

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
Correction in Details of Property.	15 Days	50/-	Assistant Accountant-I.	SMC Office or on website (https://smcdnh.in/)
Check List				
<ul style="list-style-type: none"> • Correction form for online correction available at https://smcdnh.in/ and for offline correction form is available at https://smcdnh.in/. • Document as per requirement in correction. 				
Procedure				
<p><u>Online procedure.</u></p> <ul style="list-style-type: none"> • Fill the Online application form at https://smcdnh.in/ and submit the form after uploading all necessary documents required for correction purpose. • The online form is scrutinized by the Assistant Accountant and submitted for approval to Chief Officer through Accountant, AAO, and AO. (15 days) • After approval necessary correction are done. <p><u>Offline procedure.</u></p> <ul style="list-style-type: none"> • Fill the offline application form at https://smcdnh.in/ and upload the form with necessary document required for correction purpose. • The offline form is scrutinized by the Assistant Accountant and submitted for approval to Chief Officer through Accountant, AAO, and AO. (15 days) • After approval necessary correction are done. 				