

Cultural Services: Trongsa Dzongkhag

Services	Procedure	Requirements			TAT	Re-sponsible Person
		Documents	Fees	Oth-ers		
Processing for approval of construction for new religious structures	<ol style="list-style-type: none"> 1. Receive applications from Geogss along with documents 2. Verify documents 3. Consultation with geog Admn. and communities 4. Forward documents to DoC for approval 	<ol style="list-style-type: none"> 1. Application endorsed by gewog 2. Duly filled in Form A 3. Drawings & estimates of engineer 4. Mode of execution letter 5. Land Thram Copy 	NA	NA	<ol style="list-style-type: none"> 1.As and when 2. half day 3. 4days 4.week 	Focal person
Processing for approval for renovation of structures more than 100 years	<ul style="list-style-type: none"> ➤ Receive applications from proponents along with documents ➤ Verify site & documents ➤ Forward documents to DoC for approval 	NA			<ol style="list-style-type: none"> 1.as and when 2.1 week 3.1 day 	Focal person
	Based on approval carry monitoring & submit report				2times in month	

Processing for approval for ceremonies (drupchen & kurims) and invitation of Lams	<ul style="list-style-type: none"> ➤ Receive applications from proponents along with documents ➤ Verify documents. ➤ Accord approval if found valid 	<ol style="list-style-type: none"> 1. Application with endorsement from gewogs 2. Certification letter of the Lam concerned (in case inviting of Lams outside Zhung Dratshang's list) 	NA	NA	Few hours	
Approval for renovation of choetens	<ol style="list-style-type: none"> 1. Receive applications from proponents along with documents 2. Verify documents 3. Forward documents to DoC for approval 4. Accord approval if found valid 	<ol style="list-style-type: none"> 1. Application endorsed by gewog 2. Duly filled in Form A 3. Drawings & estimates 4. Mode of execution letter 	NA	NA	One week	
	Monitoring the work and submit report				1 week	
Processing for approvals for construction for new Choeten	<ol style="list-style-type: none"> 1. Receive applications from proponents along with documents 2. Verify documents 3. Forward documents to DoC for approval 	<ol style="list-style-type: none"> 1. Application endorsed by gewog 2. Duly filled in Form A 3. Drawings by engineer 4. Mode of execution letter Land Thram Copy 	NA	NA	1 week	
	Based on approval carry monitoring & submit report					2 times in month

