

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
<b>Income Certificate</b>	5 Days	50/-	DEO (Income Certificate)	SMC Office or on website ( <a href="http://smcdnh.nic.in/">http://smcdnh.nic.in/</a> )
<b>Check List</b>				
<ul style="list-style-type: none"> <li>• Application in prescribed form available in SMC Office or on website (<a href="http://smcdnh.nic.in/">http://smcdnh.nic.in/</a>).</li> <li>• Copy of Ration card.</li> <li>• 7 x 12 Extract/8A Form.</li> <li>• Income certificate from employer.</li> <li>• Bank Details or Income Tax Return for last 01 Assessment year.</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>				
<b>Procedure</b>				
<ul style="list-style-type: none"> <li>• Application form can be submitted online through <a href="mailto:smctimeboundservices@gmail.com">smctimeboundservices@gmail.com</a> or at Single Window of SMC.</li> <li>• Application is then forwarded to concern DEO for scrutiny <b>(3 days)</b>.</li> <li>• After scrutiny the Income Certificate is prepared by DEO and submitted to President, SMC for signature through PA to President for approval <b>(2 days)</b>.</li> </ul>				