

| 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>To provide Dustbin for function</b>  | 3 Days   | 50/-   | Shri Amit Patel,<br>DEO | SMC Office or on website<br>( <a href="http://smcdnh.nic.in/">http://smcdnh.nic.in/</a> ) |
| <b>Check List</b>   |  |  |                         |   |
| <ul style="list-style-type: none"> <li>• Application form available in SMC Office or on website (<a href="http://smcdnh.nic.in/">http://smcdnh.nic.in/</a>) or can complain on <a href="https://smcdnh.in/">https://smcdnh.in/</a></li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Address proof of applicant</li> <li>• Cleanliness Charges of Rs.2/Sq.mt. of function area (subject to minimum of Rs. 100/) + Transportation charges of Rs. 100/- and Cleanliness deposit of Rs.2/Sq.mt. of function area (Cash or Debit card/ Credit card or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council).</li> </ul> <p>(The dustbin will be provided subject to availability of required number of dustbins in the period as mentioned in application.)</p>   |  |  |                         |   |
| <b>Procedure</b>  |  |  |                         |   |
| <ul style="list-style-type: none"> <li>• Application form can be submitted online through <a href="mailto:smctimeboundservices@gmail.com">smctimeboundservices@gmail.com</a> or at Single Window of SMC or can complain on <a href="https://smcdnh.in/">https://smcdnh.in/</a>.</li> <li>• Application is forwarded to the Health Officer. <b>(2 hours)</b></li> <li>• Health Officer forwards the application to dealing hand. <b>(2 hour)</b></li> <li>• Dealing hand will verify documents and payments and forward application to ward supervisor through Sanitary Inspector for inspection. <b>(1 day)</b></li> <li>• The ward Supervisor will visit the location/address and measure the area covered for the function. After inspection of the area the dustbins are allotted at the function and the charges and deposit will be collected according to the area covered by the function as per Bye-laws 7.6.2 of Dadra and Nagar Haveli Silvassa Municipal Council Solid Waste (Handling and Management) Bye-Laws, 2018. <b>(2 day)</b>.</li> <li>• Once the function is finished the concerned ward supervisor will visit and conduct inspection of cleanliness and will ask the applicant to apply for refund of the cleanliness deposit.</li> <li>• Once the application is received it is forwarded to Accounts section for further procedure. <b>(*5 Day for refund process)</b></li> </ul> |  |  |                         |   |