

Accreditation/License Procedure & Checklist

• Checklist:

1. Application addressed to Assistant Secretary (G) on prescribed format (https://smcsite.org/download/Acc_Annexure-A.pdf)
2. Two passport size photographs of the applicant.
3. Self attested Professional Qualification Certificates.
4. Self attested Academic Qualification Certificates.
5. State Subject.
6. Adhaar Card.
7. Experience Certificate if any.

Procedure for Registration of RTP (Registered Technical Person):

- ✓ The Applicant can visit Central Citizen Facilitation Centre or official website of Srinagar Municipal Corporation for accreditation/license.
- ✓ The Applicant shall obtain Prescribed Application Form Available at Central Citizen Facilitation Centre, or official website of Srinagar Municipal Corporation.
- ✓ The Applicant shall submit the application at Central Citizen Facilitation Centre addressed to Assistant Secretary (General) or official website of Srinagar Municipal Corporation.
- ✓ The Assistant secretary (General) scrutinizes the application including all relevant documents and forwards the same to Joint Commissioner (Planning) for recommendation.
- ✓ The Joint Commissioner (Planning) forwards the application to Joint Commissioner (Administration) for accord of approval.
- ✓ After approval the application is being forwarded to Assistant secretary (General) for issuance of formal accreditation/ licence.
- ✓ After Signature on Certificate one hard copy of signed certificate is being forwarded to Central Citizen Facilitation Centre and one soft copy is being uploaded on official website of Srinagar Municipal Corporation.
- ✓ The applicant is intimated through phone call/SMS for the collection of signed/approved Accreditation Certificate (https://smcsite.org/download/Acc_Annexure B.pdf).

Procedure for Renewal of Accreditation/Licence:

- ✓ The Applicant can visit Central Citizen Facilitation Centre or official website of Srinagar Municipal Corporation for renewal of accreditation/licence.
- ✓ The Applicant shall obtain Prescribed Application Form Available at Central Citizen Facilitation Centre, or official website of Srinagar Municipal Corporation.
- ✓ The Applicant shall submit the application at Central Citizen Facilitation Centre addressed to Assistant Secretary (General) or official website of Srinagar Municipal Corporation.
- ✓ The Assistant secretary (General) scrutinizes the application including all relevant documents and forwards the same to Joint Commissioner (Planning) for recommendation/NOC in favour of applicant for renewal of accreditation/ licence.
- ✓ After receiving recommendations/ NOC from Joint Commissioner Planning, Assistant secretary (General) issues renewal of accreditation/ licence.
- ✓ After Signature on Certificate one hard copy of signed certificate is being forwarded to Central Citizen Facilitation Centre and one soft copy is being uploaded on official website of Srinagar Municipal Corporation.
- ✓ The applicant is intimated through phone call/SMS for the collection of renewal Accreditation Certificate (https://smcsite.org/download/Acc_Annexure-C.pdf).

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