# Standard Operating Procedure (SOP) for Submitting Application through Single Window of ULB

Step 1 Apply for NOC to National Monuments Authority, under AMASR Act, when proposed construction site falls within the regulated area of a centrally protected monument.

Step 2 Register through the Single Window System of local body and select the NMA window. The format for NMA application would open.

Step 3 After filing up the form download the Mobile application in a smart phone with Android OS, (currently available free at cost). The mobile should be GPS enabled. The SMARAC mobile application manual has been provided in the portal.

Step 4 After mobile application is downloaded, the applicant should traverse the plot to get the coordinates.

Step 5 Click on "send" to submit the generated data against "application" of the applicant.

Step 6 A polygon will be generated and placed in the Colour Code map of ISRO showing whether the polygon falls in the prohibited or regulated area of the Monument.

Step 7 If the plot falls outside the regulated area, the applicant will receive auto generated NOC.

Step 8 If the plot falls within the prohibited area, the applicant will receive auto generated rejection letter. However, if applicant has special ground for reconsideration, he may appeal as per the AMASRA Act

Step 9 If the plot falls within the regulated area an appropriate communication regarding issue of NOC will be delivered to the Single Window System.

[Also a pictorial description of icons (related) may be designed & form put of SOP ]

# Standard Operating Procedure (SOP) for Submitting Application through NON Single Window (NMA Portal)

Step 1 Apply for NOC to National Monuments Authority, under AMASR Act, when proposed construction site falls within the regulated area of a centrally protected monument.

Step 2 Open NMA portal (nmanoc.nic.in) and Register as applicant. After successful registration the applicant should login as applicant on NMA portal.

Step 3 Start filing the form on clicking on "Create New Application" and complete the form and upload all documents.

Step 4 After filing up the form download the Mobile application in a smart phone with Android OS, (currently available free at cost). The mobile should be GPS enabled. The SMARAC mobile application manual has been provided in the portal.

Step 5 After mobile application is downloaded, the applicant should traverse the plot to get the coordinates.

Step 6 Click on "send" to submit the generated data against "application" of the applicant.

Step 7 A polygon will be generated and placed in the Colour Code map of ISRO showing whether the polygon falls in the prohibited or regulated area of the Monument.

Step 8 If the plot falls outside the regulated area, the applicant will receive auto generated NOC.

Step 9 If the plot falls within the prohibited area, the applicant will receive auto generated rejection letter. However, if applicant has special ground for reconsideration, he may appeal as per the AMASRA Act

Step 10 If the plot falls within the regulated area an appropriate communication regarding issue of NOC will be delivered to the Single Window System.