

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
No Due Certificate	03 Days	50/-	Assistant Accountant-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/). • Identity Proof. • Receipt of all the taxes paid in SMC (Property tax, water tax, sewerage tax, professional tax etc.). • Email ID & Mobile Number. 				
Procedure				
<p>Online procedure:-</p> <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 Assistant Accountant for scrutiny (02 days). • After scrutiny, the No Due Certificate is prepared by Assistant Accountant and the file is submitted to CO, SMC for approval & signature through Accountant, AAO & AO (01 days). 				