

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
Registration of Property	7 Days	100/-	Assistant Accountant -I	Online at https://smcdnh.in/
Check List				
<ul style="list-style-type: none"> • Online application available at https://smcdnh.in/ . • 7 x 12 extract. • Occupancy Certificate. • Construction Permission. • Valuation Certificate for only properties constructed before year 2019. • Approved plan clearly showing built up area. • Old tax receipt, dakhla/house certificate if applicable. • Email ID & Mobile Number. 				
Procedure				
<p><u>Procedure-1</u></p> <ul style="list-style-type: none"> • Application is submitted online through https://smcdnh.in/ or at single window of SMC. • Application is then scanned & uploaded by DEO and forwarded to concern Assistant Accountant for scrutiny. After scrutiny, calculation for property tax is carried out and a demand notice u/s 141 is prepare by Assistant Accountant (3 day). • Demand notice is submitted to Administrative Officer through Accountant & AAO for approval (2 days). • After approval the notice is served to applicant to pay the demand within 15 days. After payment of demand, the Assistant Accountant submits a file to Chief Officer for property registration certificate, easy city code & property ID through Accountant, AAO & Administrative Officer (2 days). <p><u>Procedure-2</u></p> <ul style="list-style-type: none"> • After issuance of Occupancy Certificate by SMC the file is forwarded to Administrative Officer for registration of building/property. • The file is forwarded to concern Assistant Accountant for scrutiny. After scrutiny, calculation for property tax is carried out and a demand notice u/s 141 is prepare by Assistant Accountant (3 day). • Demand notice is submitted to Administrative Officer through Accountant & AAO for approval (2 day). • After approval the notice is served to applicant. After payment of demand, the Assistant Accountant submits a file to Chief Officer for property registration certificate, easy city code & property ID through Accountant, AAO & Administrative Officer (2 days). 				