

Issuance of Birth Registration Certificate

1	Name of Approval/Noc/License/Registration	Issuance of Birth Registration Certificate
2	Competent Authority	Registrar, Silvassa Municipal Council
3	Applicability Criteria	To all applicants applying for Birth Registration.
4	Stage	Pre-Operations
5	SLA/ Number of Days	5 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form for birth are available in SMC Office or on website (http://smcdnh.nic.in/) • Proof of birth, in respect to whom the certificate is required (Certificate issued by hospital or affidavit in case of birth at home). • Identity Proof of applicant (Aadhaar card/Voter card/PAN card). • Email ID & Mobile Number
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC
8	Procedure for getting license	<ul style="list-style-type: none"> • Application form for birth registration can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC with fees Rs.10/- for each extra copy. • Application is then forwarded to concern LDC for scrutiny and data entry in CRS (3days). • After data entry birth certificate generated from CRS submitted to Registrar for Signature through Superintendent (2 days). <p>After signature birth certificate is issued to applicant by post at the address given. The same should also be informed to the applicant through phone. Applicant is not required to come to office.</p>
9	Fee & Mode of Payment	<p>Fee: No fees for 1st copy. (Rs. 10/- for extra copy) - For home delivery Rs. 50/- may be paid</p> <p>Mode of Payment: Cash/Credit Card/Debit Card/UPI</p>

Issuance of Death Registration Certificate

1	Name of Approval/Noc/License / Registration	Issuance of Death Registration Certificate
2	Competent Authority	Registrar, Silvassa Municipal Council
3	Applicability Criteria	To all applicants applying for Death Registration.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	5 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form for death are available in SMC Office or on website (http://smcdnh.nic.in/) • Proof of death, in respect to whom the certificate is required (Certificate issued by hospital or affidavit in case of death at home). • Identity Proof of applicant (Aadhaar card/Voter card/PAN card). Email ID & Mobile Number.
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC
8	Procedure for getting license	<ul style="list-style-type: none"> • Application form for death registration can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC with fees Rs.10/- for each extra copy. • Application is then forwarded to concern LDC for scrutiny and data entry in CRS (3days). • After data entry death certificate generated from CRS submitted to Registrar for Signature through Superintendent (2 days). <p>After signature death certificate is issued to applicant by post at the address given. The same should also be informed to the applicant through phone. Applicant is not required to come to office.</p>
9	Fee & Mode of Payment	<p>Fee: No fees for 1st copy. (Rs. 10/- for extra copy) For home delivery Rs. 50/- may be paid</p> <p>Mode of Payment: Cash/Credit Card/Debit Card/UPI</p>

Registration of Property

1	Name of Approval/Noc/License /Registration	Registration of Property
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants applying for new registration of Property in SMC Area.
4	Stage	Post-Operations.
5	SLA/ Number of Days	7 Days
6	Documents Required	<ul style="list-style-type: none"> • Online application available at (http://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.
7	Form Submission	Online through https://smcdnh.in/ or at single window of SMC.
8	Procedure for getting license	<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).
9	Fee & Mode of Payment	<p>Fee: Property Tax as applicable.</p> <p>Mode of Payment: Credit Card/Debit Card/UPI</p>

Income Certificate

1	Name of Approval/Noc/License/Registration	Income Certificate
2	Competent Authority	President, Silvassa Municipal Council
3	Applicability Criteria	All applicant applying for Income Certificate.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	5 Days
6	Documents Required	<ul style="list-style-type: none"> • Application in prescribed form available in SMC Office or on website (http://smcdnh.nic.in/). • Copy of Ration card/Bank passbook/Electricity bill. • 7 x 12 Extract/8A Form. • Income certificate from employer. • Bank Details or Income Tax Return for last 01 Assessment year. • Identity Proof of applicant (Aadhaar card/Voter card/PAN card). • Email ID & Mobile Number.
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<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 concern DEO for scrutiny (3 days). <p>After scrutiny the Income Certificate is prepared by DEO and submitted to President, SMC for signature through PA to President for approval (2 days).</p>
9	Fee & Mode of Payment	Fee: No Charges. For home delivery Rs. 50/- may be paid.

Below Poverty Line Certificate

1	Name of Approval/Noc/License/Registration	Below Poverty Line Certificate
2	Competent Authority	Administrative Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicant eligible for Below Poverty Line Certificate.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	5 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/). • Copy of Ration card. • Passport size photograph (2 Nos.) • Identity Proof of applicant (Aadhaar card/Voter card/PAN card) • Email ID & Mobile Number.
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC
8	Procedure for getting license	<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 concern LDC for scrutiny (2 days). <p>After scrutiny the Certificate is prepared by LDC and submitted to Administrative Officer, SMC for approval through Superintendent (3 days).</p>
9	Fee & Mode of Payment	Fee: No Charges.

Transfer of Property by Legal Heirship

1	Name of Approval/Noc/License/Registration	Transfer of Property by Legal Heirship
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who desired to transfer their property registered with SMC by Legal Heirship.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	60 Days
6	Documents Required	<ul style="list-style-type: none"> • Online application available at (http://smcdnh.in/). • Death Certificate. • Affidavit. • Legal Heirship Certificate Issued by Mamlatdar or any Court. • Advertisement Copy of News Paper. • 7/12 Extract copy or Sale deed (which ever applicable). • Email ID & Mobile Number.
7	Form Submission	Online through https://smcdnh.in/ or Single Window Of SMC.
8	Procedure for getting license	<p>Online procedure</p> <ul style="list-style-type: none"> • Application is submitted online through https://smcdnh.in/. • Application is then forwarded to concern Accountant for scrutiny (7 days). • Accountant prepares public notice and submitted to Chief Officer through AAO & Administrative Officer for approval (7 days). • After approval the public notice is pasted at Notice Board of SMC and Collectorate for 15 days for objections and suggestions (16 days). • After completion of 15 days the Accountant calls the applicant for hearing in the office of Chief Officer, SMC (10 days). • 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 (20 days). • Finally after payment of demand the property is transferred.
9	Fee & Mode of Payment	<p>Fee: Transfer Fees- Rs. 1000/- Property Tax as applicable. Penalty of Rs. 2000/- when the date of application is more than two months from the date of the death of the Property owner.</p> <p>Mode of Payment- Credit Card/ Debit Card/UPI/Net banking.</p>

Transfer of Property by Sale Deed

1	Name of Approval/Noc/License/Registration	Transfer of Property by Sale-Deed
2	Competent Authority	Administrative Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who desires to transfer their property registered with SMC by Sale-Deed.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	10 Days
6	Documents Required	<ul style="list-style-type: none"> • Online application available at (http://smcdnh.in/). • Sale Deed/Gift Deed/Released Deed/Conveyance Deed. • Last Paid Tax Receipt, dakhala/house certificate. • Identity Proof of vender & purchaser (Aardhar card/Voter card/PAN card). • Email ID & Mobile Number.
7	Form Submission	Online through https://smcdnh.in/ & Single Window of SMC.
8	Procedure for getting license	<p>Online procedure</p> <ul style="list-style-type: none"> • Application is submitted online through https://smcdnh.in/. • Application is then forwarded to concern Accountant for scrutiny. After scrutiny, calculation for property tax is carried out and a demand notice u/s 141 is prepare by Assistant Accountant (7 day). • Demand notice is submitted to Administrative Officer through AAO for approval (3 days). • After approval the notice is served to applicant to pay the demand within 15 days. And after payment of demand, the property is transferred.
9	Fee & Mode of Payment	<p>Fee: Transfer Fees- Rs. 1000/- Property Tax as applicable. Penalty of Rs. 2000/- when the date of application is more than two months from instrument date.</p> <p>Mode of Payment: Credit Card/Debit Card/UPI/Net banking</p>

NOC for laying Over Head Cable Network

1	Name of Approval/Noc/License/Registration	NOC for laying Over Head Cable Network
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who needs Noc for laying Over Head Cable Network in SMC Area.
4	Stage	Pre- Establishment.
5	SLA/ Number of Days	30 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/). • Latest Professional Tax Receipt. • Firm Registration certificate • Identity Proof of applicant (Aadhaar card/Voter card/PAN card). • Email ID & Mobile Number.
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<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 LDC for scrutiny (15 days). • After scrutiny, application is send to Chief Officer, SMC for approval through Superintendent and Administrative Officer (10 days). • After approval the NOC is issued to applicant after payment of Rs.5000/- Administrative Charges (5 days).
9	Fee & Mode of Payment	Fee: Administrative Charges- Rs 5000/- Mode of Payment: Cash/Credit Card/Debit Card/UPI

Advertisement Permission

1	Name of Approval/Noc/License/Registration	Advertisement Permission
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who requires Advertisement permission in SMC Area.
4	Stage	Pre- Establishment.
5	SLA/ Number of Days	15 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or can be submitted online on website (http://smcdnh.in/). • NOC from concern Owner from Private Property, if applicable. • Structure stability certificate • Photo copy of advertisement. • Email ID & Mobile Number.
7	Form Submission	Online at http://smcdnh.in/ or Mail at smctimeboundservices@gmail.com or at Single Window of SMC office.
8	Procedure for getting license	<p>Online procedure:-</p> <ul style="list-style-type: none"> • Online application is submitted at http://smcdnh.in/ and attached all required documents like NOC, Structure stability certificate and Photo copy of advertisement and submitted the fee through online payment mode. • Then the application will be scrutinized by concerned DEO. After scrutiny the DEO will forward the application to concerned Junior Engineer for site inspection (4 days). • The Junior Engineer after inspection will submit the site report signed by concern AE to DEO (3 days). • The DEO after receiving site report will generate demand for payment of advertisement tax (2 days). • After payment of demand by the applicant the application is forwarded to Administrative Officer through Accountant for approval (4 days). • After approval the permission order is issued to applicant (2 days). <p>Manual procedure:-</p> <ul style="list-style-type: none"> • Application form available at http://smcdnh.nic.in/ can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC with necessary fees. • Application is then forwarded to DEO for scrutiny. After scrutiny, the application is send to Junior Engineer for site inspection (4 days). • After receiving the site report from Junior Engineer signed by concerned AE, the demand letter is prepared by DEO (3 days). • After receiving advertisement tax from applicant (2 days). • The application is then forwarded to Administrative Officer through Accountant for approval (4 days). • After getting the approval from Administrative Officer, the permission order is prepared by DEO and issued to applicant (2 days).
9	Fee & Mode of Payment	Details of fees Enclosed.

Sr. No.	Mode of Advertisement	Unit	Period	Approved Rates in Rs.
1	Hoarding	Square meter	Per Annum	
	Class- 1 area			800/-
	Class- 2 area			700/-
	Class- 3 area			600/-

	Class- 4 area			500/-
2	Banners	One Number	Per Exhibit Per Day	25/-
3	Posters	One Number	Per Exhibit Per Day	1/-
4	Model	One Number	Per Exhibit Per Day	1/-
5	Video Film in Local Channels	One Number	Per Exhibit Per Day	10/-
6	Advertisement through movie in Cinema & Video centre	Per Number	Per Exhibit Per Day	10/-
7	Any other mode of an advertisement	One Number	Daily	1/-

Tower & OFC Laying Permission

1	Name of Approval/Noc/License/Registration	Tower & OFC Laying Permission
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who is laying Tower & OFC in SMC Area.
4	Stage	Pre- Establishment.
5	SLA/ Number of Days	45 Days
6	Documents Required	<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
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<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).
9	Fee & Mode of Payment	<p>Fee: Restoration Charges one time by HDD Method- Rs. 28.75 per meter. Annual Rent- Rs. 23/- per meter. Pit 1.00 X 1.00 Mtr in size-Rs. 2875/- per Pit.</p> <p>Mode of Payment: Credit Card/ Debit Card/UPI</p>

Registration for Advertisement Agency

1	Name of Approval/Noc/License/Registration	Registration for Advertisement Agency
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicant who desire to register the advertisement agency in SMC Area.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	10 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or can be submitted online on website (http://smcdnh.in/). • Identity Proof. • Registration fee Rs.1000/-per year. • Email ID & Mobile Number.
7	Form Submission	<ul style="list-style-type: none"> • http://smcdnh.in/ & Single Window of SMC.
8	Procedure for getting license	<p>Online procedure:-</p> <ul style="list-style-type: none"> • Applicant have to fill the agency registration form available at http://smcdnh.in/ • Applicant have to upload anyone ID proof listed in dropdown list & pay the fee. • Application form will be scrutinized by the concerned DEO (3 days). • Application will be then forwarded to Administrative Officer through Accountant and Assistant Accounts Officer for approval (5 days). • After approval the permission order is issued to the agency (2 days). <p>Offline procedure:-</p> <ul style="list-style-type: none"> • Application form can be submitted at Single Window of SMC. • Application is then forwarded to concerned DEO for scrutiny (3 days). • After scrutiny, the DEO prepares the permission order and the file is put-up for approval and signature of Administrative Officer through Accountant and Assistant Accounts Officer (5 days). • After approval the permission order is issued to the agency (2 days).
9	Fee & Mode of Payment	<p>Fee: 1000/- per year.</p> <p>Mode of Payment: Credit Card/Debit Card/UPI</p>

No Due Certificate

1	Name of Approval/Noc/License/Registration	No Due Certificate
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants residing in SMC Area who desire No Due certificate.
4	Stage	Pre- Operations.
5	SLA/ Number of Days	3 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/). • Identity Proof. • Receipt of all the taxes paid in SMC (Property tax, water tax, sewerage tax, professional tax etc.). • Email ID & Mobile Number.
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<p>Online procedure:-</p> <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 concern Assistant Accountant for scrutiny (02 days). <p>After scrutiny, the No Due Certificate is prepared by Assistant Accountant and the file is submitted to CO, SMC for approval & signature through Accountant, AAO & AO (01 days).</p>
9	Fee & Mode of Payment	<p>Fee: No Charges. For home delivery Rs. 50/- may be paid.</p>

Correction in Details of Property

1	Name of Approval/Noc/License/Registration	Correction in Details of Property
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	Anyone is with desire correction in details of the property registered with SMC.
4	Stage	Alteration.
5	SLA/ Number of Days	15 Days
6	Documents Required	<ul style="list-style-type: none"> • Correction form for online correction available at https://smcdnh.in/. • Document as per requirement in correction.
7	Form Submission	Online through https://smcdnh.in/
8	Procedure for getting license	<p>Online procedure.</p> <ul style="list-style-type: none"> • Fill the Online application form at https://smcdnh.in/ and submit the form after uploading all necessary documents required for correction purpose. • The online form is scrutinized by the Assistant Accountant and submitted for approval to Chief Officer through Accountant, AAO, and AO. (15 days) • After approval necessary correction are done. <p>Offline procedure.</p> <ul style="list-style-type: none"> • Fill the offline application form at https://smcdnh.in/ and upload the form with necessary document required for correction purpose. • The offline form is scrutinized by the Assistant Accountant and submitted for approval to Chief Officer through Accountant, AAO, and AO. (15 days) <p>After approval necessary correction are done.</p>
9	Fee & Mode of Payment	Fee: No Charges.

**Issuance of Construction permission for Residential/
Residential Cum Commercial & Industrial**

1	Name of Approval/Noc/License/Registration	Issuance of Construction permission for Residential/ Residential Cum Commercial & Industrial
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicant requiring Construction permission in SMC Area.
4	Stage	Pre- Establishment
5	SLA/ Number of Days	60 Days
6	Documents Required	<ul style="list-style-type: none"> • Building Plan (Proposed). • N.A Order (photocopy)/ [if Gaonthan Plot (only 7/12)]. • 7x12 Extract of land latest copy along with Sale/ Lease deed (Original copy). • Certified Map – (Latest Original copy). • Annexure (2 to 6 to be furnished by the Applicant/Architect/Structural Engineer) (Annexure 6 on Rs. 20/- Stamp Paper only). • Copy of previously obtained approved plan, Construction Permission order & plan and Occupancy Certificate with plan (in case of Revised Proposal). • Copy of Approved Layout & Completion Certificate (in case of plotted lands, Industrial Lay-out, Residential and Residential-cum-Commercial Layout). • Labour Cess Certificate issued by RDC(S). • Undertaking on Rs. 100/- Stamp Paper for Labour Cess. • Provisional NOC of Fire Department if Commercial/High Rise/Residential cum Commercial/Industrial building etc. • Key Plan (Location Plan), Site plan, service plan and Building plan giving details as required under DC Rule 2014. • Copy of Deed of 'Right of Way' along with certified Map. • Power of Attorney/ Authority letter on company letterhead to delegate signing power to the authorize person to grant Construction Permission. • Site Photographs.
7	Form Submission	Online through http://pdadnh.nic.in/ .
8	Procedure for getting license	<ul style="list-style-type: none"> • Applicant has to apply online through empaneled architect/ engineer for construction permission. (http://pdadnh.nic.in/). • After applying online, the applicant has to submit physical copies of all the prescribed mentioned documents at SMC office. • The submitted documents will be scrutinized and if found correct & complete then, the application will be accepted. (1 day) • Applicant will be informed to pay the Scrutiny Charges as applicable at SMC & PDA Office (75% : 25% respectively). (7 days) • After the Scrutiny charges are paid, the file is send online to the JTP/JA for technical scrutiny. If technical scrutiny is proper then, site inspection is done and a site inspection report is submitted online by JTP/JA. (31 days) <p>The application to be submitted to the Chief Officer for final approval and signature through Assistant Engineer & Municipal Engineer. (AE-7 days, ME-7 days, CO-7 days)</p>
9	Fee & Mode of Payment	Fee:

		<p>For first submission of building plans/layout plan etc. for plot area.</p> <ol style="list-style-type: none">1) Upto 1000sq. mt- Rs. 500/-2) 1001sq. mt to 2000sq. mt- Rs. 1000/-3) >2000sq. mt- Rs. 1/- sq. mt (Rs. One per sq. mt) <p>Application for re-validation, revision or revised building plans- Rs. 2 per sq. mt. of proposed built up area.</p>
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Issuance of Occupancy Certificate

1	Name of Approval/Noc/License/Registration	Issuance of Occupancy Certificate
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	All applicants who have applied for Construction permission and desires Occupancy Certificate.
4	Stage	Post- Operation.
5	SLA/ Number of Days	45 Days
6	Documents Required	<ul style="list-style-type: none"> • Application Form in prescribed Proforma available in SMC Office or on website (http://smcdnh.nic.in/). • Copy of Approved Building Plan. • Copy of Construction Permission Order along with plan(s). • Architect's Completion Certificate & Structural Stability Certificate issued by Structural Engineer (Annexure- 14 & Annexure-15). • Annexure-17 (Indemnity Bond) for Part Occupancy Certificate. (on Rs. 20/- Stamp Paper). • Receipt of deposition of Labour Cess under the Building and Other Construction Workers (RE & CS) Act, 1996. Bank Deposit Slip for depositing of Labour Cess 1% of total valuation of building construction in Dena Bank, Silvassa. • Labour Cess Certificate of Registration issued by RDC (S). • Part-Occupancy Certificate (if applying for Full OC). • Submit existing plan copy (02 nos.) showing deviation from approved plan. • 7x12 Extract (Latest Original copy). • Certified Map (Latest Original copy). • Rain Water Harvesting System undertaking (with Architect's Certificate & Photographs). • Undertaking of services provided in the premises/layout of constructed building from Registered Architect. • Property Valuation Report certified by Govt. Approved Valuer. • NOC issued by Department of Fire & Emergency Services, DNH. (if applicable). • Site Photographs taken at various angles showing the site situation with all setbacks.
7	Form Submission	At SMC office and/or in SWIFT (DIC) for all Industrial building.
8	Procedure for getting license	<ul style="list-style-type: none"> • Applicant has to submit application with all prescribed documents (as per checklist) in SMC, Office for all Residential/Residential cum Commercial/High Rise/Commercial building in SMC office and/or in SWIFT (DIC) for all Industrial building. • A site visit will be carried out by Junior Town Planner/ Junior Engineer. (14 days) • After site visit & document scrutiny, a query letter will be issued to the applicant. (if any) (3 days) • After scrutiny, demand letter will be issued to the applicant to deposit deviation penalty charges (if any) and/or scrutiny charges to SMC office. (7 days) <p>After the deviation penalty charges (if any) and/or scrutiny charges is deposited by the applicant, the application will be submitted to Chief Officer, SMC for approval and signature of Occupancy</p>

		Certificate through Assistant Engineer & Municipal Engineer. (AE-7 days, ME-7 days, CO-7 days)
9	Fee & Mode of Payment	Fee: No Charges.

New Water Connection

1	Name of Approval/Noc/License/Registration	New Water Connection
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	Any applicant desiring water connection in SMC Area.
4	Stage	Pre- Operation.
5	SLA/ Number of Days	15 Days
6	Documents Required	<p>1) Application Form in prescribed Proforma.</p> <p>2) Identity Proof (any one).</p> <ul style="list-style-type: none"> • Bank Passbook with Application. • Driving License. • PAN Card. • Passport. • Photo Identity Card Issued by any Govt. Agency. • Unique ID Card (UID/Aadhar Card). • Voter Card. <p>3) Property Ownership Document (any one).</p> <ul style="list-style-type: none"> • Allotment Letter (private builder with registered sale deed/General power of attorney). • Electricity Bill. • House Tax Receipt. (Property ID) • Interim Court Order, If any. • Notarized power of attorney with complete chain. • Register Sale Deed. • Registered conveyance deed/General power of attorney. • Registered perpetual Lease deed. • Registered partition deed/family settlement deed. • Rented property – lease/Rent Agreement, NOC of Owner. • Special power of attorney with registered/Notarized agreement to sell and will. • Telephone Bill. • Will/NOC of the owner in favor of applicant. • In case of group connections, NOC from the concerned society.
7	Form Submission	Online through https://smcdnh.in/WTNewConnection
8	Procedure for getting license	<ul style="list-style-type: none"> • Applicant has to apply online for new Water Connection. (Link https://smcdnh.in/WTNewConnection) • Application is then forwarded to concern Junior Engineer (Water Supply). • A site visit is done by concern Junior Engineer (Water Supply) and Field Supervisor. (7 days) <p>After site visit Water Connection is provided to applicant if found feasible. (8 days)</p>
9	Fee & Mode of Payment	Fee: No Charges

Temporary Structure permission for Marriage/ Function

1	Name of Approval/Noc/License/Registration	Temporary Structure permission for Marriage/ Function
2	Competent Authority	Municipal Engineer, Silvassa Municipal Council
3	Applicability Criteria	Any applicant needs temporary structure permission for Marriage/Function in SMC Area.
4	Stage	Pre- Establishment.
5	SLA/ Number of Days	15 Days
6	Documents Required	<ul style="list-style-type: none"> • Application with the dimension details of temporary structure in prescribed proforma. • Identity Proof of applicant (Attested photocopy of Aadhar Card, Voter ID, PAN Card, Driving license – any one). • Registration of Establishment.

7	Form Submission	Online at smcdnh.in or Mail at smctimeboundservices@gmail.com or at Single Window of SMC office.
8	Procedure for getting license	<ul style="list-style-type: none"> • Application is submitted at Single Window of SMC. • Application is forwarded to Junior Architect/Junior Engineer for scrutiny. (2 days) • 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. (4 days) <p>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. (JE-1 day, AE-1 day, ME-2 day)</p>
9	Fee & Mode of Payment	<p>Fee: Private Property Owners – Rs. 500/- Noc Charges Religious, Marriages, Charitable Function on SMC Property- Rent Charges- Rs. 12/- per sq. mt.</p> <p>Mode of Payment Credit Card/ Debit Card/UPI</p>

Providing Water Tank for a Function

1	Name of Approval/Noc/License/Registration	Providing Water Tank For a Function
2	Competent Authority	Municipal Engineer, Silvassa Municipal Council
3	Applicability Criteria	Anyone who wants Water Tank for a Function in SMC Area.
4	Stage	Pre- Operation.
5	SLA/ Number of Days	03 Days
6	Documents Required	<ul style="list-style-type: none"> • Application in prescribed Proforma. • A proof of the function. (All type of Invitation Card's like Functions/Marriage ceremony & etc.) • Security Deposit of Rs. 2000/- by online medium, Cheque, DD in favor of Chief Officer, SMC or the person may e-mail at smctimeboundservices@gmail.com giving all details. Fee and Security Deposit shall be deposited with the application. In case of e-mail, online payment through bank transfer, or UPI may be done. • Permission issued by SMC for temporary construction/Pandal. NOC from concern Private Property Owner, if applicable.
7	Form Submission	Online at smcdnh.in or Mail at smctimeboundservices@gmail.com or at Single Window of SMC office.
8	Procedure for getting license	<ul style="list-style-type: none"> • Application in prescribed Performa to submitted at online at smctimeboundservices@gmail.com or at Single Window of SMC office. • Application is then forwarded to concern Junior Engineer or Technical Assistant (Water Supply). • A site visit is to be done by concern Junior Engineer or Technical Assistant (Water Supply). (1 day) • The proposal is then forwarded to accountant for receiving payment or verifying the payment received online made by the applicant. (1 day) • After conformation from accountant regarding payment the water tank is to be installed at the proposed location. (1 day) <p>The tank should be returned after the completion of the function without any damage.</p>
9	Fee & Mode of Payment	<p>Fee: Rs. 100/- per 1,000 liters tank.</p> <p>Mode of Payment Credit Card/ Debit Card/ UPI</p>

Providing Sewerage Connection

1	Name of Approval/Noc/License/Registration	Providing Sewerage Connection
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	Anyone who desires sewerage connection in SMC Area.
4	Stage	Pre- Operation.
5	SLA/ Number of Days	30 Days
6	Documents Required	<p>1) Application in prescribed form.</p> <p>2) Identity Proof (any one).</p> <ul style="list-style-type: none"> • Bank Passbook with Application. • Driving License. • PAN Card. • Passport. • Photo Identity Card Issued by any Govt. Agency. • Unique ID Card (UID/Aadhar Card). • Voter Card. <p>3) Property Ownership Document (any one).</p> <ul style="list-style-type: none"> • Allotment Letter (private builder with registered sale deed/General power of attorney). • Electricity Bill. • House Tax Receipt. • Interim Court Order, If any. • Notarized power of attorney with complete chain. • Register Sale Deed. • Registered conveyance deed/General power of attorney. • Registered perpetual Lease deed. • Registered partition deed/family settlement deed. • Rented property – lease/Rent Agreement, NOC of Owner. • Special power of attorney with registered/Notarized agreement to sell and will. • Telephone Bill. • Will/NOC of the owner in favor of applicant. <p style="text-align: center;">Property ID</p>
7	Form Submission	Online at smcdnh.in or Mail at smctimeboundsservices@gmail.com or at Single Window of SMC office.
8	Procedure for getting license	<ul style="list-style-type: none"> • Application in prescribed format is submitted at Single Window of SMC. • Application is then forwarded to concern Junior Engineer (Water Supply & Sewerage). (1 day) • A site visit is done by concern Junior Engineer (Water Supply & Sewerage) or Technical Assistant (Water Supply) and Field Supervisor. (7 days) • Notice to be issued to the applicant if the Municipal Sewerage Pipeline is active within the range of 50 meter of the applicant's premise with the signature of Municipal Engineer. (7 days) <p>The applicant has to pay the sewerage connection charges thereafter the applicant has to connect the sewer line of his property to Municipal Sewer line and to submit the line diagram of executed sewerage pipeline to the Silvassa Municipal Council for information and record. (15 days)</p>
9	Fee & Mode of Payment	<p>Fee:</p> <p>Owned House-Rs. 1500/- (Connection Charge)</p> <p>15m High Building From Ground Floor- Rs. 1000/- Connection Charge + Rs. 500/- per Flat and Shop/-</p> <p>Building Higher Than 15m- Rs. 1500/- Connection Charge + Rs. 500/- per Flat and Shop.</p>

		Mode of Payment: Credit Card/ Debit Card/UPI.
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Mobile Toilets on Rent

1	Name of Approval/Noc/License/Registration	Mobile Toilets on Rent
2	Competent Authority	Health Officer, Silvassa Municipal Council
3	Applicability Criteria	Anyone requesting Mobile Toilet on Rent in SMC Area.
4	Stage	Pre- Operations
5	SLA/ Number of Days	02 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/) • Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card) • Address proof of applicant • Security deposit of Rs. 2000/- (Debit card/ Credit card or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council).(Subject to availability of required mobile toilets) • Fees of Rs. 500/- Per Day/Per Seat + transportation charges of Rs. 30/- Per km (Debit card/ Credit card or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council).
7	Form Submission	Mail at smctimeboundservices@gmail.com or at Single Window of SMC
8	Procedure for getting license	<ul style="list-style-type: none"> • Application form to be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC. • Application is forwarded to the Health Officer. (2 hours) • Health Officer accepts or rejects the application. (Subject to availability of required mobile toilets in the period of application through a common Google sheet) and forwards to dealing hand. (1 day) • The dealing hand will verify the documents and generate the demand as per requirement of toilet seats (Rs.500/- per toilet seat + transportation charges of Rs. 30 Rs. Per km.). (2 days). • The applicant will pay the demanded amount with security deposit of Rs. 2000/- (Debit card/ Credit card or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council) (1 day).A • After payment of demand at SMC, the concerned Supervisor is informed to deploy the toilets on concerned place, date and time.
9	Fee & Mode of Payment	Fee: Rs. 500/- per seat/ day, Security Deposit of Rs. 2000/- Mode of Payment Credit Card/ Debit Card/UPI

To Provide Dustbin for Function

1	Name of Approval/Noc/License/Registration	To Provide Dustbin for Function
2	Competent Authority	Health Officer, Silvassa Municipal Council
3	Applicability Criteria	Anyone requesting dustbin for function in SMC Area.
4	Stage	Pre- Operations
5	SLA/ Number of Days	03 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/) or can complain on https://smcdnh.in/ • Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card) • Address proof of applicant • 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). (The dustbin will be provided subject to availability of required number of dustbins in the period as mentioned in application.)
7	Form Submission	<ul style="list-style-type: none"> • Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<ul style="list-style-type: none"> • Application form can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC or can complain on https://smcdnh.in/. • Application is forwarded to the Health Officer. (2 hours) • Health Officer forwards the application to dealing hand. (2 hour) • Dealing hand will verify documents and payments and forward application to ward supervisor through Sanitary Inspector for inspection. (1 day) • 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. (2 day). • 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. • Once the application is received it is forwarded to Accounts section for further procedure. (*5 Day for refund process)
9	Fee & Mode of Payment	Fee: 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).
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Street Vendor License

1	Name of Approval/Noc/License/Registration	Street Vendor License
2	Competent Authority	Chief Officer, Silvassa Municipal Council
3	Applicability Criteria	Any Vendor desiring vending license for vending in SMC Area.
4	Stage	Pre- Operations
5	SLA/ Number of Days	90 Days
6	Documents Required	<ul style="list-style-type: none"> • Application form available in SMC Office or on website (http://smcdnh.nic.in/) • Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card) • Proof of being dependent on vending activity as a means of livelihood (an undertaking for the same will be submitted by applicant). • Proof of vending for atleast 6 months prior to the date of application.(if any) • Copy of cancelled cheque/bank passbook. Fees of Rs. 50/- (Cash or Debit card/ Credit card or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council).
7	Form Submission	<ul style="list-style-type: none"> • Mail at smctimeboundservices@gmail.com or at Single Window of SMC.
8	Procedure for getting license	<ul style="list-style-type: none"> • Application form can be submitted online through smctimeboundservices@gmail.com or at Single Window of SMC. • Application is forwarded to the Health Officer. (2 hours) • Health Officer accepts or rejects the application. (subject to provision of fulfilling terms and conditions of Street Vending Act, 2014 & subsequent notified rules and schemes as prevailing in jurisdiction of Silvassa Municipal Council area) and forwards to dealing hand. (3 days) • Dealing hand will verify documents and payments and carry out field verification through concerned supervisor (12 days) • Dealing hand submits detailed report to Health Officer (3 days) • Application is forwarded to Town Vending Committee for scrutiny with report. (7 days) • The service shall be deemed to be delivered if the applicant has given a document showing his/her waiting list status. (30 - 50 days) <p>After the license is granted by TVC, the same shall be sent to applicant. (15 days)</p>
9	Fee & Mode of Payment	Fee: Fees of Rs. 50/- (Cash or Cheque/DD in favour of Chief Officer, Silvassa Municipal Council).