed Assets - Net Stock		
Investments		
<b><u>Current Assets, Loans &amp; Advances</u></b>		
Bank Balances		
Cash Balances		
Project Advances, if any		
Other Advances		
Tax Deducted at Source (For claiming refund from Income Tax Authorities)		
Accrued Income		
<b>TOTAL</b>		

Significant Accounting Policies & Notes to the Accounts

As per our report of even date

for Indian National Trust for Art & Cultural Heritage

Convenor

Co. Convenor

Chartered Accountants

Name

Registration No.

Place:

Date:

Note : Where necessary details may be given in a separate schedule.



## 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 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

### Step-by-step Guide for Use of the IDC and Library Websites

1. Type either [www.intach.org](http://www.intach.org) or [www.intachlibrary.org](http://www.intachlibrary.org) as URL  
([www.intach.org](http://www.intach.org) is the address of the main site of INTACH, from where you can get a link to Library/Documentation Centre.  
[www.intachlibrary.org](http://www.intachlibrary.org) is the address of the INTACH Library which will provide direct access to the Library/Documentation Centre database.)
2. If you are using [www.intach.org](http://www.intach.org), click on 'Divisions'
3. Click on '**Documentation Centre**'
4. Click on '**Resources**'
5. Now you can access our database by clicking '**more...**'
6. Use the **Aids to Search** given below.

#### AIDS TO SEARCH

##### (I) Subjects

Architecture	Acts	Tourism
Archaeology	Legislation	Disaster Management
Arts	Urban Development	Rural Development
Craft	Town Planning	Biographies
Textiles	Culture	Taxation
Conservation	History	Development
Environments	Museum	Census
Tribes	Anthropology	

##### (II) Keywords

Built Heritage	Archaeology	Natural Heritage	Cultural Heritage	Material Heritage
Arts	Architecture	Lakes	Landscape	Acts
Palace	Environment	Urban Development	Endangered Languages	Museum
Crafts	Islamic Architecture	Rivers	Landscape Architecture	Legislation
Disaster Management	Paintings	Intangible Heritage	Performing Arts	Tribes
Name of buildings	Pollution	Religious Architecture	Endangered Species	Adapted Reuse
Traditions	Rituals	Heritage		
Biographies	Rural Development	Water bodies	Water Harvesting	Wildlife

Haveli	Sculpture	Urban Villages	Culture	Restoration
Handicrafts	Temple	Forest	Dance	Law
Textiles	Temple Architecture	Biodiversity	Music	History
Fort	Tombs	Town Planning	Manuscripts	Conservation

### (III) Additional Access Point

Name of the organisation, institution, person etc., e.g. ASI, DDA, INTACH, UNESCO, Heritage Conservation Society, , Raja Ravi Verma

### (IV) Area

You can check for documents related to particular area, e.g. if you type the word 'Delhi', you can get a list of all documents related to Delhi

### (V) Multi-level Search

You can search with two or more criteria, e.g. Title, Author

### (VI) Go to 'CATEGORIES'

Books, reports, conference proceedings and theses: author/ editor, title, ISBN, subject, keywords, additional access point, area

Articles in newspapers and journals: subject, year, series, editor, additional access point, area

Maps/plans/drawings: subject ('maps'), area

Newspaper clippings: name of newspaper\*, subject, keywords, additional access point, area

\**Times of India, Hindustan Times, Hindu, Asian Age, Pioneer, Asian Age, Indian Express, Nav Bharat Times, Dainik Jagran, Rashtriya Sahara, Economic Times, Hindustan(Hindi), Veer Arjun, Nai Duniya, Telegraph, Statesman, Tribune, Deccan Herald, Deccan Chronicle, Kashmir Times, Assam Tribune*

Listings: town/state, name of building, keywords\*

(\***religious building** (temple, tanks, mosque, chhatri, canopy etc.), **royal buildings** (fort, palaces, haveli etc.), **secular building** (residential buildings, administrative building, civic buildings, educational buildings) Audio-visual material (music, film) : artiste/director, title, subject, keywords, additional access point, area

Any member of INTACH can write to the IDC if they have any problem in using the website.

INTACH's main website [www.intach.org](http://www.intach.org) carries a list of the websites linked to it. It has a list of the publications brought out by the INTACH Central Office and the Chapters. Every Chapter should have all these publications in its library as reading and reference material. The Chapters can also help getting books they consider relevant, translated in to the local language. They can also give suggestions to the Divisions concerned (HECS, IDC) and help generate books on the culture and heritage of the state/region.

## APPENDIX G

### 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 alter 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 mumty, parapet, water-storage tank, etc.)
  - (iv) Height (including mumty, 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) near the Monument:
  - (b) near 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, 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

■ State Chapter ■ Chapter

## NORTH ZONE

### Delhi

### Haryana

Ambala  
Faridabad  
Gurgaon  
Kurukshehra  
Mohindergarh  
Mewat  
Panipat  
Rewari  
Rohtak  
Sonapat  
Yamuna Nagar

### Chandigarh (UT)

### Himachal Pradesh

Chamba  
Kangra  
Kinnaur/Lahaul/Spiti  
Shimla

### Jammu & Kashmir

Jammu  
Ladakh

### Punjab

Amritsar  
Bathinda  
Faridkot  
Kapurthala  
Maler Kotla  
Patiala

### Uttar Pradesh

Agra  
Allahabad  
Banda  
Brajbhoomi  
Gorakhpur/Purvanchal  
Haridwar  
Jhansi  
Kanpur  
Lakhimpur Kheri  
Lalitpur  
Lucknow  
Meerut  
Noida,  
Greater Noida  
Orai

Rohilkhand  
Varanasi

### Uttarakhand

Dehra Dun  
Haridwar  
Nainital  
Pauri Garhwal

## SOUTH ZONE

### Andaman & Nicobar Islands

### Andhra Pradesh

Anantapur  
East Godavari  
Hyderabad  
Kadapa  
Kurnool  
Machilipatnam  
Mahabubnagar  
Prakasam  
Srikakulam  
Visakhapatnam  
Warangal

### Karnataka

Anegundi-Hampi  
Bangalore  
Bijapur  
Bagalkot  
Coorg  
Dharwad  
Gulbarga  
Mysore  
Udipi/Manipal

### Kerala

Calicut  
Cochin  
Kasaragod  
Kollam  
Trivandrum

### Tamil Nadu

Chennai  
Coimbatore  
Kodaikanal  
Madurai  
Nagercoil  
Nilgiris  
Salem  
Thanjavur

### Pondicherry

## EAST ZONE

### Bihar

Nalanda  
Patna

### Jharkhand

Hazaribagh  
Ranchi

### Orissa

Balasore  
Bhadrakh  
Bhubaneswar  
Cuttack  
Ganjam  
Koraput  
Mayurbhanj  
Sambalpur

### West Bengal

Darjeeling  
Diamond Harbour  
Kolkatta  
Santiniketan

## WEST ZONE

### Goa

### Gujarat

Ahmedabad  
Jamnagar  
Jhalavad (Gujarat)  
Mehsana  
Rajpipla  
Surat  
Vadodara

### Maharashtra

Aurangabad  
Chandrapur  
Dahanu  
Greater Mumbai  
Nagpur  
Nanded  
Nashik  
Pune  
Solapur

### Rajasthan

Ajmer  
Baran

Barmer  
Bikaner  
Bundi  
Dungarpur  
Jaipur  
Jaisalmer  
Jhalawar  
Kota  
Marwar/Jodhpur  
Nagaur  
Pali  
Sawai Madhopur  
Shekhawati  
Sirohi  
Udaipur

## CENTRAL ZONE

### Chhattisgarh

Bilaspur  
Kawardha  
Raipur  
Sarguja

### Madhya Pradesh

Bhopal  
Burhanpur  
Chanderi  
Datia  
Gwalior  
Indore  
Jabalpur  
Khajuraho  
Morena  
Mandla  
Orchha  
Rewa  
Shivpuri

## NORTHEAST ZONE

### Assam

### Manipur

### Meghalaya

### Mizoram

### Nagaland

### Sikkim

### Tripura

## OVERSEAS

Belgium  
UK