

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
Tower and OFC laying Permission	45 Days	500/-	J.E. (Bldg.) & Accountant-II.	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/). • Execution plan with layout. • Structure stability certificate. • Firm registration certificate • NOC from concern Private Property Owner, if applicable. • Identity Proof of applicant (Aadhaar card/Voter card/PAN card) • Construction Permission & Occupancy Certificate or 7x12 abstract, if applicable. • Memorandum of Understanding. • Map. • Road cutting estimate. 				
Procedure				
<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 concerned J.E. for scrutiny. After scrutiny, the J.E. carries out site inspection and submitted the site inspection report approved by Municipal Engineer to Accountant (12 days). • The Accountant on the basis of site inspection report prepares demand notice as per the norms and rates approved by council. Then the demand notice is served to the applicant after approval of Chief Officer through AAO and Administrative Officer (7 days). • The applicant pays the demand and the file is submitted back to the J.E. for preparation of NOC (20 days). • The J.E. prepares the NOC and submitted the file to Chief Officer for approval and signature through A.E. and M.E. (6 days). 				