

GENERAL CHECK LIST WHILE SUBTTING

S.No	Questionnaire	Actions
1.	Whether the Pan Card/Aadhar card attached/uploaded?	Yes/No
2.	Whether the Property documents attached/uploaded and whether the property is patta-owned or located in an area where the sub-registrar office does not register the property?	Yes/No
3.	Does the property belong to the applicant, another individual, or a company/society/Government/Trust/firm/LLP/Partnership? Additionally, to apply for permission, does the individual or company possess a registered Power of Attorney in their name, validated by the sub-registrar's office? If the individual is applying on behalf of company/society/Government/others/Trust/ firm/ LLP/ Partnership then a authorization letter authorizing the individual to apply on behalf of the company/society/Government/others/Trust/ firm/ LLP/ Partnership is enclosed?	Yes/No
4.	Is distance mentioned in Form-II as per site inspection report prepared by ASI Circle or Competent Authority office?	Yes/No
5.	Is floor area compared and verified as per Form-I, Building Plan and site inspection report?	Yes/No Not Applicable
6.	Is height compared and verified with Form-I, Building Plan and site inspection report ?	Yes/No Not Applicable
7.	Is number of floors compared and verified as per Form-I, Building Plan and site inspection report?	Yes/No Not Applicable
8.	Are elevation/section/typical floor plan attached/uploaded duly signed by the licensed architect?	Yes/No Not Applicable
9.	Is self-declaration as per NMA prescribed format attached/uploaded in Form-II (available in NMA website)?	Yes/No
10.	Whether the proposed construction site address correctly mentioned in self-declaration?	Yes/No
11.	Is the purpose of the proposed work correctly mentioned ie residential, residential cum commercial, commercial, institutional/public/community and same compared with Form-I and building plan	Yes/No
12.	Is signature of applicant uploaded/attached?	Yes/No
13.	Whether the signature of the head of the organisation uploaded if the application is on the behalf of the organisation/firm/Company/Trust?	Yes/No
14.	Whether the photographs showing the monument and the existing modern constructions uploaded/ enclosed?	Yes/No
15.	Whether Google earth images of the area under reference showing the monument and the site of construction related activities uploaded/attached?	Yes/No

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16.	Is status of ownership correctly examined with property documents/site inspection report mentioned therein as individual, jointly, government etc?	Yes/No
17.	Whether site inspection report is uploaded duly signed by all members of the inspecting team?	Yes/No
18.	Is specific recommendation of CA endorsed?	Yes/No
19.	Is stamp of CA uploaded/attached?	Yes/No
20.	In case of send back cases, Whether Form II is rectified as per observations of the Authority?	Yes/No
21.	Whether observations are complied with case of send back cases?	Yes/No
22.	Is uploaded/attached building plan legible?	Yes/No
23.	Is photograph of the proposed construction site uploaded/enclosed?	Yes/No
24.	Is height of roof top structure included in total height in building plan?	Yes/No
25.	Whether HIA report is enclosed if built up area is more than 5,000 sqmtrs.	Yes/No
26.	Whether history of the monuments mentioned from authorised sources/ASI?	Yes/No

Compiled by:

(Name and Signatures of the DEO)

Checked by:

(Name and Signatures of the Official)

Perused by Competent Authority:

(Name and Signatures)