

Manual 4

Norms set for the discharge of functions

{Section 4(1)(b)(iv)}

Sl.No.	Activity	Time frame/ Norms	Remarks
PROTECTION OF A MONUMENT			
1.	Survey, listing & documentation of monument	7 days	
2.	To collect revenue record	10 days	
3.	To prepare the site plan & schedule	10 days	
4.	To complete the photo documentation	10 days	
5.	To obtain vetting of Notification from Law Deptt.	20 days	
6.	To get the approval of the Government i.e. Hon'ble Lt. Governor, Delhi as per provisions of Act,	50 - 60 days	
7.	To issue preliminary Gazette notification	10 days	
8.	To issue final notification after considering objections with competent authority, if any	Depends case to case	
CONSERVATION OF A MONUMENT			
1.	Selection of monument for conservation	2 – 3 days	
2.	To obtain administrative approval	10-15 days	
3.	To prepare/check & scrutinizing of the estimate;	7 days	
4.	To obtain approval of the Technical Committee before finalizing the same	10-15 days	
5.	Finalization of the estimate	10 days	
6.	To obtain the administrative approval and expenditure sanction of Competent Authority	20-25 days	
7.	Issue of Expenditure sanction	7 – 10 days	
8.	To execute, supervise & complete the conservation of monument and other related work.	6 – 12 months (depending on the nature and size of the monument)	