

**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**

संघ प्रदेश दादरा एवं नगर हवेली और दमण एवं दिव

**Department of Tourism / पर्यटन विभाग**

**Paryatan Bhavan / पर्यटन भवन**

**Nani Daman / नानी दमण**

No.10/50/DDT/ASI/2021-22/548

Dated: - 16 / 11 / 2021

**CIRCULAR**

It has been directed by the National Monuments Authority (NMA), New Delhi vide circular no. 35-12A/NMA-2020 dated 22/10/2021 that the National Monuments Authority (NMA) is introducing online portal for submission of applications for grant of NOC for construction/ reconstruction/ repair in the regulated areas of Centrally Protected Monuments and sites.

Further, applications in hard copy will not be accepted after Diwali with effect from 05.11.2021. This is essential keeping in view the Government of India's Policy of "Ease of Doing Business". However, in cases where the total built up area (existing + proposed) is more than 5000 square meters the application should be submitted in hard copy along with Heritage Impact Assessment (HIA) report through Competent Authority.

In this regards, all the Architects/Applicants/local bodies/stakeholders are hereby informed to apply for NOC through online portal ([nmanoc.nic.in](http://nmanoc.nic.in)) for expeditious disposal, less paper work etc. SOP for submitting the application is enclosed alongwith for information and further necessary action.

This is issued with the approval of Secretary (Archaeology / Tourism), DNH & DD.



(Vivek Kumar)

Director (Archaeology/Tourism),  
DNH & DD

Encl.: As above

To:

1. All the concerned (Architects/Applicants/local bodies/stakeholders etc.)
2. The SIO, Department of NIC, Daman with request to kindly upload the same on the official website of the Administration for wide publicity.

Copy for information to:

1. PA to the Secretary (Archaeology/Tourism), DNH & DD
2. Office copy/Guard file.

**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.