

Sr. No.	Name of department	Detail of Activities	Required Documents for Citizen
1.	SDM Office	Driving Licence	Three passport size photographs Proof of address (any one of the following) Aadhaar card Passport Voter's ID Ration card CGHS card Nationalized bank passbook House tax mutation order Water or Electricity bill Life insurance policy Registered sale deed Proof of age (any one of the following) School leaving certificate Birth certificate Voter's ID
2.	ADC Office (Rural Development Agency, New and Renewal Energy Department, Common services Centres, Skill Development)	<ol style="list-style-type: none"> 1. सौर उर्जा चालित संयंत्रों का प्रदर्शन एवं ग्रिड कनेक्टेड रूफटॉप सौर पावर प्लॉट हेतु ऑनलाईन सुविधा। 2. मनरैगा तथा स्वच्छ भारतमिशन योजनाओं के बारे में जानकारी देना तथा मनरैगा के अर्न्तगत जाबकार्ड हेतु आवेदन पत्र प्राप्त करना। 3. समन्वित जलसंग्रहण परियोजना तथा हरियाणा राज्य ग्रामीण आजीविका मिशन योजनाओं के बारे में जानकारी देना। समन्वित जलसंग्रहण परियोजना के अर्न्तगत स्वयं सहायता समूहों द्वारा तैयार किये गये उत्पादों का प्रदर्शन एवं विक्रय। 4. कार्यस्थल पर महिला यौन उत्पीड़न निवारण-प्रतिषेध एवं प्रतितोष अधिनियम 2013 तथा राष्ट्रीय बाल श्रम योजनाओं के बारे में जानकारी देना। 5. आधार+सी0एस0सी0 योजनाओं के बारे में जानकारी देना। 6. आपदा प्रबन्धन के विषय में जानकारी के अतिरिक्त ताप लहर एवं सड़क सुरक्षा पर लघु नाटिकाएँ तथा अग्निशमन पर प्रदर्शन 	<ol style="list-style-type: none"> 1. आवेदक का फोटो, पैन कार्ड, आधार कार्ड, बिजली का बिल, ई-मेल आई, मो0 नं0 2. आवेदक का फोटो, आधार कार्ड, बैंक पास बुक, मो0 नं0

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3	Additional Labour Commissioner, Gurugram	<ol style="list-style-type: none"> 1. Registration of workers under BOCW Board & welfare board 2. Distribution of welfare benefits to workers 	<ol style="list-style-type: none"> 1. Aadhar Card 2. Date of Birth certificate 3. Work experience certificate
4	District Horticulture Officer	<ol style="list-style-type: none"> 1. Scheme of Horticulture 2. Green wall demo 	<ol style="list-style-type: none"> 1. Aadhar card, 2. Ration card 3. Passport size photo 4. Bank copy 5. land record by citizens
5	District Welfare Officer	<p>Schemes information:</p> <ol style="list-style-type: none"> 1. Mukhya Mantri Vivah Shagun Yojna 2. Financial help of persons who suffer form atrocities 3. Legal aid 4. Ambedkar Medhavi Chatra Yojna 5. MUKHYA MANTRI SAMAJIK SAMRASTA ANTARJATIYA VIVAH SHAGUN YOJNA 6. Scholarships for Schedule caste in Postgraduate 	

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6	Chief Medical Officer	<ol style="list-style-type: none"> 1. Health Checkup including Sugar test, BP check, HIV test, Eye checkup for which Medical officer, Eye specialist , LT, Staff Nurse has been appointed 2. Display of IEC on different scheme of NHM, TB, Leprosy, AIDS and other along with awareness about program and schemes. 	
7	Distt. Education Officer(District Elementary Education Officer)	<ol style="list-style-type: none"> 1. Two nukkad natak on social causes 2. Display various welfare schemes 3. Planning to distribute books and cycles for beneficiaries 4. Admisson of drop out students, Cultural activites on some social issues, Activity on deppt. Welfare scheme for students 	
8	Principal I.T.I.	<ol style="list-style-type: none"> a) Awareness on distribution of tool kit and Scholarships for ITI trainees. b) Awareness about admission process. c) Awareness about apprentice engagement and payment of stipend. 	<p>Desired documents for ITI passed out students interested in apprenticeship training</p> <ol style="list-style-type: none"> 1. Photocopies of 10th certificate 2. ITI Certificate 3. Haryana Residence Certificate 4. Aadhar Card, 5. passport size photograph

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9	Distt. Food & Supply Office	<ol style="list-style-type: none"> 1. Consumer Awareness Campaign 2. Biometric Pos Machine Display 	<ol style="list-style-type: none"> 1. Ration card 2. aadhar card 3. Passport size photo 4. residence proof
10	Distt. Revenue Officer	<ol style="list-style-type: none"> 1. Demo of Registry registration 2. Providing I certificates 3. Rights of Revenue deptt. Under the Right to Service Act. 4. Development works information made the by the Government in Revenue Deptt. 5. On the spot decision of Mutation by C.R.O, which has registered by Patwari 	
11	S.E.DHBVN,	<ol style="list-style-type: none"> 1. Sale counter for energy efficient LED Bulbs, Tublight & fan 2. Online applications for release of Connection. 	<ol style="list-style-type: none"> 1. Passport size photo 2. ID Proof 3. Copy of Owner shop proof 4. Credit/Debit Netbanking for online payment
12	Senior Town Planner (DTP)	<ol style="list-style-type: none"> a) Approval of building plans under Self Certification Policy. b) Grant of Occupation Certificate of Individual Residential House in license colonies under Self Certification Policy. c) Recent polices for Development in Gurugram 	

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13	Administrator, Huda	1. OTS Schemes advantages (one time settlement Scheme)	
14	District Agriculture Officer	1. Doublings income 2. PMFBY 3. PKVY 4. Soil Health card 5. Maize permit 6. Promotion of Green Manuring the Dhainch seed. 7. Promoting the parampragat Krishi vikas yojna 8. Straw Management 9. Saathi Paddy 10. Judicious use of pesticides and fertilizer 11. Online registration of farmers etc.	1. Permit signed by sarpanch 2. Aadhar Card 3. Account NO. 4. Pan no. 5. IFS code
15	District Social Welfare Officer	1. वृद्धवस्था सम्मान भत्ता योजना 2. हरियाणा विधवाओं एवं निराश्रित महिला पेंशन योजना 3. दिव्यांग पेंशन 4. लाडली सामाजिक सुरक्षा भत्ता योजना 5. निराश्रित बच्चों को वित्तीय सहायता योजना 6. स्कूल ना जा सकने वाले निःशक्त बच्चों के लिए वित्तीय सहायता 7. डा० श्यामा प्रसाद मुखर्जी दुर्घटना सहायता योजना 8. राष्ट्रीय परिवार लाभ योजना 9. शारीरिक अंगहीनों को छात्रवृत्तियां 10. शिक्षित विकलांगों को बेरोजगारी भत्ता 11. स्वैच्छित संस्थाओं को अनुदान	1. 3 साल तक रिहायशी प्रमाण पत्र 2. राशन कार्ड 3. वोटर कार्ड 4. आधारकार्ड 5. पति की मृत्यु का प्रमाण पत्र 6. पटवारी से आमदनी रिपोर्ट करवाये 7. बच्चों के रजिस्टर्ड जन्म प्रमाण पत्र 8. स्वास्थ्य विभाग द्वारा 60 प्रतिशत या इससे अधिक की विकलांगता का मैडिकल प्रमाण पत्र 9. लाडली पेंशन स्कीम में प्रार्थी की 45 वर्ष या इससे अधिक आयु का प्रमाण पत्र 10. आय प्रमाण पत्र जो तहसीलदार से सत्यापित हो 11. बच्चे के स्कूल ना जाने का शपथ पत्र स्कीम अनुसार 12. बच्चे का मंदबुद्धि का प्रमाण पत्र राजपत्रित अधिकारी द्वारा Self attested copies

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16	District Red Cross Society	<ol style="list-style-type: none"> 1. Three wheel cycle, Wheel Chair Distribution 2. First Aid Training 3. Demo to safe from accidents 4. Home Nursing training 5. Providing certificate 6. Blood donation/life time membership forms fill on the spot 	<ol style="list-style-type: none"> 1. Medical certificate 2. Aadhar Card 3. 2 passport size photo
17	District Employment Officer	<ol style="list-style-type: none"> 1. Distribution of Honorarium letter 2. Job fair/ On the spot Joining letter 3. Counseling through NCC 4. Online Registration 	<ol style="list-style-type: none"> 1. Self attested Copy of educational qualification 2. Aadhar card, Pen card, Residence Proof, Driving Licence, Bank pass book copy , commercial licience original(for G4 security) 3. Disability certificate 4. Passport size photo
18	District Program Officer	<ol style="list-style-type: none"> 1. Enquiry counter 2. Enquiry counter for trans-gender 3. Sarv seva Karya sakti 	KYC
19	Lead Development Manager Bank	<ol style="list-style-type: none"> 1. PMJDY, PMSBY,PMJJBY,AFY a/c opening 2. Different loan processing 3. Awareness about different Govt. Schemes 	<ol style="list-style-type: none"> 1. Aadhar Card 2. Pan card 3. Residential Proof 4. Passport size photo
20	District Disaster Management	<p>Street Play</p> <ul style="list-style-type: none"> • Heat wave • Road safety • Fire Equipment • Demo and learning Skills 	

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21	District Forest Officer	<ol style="list-style-type: none"> 1. Indigenous Butterfly Conservatory park 2. Induction of Drones in Forest and Wildlife Deptt. 3. Proposed Plantation Programme in the financial year 2018-2019 in Gurugram forest Division under different schemes 4. Proposed soil and misture conservation works during the year 2018-19 	
22	The Earth Saviours Foundation(NGO)	<ol style="list-style-type: none"> 1. Old age home 2. Environment subject 	
23	Sarvahitay (NGO)	<ol style="list-style-type: none"> 1. Education 2. Environment 	
25	Women and Child Development Deptt.	<ol style="list-style-type: none"> 1. BBBP 2. PMMVY 3. Sponshership of Children 4. ABHB 5. Schemes display 	