

F. No. 2-56/CorrespondencewithCAs/RDs-NMA-2023(Part I) (C No 32591)

Government of India
Ministry of Culture
National Monuments Authority

341.6/912
20/01/2025

24, Tilak Marg, New Delhi-110001

Dated: 06.01.2025

To
Commissioner Varanasi Division,
Varanasi Competent Authority
Competent
Authority/Commissioner Varanasi
Circle Panna Lal Park, Kachehri,
Varanasi-221002

All Competent Authorities

Sub: Forwarding of comprehensive guidelines for processing of RGP applications - reg

Sir/ Madam,

Over time, the Authority has observed that incomplete or incorrectly filled building permission applications are being forwarded to NMA Headquarters. Consequently, these applications are frequently returned for rectification, often multiple times. Unfortunately, many resubmitted cases also remain incomplete, causing avoidable delays due to the repetitive back-and-forth movement of files.

2. To address this recurring issue, Prof. Kishor K. Basa, Chairperson, NMA, chaired a virtual meeting with the staff of Competent Authority offices on 11 Dec 2024. During the meeting, several constructive suggestions were received from participants. After thorough in-house discussions, the following documents have been prepared and are enclosed with this letter for your reference and compliance:

a) Action List (Annexure I). This is a comprehensive guide outlining various scenarios encountered by the Competent Authority and the corresponding actions to be taken, in accordance with the AMASR Act, 1958 (as amended).

(b) Checklist for Filling Form- II (Annexure II) This checklist is critical for accurately completing Form- II, which accompanies all applications submitted by the Competent Authority. Adherence to this document will facilitate informed decision-making by the Authority.

(c) Sample Format for Site Visit Report (Annexure III). To standardize

V.C.
VDA

3/1/25
16/1/2025

Imp.

T.P. / Pindar P.A.

Please implement accordingly. Also keep in guano file.

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20/01/2025

reporting and ensure key details are not omitted, a "suggested format" for the Site Visit Report is provided. Photographs of the proposed site must be included with the report, as has been the practice.

(d) **General Checklist Before Submitting Applications to NMA (Annexure IV)**. This document serves as a final scrutiny checklist to ensure no important aspects are overlooked before submission.

(e) **Dos and Don'ts (Annexure V)**. This document highlights the ethical standard and public trust that must be upheld by Competent Authority staff while dealing with the public. It is particularly important for contractual staff, and efforts should be made to communicate these guidelines to them effectively.

(f) **Important Contact Numbers and Email IDs (Annexure VI)** To facilitate better communication and guidance, contact details of DEOs, Executive Assistants, and Consultants at NMA HQ are provided. This will enable subordinate staff to seek assistance directly, thereby reducing processing errors and eliminating delays caused by insufficient guidance.

3. It is requested that these documents be circulated down to the grassroots level to ensure compliance and smooth functioning.

4. This has the approval of the Chairperson, NMA.

Yours faithfully,

Signed by Savyasachi

Marwaha

Date: 06-01-2025 18:16:42

Encls: As above.