Standard Operating Procedure and Checklist

Name of Department	Department of Archaeology

1. Standard Operating Procedure for Applicant

Application for	*Telefilm/Feature Film*
Mandatory supporting documents required	Application Form, Id Proof, Payment confirmation details
Process description	Application to be submitted to Directorate of Archaeology, After approval of application, the applicant will remit the respective rupees to treasury head of account. The confirmed applications are to be sent to corresponding charge officers of Monument.
Procedure for Fees payment	Online(e-treasury portal), Direct payment at the respective monument's office
List of Reference Documents	Kerala Gazette notification Part III
Time line for completing the process	30 Days
Checking of Application Status	Pending/under process/ Rejected/Approved
Key Contact Person from department	Senior Superintendent/Concerned Charge Officers

2. Standard Operating Procedure for Approver

Application for	*Telefilm/Feature Film*
Mandatory supporting documents required	Application Form, Id Proof, Payment confirmation details
List of Reference Documents	Kerala Gazette notification Part III, GO(Rt)No: 123/2020/ CAD dated 10/03/2020, GO(Rt) no: 253/2018/CAD Dated 08/082016
Time line for completing the process	*30 days*
Departmental Work Flow	Fresh application will be submitted to Directorate of Archaeology. The department will create an e-office file, After verification of application the status (Approved/Rejected) will be uploaded to the portal. Meanwhile the approved applications will be forwarded to respective Monument's charge Officers. The approved applicants can remit the Fee to the concern office or through online. Online remitters should upload the payment confirmation details to the portal.

3. Verification/Inspection Procedure: ID proof verification can be based on Aadhar data base/Voter id/ Passport/Driving license, Authenticity of Id should be ensured. The online remittance of payment will ensured with e-treasury's GRN based only.

4. Checklist of Documents: Application, ID Proof, Payment details.