

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>Temporary Structure permission for Marriage/ Function</b>	10 Days	50/-	Junior Architect/ Junior Engineer (Building)	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 with the dimension details of temporary structure in prescribed proforma.</li> <li>• Identity Proof of applicant (Attested photocopy of Aadhar Card, Voter ID, PAN Card, Driving license – any one)</li> <li>• Registration of Establishment.</li> </ul>				
<b>Procedure</b>				
<ul style="list-style-type: none"> <li>• Application is submitted at Single Window of SMC.</li> <li>• Application is forwarded to Junior Architect/Junior Engineer for scrutiny. <b>(2 days)</b></li> <li>• After site visit is done, the applicant is informed to pay the necessary charges at Silvassa Municipal Council office as per the Norms and the rates approved by the Council. <b>(4 days)</b></li> <li>• After the necessary fees is paid at SMC office, the proposal for permission is prepared and forwarded to Municipal Engineer for approval and Signature through Assistant Engineer. <b>(JE-1 day, AE-1 day, ME-2 day)</b></li> </ul>				