

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>Transfer of property by Legal Heirships</b>	60 Days	500/-	Accountant-II.	Online at <a href="https://smcdnh.in/">https://smcdnh.in/</a>
<b>Check List</b>				
<ul style="list-style-type: none"> <li>• Online application available at <a href="https://smcdnh.in/">https://smcdnh.in/</a> .</li> <li>• Death Certificate.</li> <li>• Affidavit.</li> <li>• Legal Heirship Certificate Issued by Mamlatdar or any Court.</li> <li>• Advertisement Copy of News Paper.</li> <li>• 7/12 Extract copy or Sale deed (which ever applicable).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>				
<b>Procedure</b>				
<p><b>Online procedure</b></p> <ul style="list-style-type: none"> <li>• Application is submitted online through <a href="https://smcdnh.in/">https://smcdnh.in/</a>.</li> <li>• Application is then forwarded to concern Accountant for scrutiny <b>(7 days)</b>.</li> <li>• Accountant prepares public notice and submitted to Chief Officer through AAO &amp; Administrative Officer for approval <b>(7 days)</b>.</li> <li>• After approval the public notice is pasted at Notice Board of SMC and Collectorate for 15 days for objections and suggestions <b>(16 days)</b>.</li> <li>• After completion of 15 days the Accountant calls the applicant for hearing in the office of Chief Officer, SMC <b>(10 days)</b>.</li> <li>• After the completion of hearing the Accountant prepares demand notice u/s 141 and approves it from Administrative Officer and serve it to applicant. The same is forwarded on email too <b>(20 days)</b>.</li> <li>• Finally after payment of demand the property is transferred.</li> </ul>				