

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>Registration of Advertisement Agency</b>	10 Days	50/-	Assistant Accountant-II.	SMC Office or on website ( <a href="http://smcdnh.in/">http://smcdnh.in/</a> )
<b>Check List</b>				
<ul style="list-style-type: none"> <li>• Application form available in SMC Office or on website <a href="https://smcdnh.in/">https://smcdnh.in/</a></li> <li>• Identity Proof.</li> <li>• Registration fee Rs.1000/-per year.</li> <li>• Email ID &amp; Mobile Number.</li> </ul>				
<b>Procedure</b>				
<b><u>Online procedure:-</u></b>				
<ul style="list-style-type: none"> <li>• Applicant have to fill the agency registration form available at <a href="http://smcdnh.in/">http://smcdnh.in/</a></li> <li>• Applicant have to upload anyone ID proof listed in dropdown list &amp; pay the fee.</li> <li>• Application form will be scrutinized by the concerned DEO <b>(3 days)</b>.</li> <li>• Application will be then forwarded to Administrative Officer through Accountant and Assistant Accounts Officer for approval <b>(5 days)</b>.</li> <li>• After approval the permission order is issued to the agency <b>(2 days)</b>.</li> </ul>				
<b><u>Offline procedure:-</u></b>				
<ul style="list-style-type: none"> <li>• Application form can be submitted at Single Window of SMC.</li> <li>• Application is then forwarded to concerned DEO for scrutiny <b>(3 days)</b>.</li> <li>• After scrutiny, the DEO prepares the permission order and the file is put-up for approval and signature of Administrative Officer through Accountant and Assistant Accounts Officer <b>(5 days)</b>.</li> <li>• After approval the permission order is issued to the agency <b>(2 days)</b>.</li> </ul>				