

Name of service	Number of days for service delivery after receipt of application	Costs to be imposed on employee per violation in Rs.	Dealing Hand	Form available at
Below Poverty Line Certificate	5 Days	50/-	LDC-I	SMC Office or on website (http://smcdnh.nic.in/)
Check List				
<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/). • Copy of Ration card. • Passport size photograph (2 Nos.) • Identity Proof of applicant (Aadhaar card/Voter card/PAN card) • Email ID & Mobile Number. 				
Procedure				
<ul style="list-style-type: none"> • Application form can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC. • Application is then forwarded to concern LDC for scrutiny (2 days). • After scrutiny the Certificate is prepared by LDC and submitted to Administrative Officer, SMC for approval through Superintendent (3 days). 				