



AFTER MONTHS OF STANDSTILL DUE TO COVID -19 PANDEMIC PREVAILING SITUATION, THE DELHI GOVT. ON 1<sup>ST</sup> SEPTEMBER 2020 HAS STARTED ITS AMBITIOUS PROJECT TO DELIVER PUBLIC SERVIES AT THE DOORSTEP OF RESIDENTS OF DELHI

SAY NO TO LONG QUEUES  
GET THE PUBLIC SERVICES AT YOUR DOORSTEP  
FOR RIIPFFS 50/- ONI Y

# 3 WAYS

## TO AVAIL 100 GOVERNMENT SERVICES

1

CALL 1076

2

BOOK ONLINE

<https://edistrict.delhigovt.nic.in>  
<https://delhi.gov.in/>

3

SPOT BOOKING

Visit any of the 46 spot locations\*

### PROCEDURE

#### Step 1

CALL @1076/BOOK ONLINE/VISIT BOOKING CENTRE

(To know the details of documents required and to book appointment)

#### Step 2

Mobile Sahayak Visit

{{On visit, Mobile Sahayak will fill applications online (provide self attested copies of documents)}. For Spot Booking You Can Submit Documents directly

#### Step 3

Fee Payment

Pay Rs. 50/- (Service Charge) + Application Fee

#### Step 4

Delivery of Services

(Your certificate will be delivered at your Home (Via post or by electronic)

OFFICES TO BOOK SLOT APPOINTMENT																			
SUB - DISTRICT MAGISTRATE OFFICES										REGIONAL TRANSPORT OFFICES									
1	ALIPUR	6	DWARKA	11	KAPASHERA	16	MEHRAULI	21	PREET VIHAR	26	SARASWATI VIHAR	31	VASANT VIHAR	34	DWARKA	39	MAYUR VIHAR	44	SURAJMAL VIHAR
2	CHANAKYAPURI	7	GANDHI NAGAR	12	KARAWAL NAGAR	17	MODEL TOWN	22	PUNJABI BAGH	27	SARITA VIHAR	32	VIVEK VIHAR	35	HAUZ KHAS	40	RAJA GARDEN	45	VASANT VIHAR
3	CIVIL LINES	8	HAUZ KHAS	13	KAROL BAGH	18	NAJAFGARH	23	RAJOURI GARDEN	28	SEELAMPUR	33	YAMUNA VIHAR	36	JANAKPURI	41	ROHINI	46	WAZIRPUR
4	DEFENCE COLONY	9	KALKAJI	14	KOTWALI	19	NARELA	24	ROHINI	29	SEEMAPURI			37	LONI (GOKALPURI)	42	SEIKH SARAI		
5	DELHI CANTONMENT	10	KANJHAWALA	15	MAYUR VIHAR	20	PATEL NAGER	25	SAKET	30	SHAHDARA			38	MALL ROAD	43	SARAI KALE KHAN		

YOU WILL RECEIVE SMS AT EACH STAGE OF THE APPLICATION

LIST of Public Services (70)

Revenue Department

- 1.Issuance of Income Certificate
- 2.Enrolment as Civil Defence Volunteer .
- 3.Issuance of Land Status Report.
- 4.Issuance of Domicile Certificate.
- 5.Issuance of Delayed Birth Order.
- 6.Issuance of Delayed Death Order.
- 7.Issuance of Lal Dora Certificate.
- 8.Issuance of Permanent Identity Card to the Disabled Person.
- 9.Issuance of Caste Certificate (OBC)
- 10.Issuance of Caste Certificate (ST)
- 11.Issuance of Caste Certificate (SC)
- 12.Issuance of Surviving Member Certificate
- 13.Issuance of Solvency Certificate.
- 14.Registration of Marriage.
- 15.Issuance of ROR.

Labour Department

- 1.Approval of Installation of Passenger lift, lift Shaft & Machine Room.
- 2.Delhi Shops & Establishments Act, 1954
- 3.Grant of License for Contractor under Section 12 of Contract Labour (Regulation & Abolition) Act, 1970.
- 4.Grant of License for working of Passenger Lift.
- 5.Grant of Registration of Establishment employing building workers of BOCW (RE&CS) Act, 1996
- 6.Grant of Registration Certificate of Principal Employer under Section 7 of Contract Labour (Regulation & Abolition) Act, 1970.
- 7.Periodical Inspection of Lift.
- 8.Grant of Electrical Contractor License.
- 9.Issuance of Certificate of Competency – Class I (Electrical Supervisor).

Department for the welfare of SC/ST/ OBC/ Minorities

- 1.Financial Assistance for purchase of Stationery to SC/ST/OBC/Minority category.
- 2.Reimbursement of tuition fees for students belonging to SC/ST/OBC/Minority category.
- 3.Scholarship/Merit Scholarship to SC/ST/OBC/Minority students of School (for class I to XII) and for OBC (class VI to XII)
- 4.Post Matric Scheme for SC Students.
- 5.Pre-Matric Scheme for SC students.
- 6.Post Matric Scholarship for OBC students of College/ Professional Institution.
- 7.Post Matric Scholarship for OBC students (PMS-OBC)
- 8.Pre Matric Scholarship for OBC students (PMS-OBC)

Food & Supplies Department

- 1.Issuance of Priority Household Card.
- 2.Updation of member details in the AAY/Priority Household Card
- 3.Addition of Members in the Ration Card.
- 4.Change in Head of Family.
- 5.Change in Residential Address.
- 6.Deletion of members in the Ration Card.
- 7.Issuance of Duplicate Ration Card.
- 8.Transfer of Ration Card within Delhi.
- 9.Updation of Mobile Number of beneficiary.

Transport Department

- 1 Duplicate RC Certificate
- 2.Change of Address in RC
- 3.Transfer of Ownership
- 4.Hypothecation addition
- 5.Hypothecation Termination
- 6.Issuance of NOC
- 7.Learners License
- 8.Permanent Driving License
- 9.Renewal of Driving License
- 10.Duplicate driving License
- 11.Change of address in D/L
- 12.Addition of new class of vehicle to a Driving License.
- 13.Motor Vehicle Tax

Tourism Department

- 1.Registration of Bed & Breakfast Establishments

Delhi Jal Board

- 1.New water/sewer connection
- 2.Mutation (Change/Transfer of Property).
- 3.Re-Opening (After rebuilding of house etc.)
- 4.Disconnection

Social Welfare Department

- 1.Delhi Family Benefit Scheme.
- 2.Handicap Pension Scheme
- 3.Grievance of Old Age Pension Scheme.

Delhi Tourism and Transportation Development Corporation

- 1.Booking of Tour Package.

Delhi Transport Corporation

- 1.Issuance of general all route Bus Pass for AC & Non AC Buses.
- 2. Issuance of Delhi-NCR bus passes.

Drugs Control

- 1.Grant of License to Chemist.
- 2.Grant of License for sale of Homoeopathic Drugs.
- 3.Grant of License for sale of schedule X Drug.

Directorate of Higher Education

- 1.Higher Education and Skill Development Guarantee Scheme of Delhi Higher Education Aid Trust.
- 2.Merit-cum-Means Income Linked Financial Assistance Scheme of Delhi Higher Education Aid Trust.

Delhi Pharmacy Council

- 1. Fresh Registration
- 2. Renewal of Registration

Delhi Transport Corporation

- 1. Issuance of Concessional BPL/AAY monthly Bus Passes
- 2. Issuance of Concessional Bus Passes to Senior citizen AC & Non AC buses
- 3. Issuance of free Bus Passes for disabled persons (Blind)
- 4. Issuance of free Bus Passes for disabled persons (Deaf & Dumb)
- 5. Issuance of free Bus Passes for disabled persons (orthopaedics)
- 6. Issuance of free Bus Passes for freedom fighters with one attendant
- 7. Issuance of free Bus Passes for MLA passes with one attendant
- 8. Issuance of free Bus Passes for National Award Winner
- 9. Issuance of free Bus Passes for Sportsman(International
- 10. Issuance of free Bus Passes for war widows & their dependents
- 11. Issuance of student concessional destination/all route bus passes (Monthly/quarterly/six monthly) for Educational institution and permission/authorization provided

Labour Department

- 1.Registration of Construction Workers under Building and other Construction Workers (RE&CS) Act, 1996
- 2.Renewal of Construction Workers under Building and other Construction Workers (RE&CS) Act, 1996
- 3.Renewal of License to Contractor under Contract Labour Act, 1970

Women and Child Development

- 1.Delhi Pension Scheme to Women in Distress (Widow Pension Scheme)

Transport Department

- 1.Issue of PSV Badge
- 2.Issue of Conductor License/Badge
- 3.Issue of Duplicate Conductor License
- 4.Renewal of Conductor License
- 5.Renewal of Permit
- 6.Issue of Duplicate Permit

Drugs Control Department

- 1.Addition/ deletion of Competent person
- 2. Addition/ deletion of Registered Pharmacist
- 3.Renewal of License
- 4.Addition of Premises
- 5.Change in Premises
- 6.Change in constitution
- 7.Surrender of License

Note : 1. The ground staff agency is instructed to follow the COVID – 19 safety norms as issued by Ministry of Home Affairs. While the service is started, the service will be on hold in the Containment areas.

2. Citizens should avail the services through Doorstep rather than physically going to Government Offices.



Department of Administrative Reforms, Government of NCT of Delhi

