

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
Issuance of Birth & Death Certificate	5 Days	50/-	LDC (B&D).	SMC Office or on website http://smcdnh.nic.in/
Checklist				
<ul style="list-style-type: none"> • Application form for birth & death are available in SMC Office or on website (http://smcdnh.nic.in/) • Proof of birth or death, in respect to whom the certificate is required (Certificate issued by hospital or affidavit in case of birth or death at home). • Identity Proof of applicant (Aadhaar card/Voter card/PAN card). • Email ID & Mobile Number. 				
Procedure				
<ul style="list-style-type: none"> • Application form for birth or death registration can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC with fees Rs.10/- for each extra copy. • Application is then forwarded to concern LDC for scrutiny and data entry in CRS (3 days). • After data entry birth or death certificate generated from CRS submitted to Registrar for Signature through Superintendent (2 days). • After signature birth or death certificate is issued to applicant by post at the address given. The same should also be informed to the applicant through phone. Applicant is not required to come to office. 				