

DOs AND DONTs

DOs

1. Do check the application thoroughly before despatching the case to NMA as to and fro movement of application wastes time and causes avoidable harassment to applicants.
2. Do treat all applicants with respect.
3. Do regularly interact with your respective DEOs at NMA.
4. Report any untoward incident, wrongdoing, or inappropriate approach for a bribe by any applicant to the Competent Authority without delay. NMA has zero tolerance for corruption.
5. Regularly monitor NMA site for checking the minutes of the meeting.
6. Do keep a record of all past permissions (especially height granted vis a vis distance from the Protected Monument) and advice the applicant(s) accordingly.
7. Maintain and update record of the approved Heritage Byelaws of your state and guide applicants to ensure compliance with the provisions outlined in them

DONTs

1. Do not send incomplete applications to NMA.
2. Do not share mobile Number or personal details of any NMA staff with Applicants
3. Do not indulge in unethical behaviour or interact with applicants outside office or beyond office hours
4. Do not delay processing of applications. The Act stipulates 90 days maximum to process a case and grant permission.
5. Do not disclose the recommendations of Authority to any applicant till the minutes of the meeting are approved and hosted on NMA website.