

# **HELP MANUAL**

## **PUBLIC REPRESENTATIVE LOGIN**

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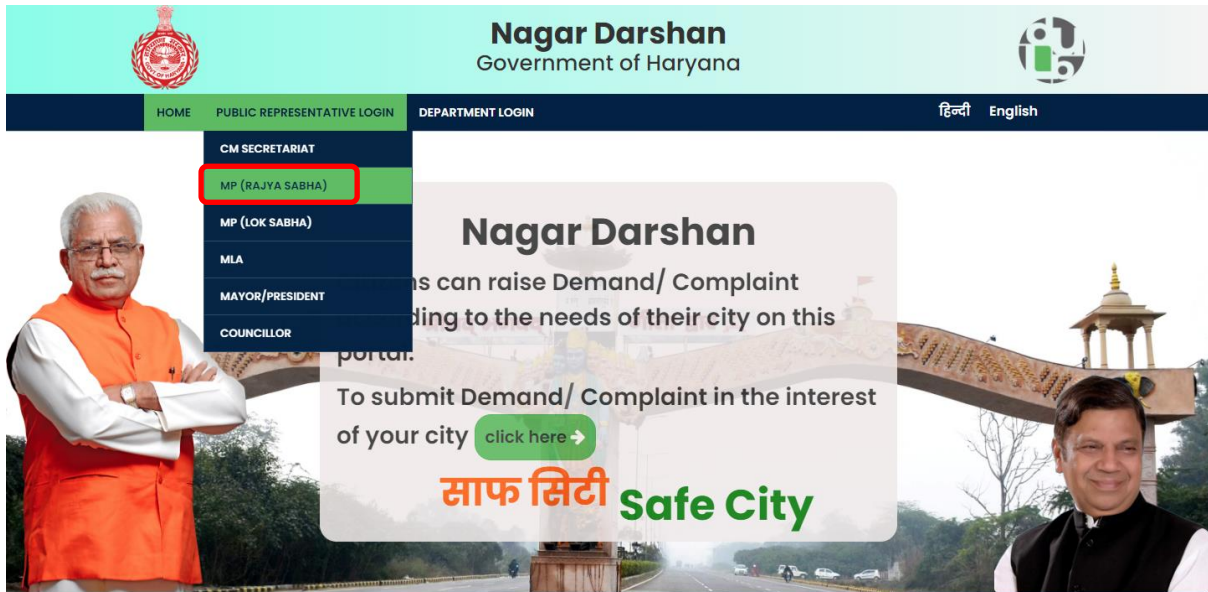
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## WORKFLOW OF PUBLIC REPRESENTATIVE

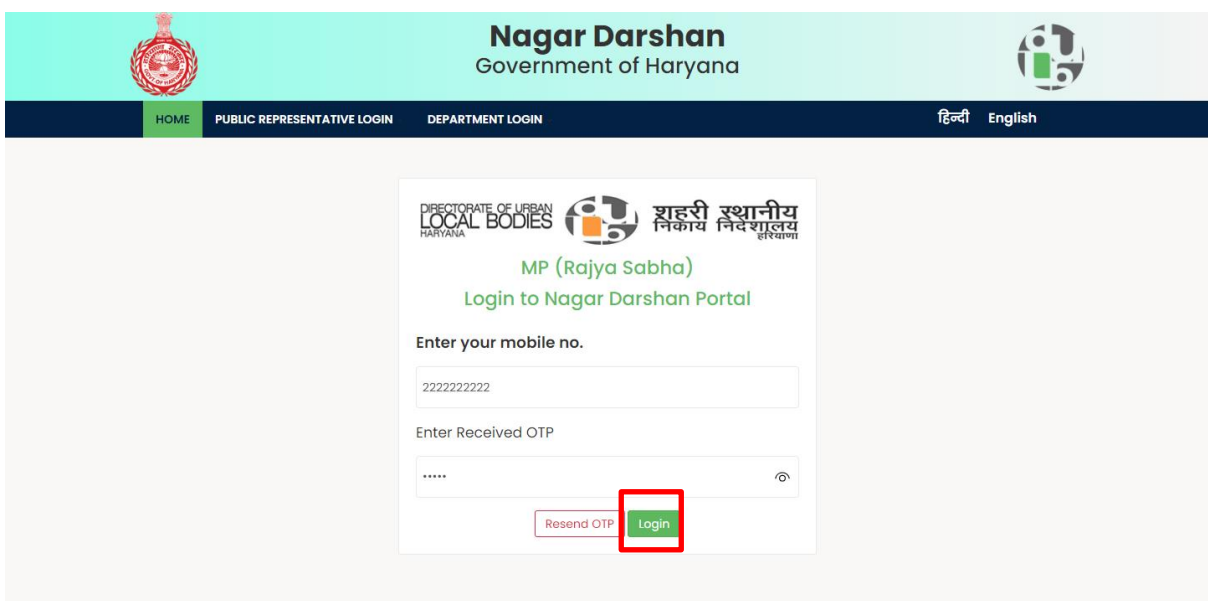
### 1. LOGIN

- i. Open your internet browser and go to Nagar Darshan Portal : <https://nagardarshan.ulbharyana.gov.in/>
- ii. In <Public Representative> Menu, select “MP (Rajya Sabha)”.

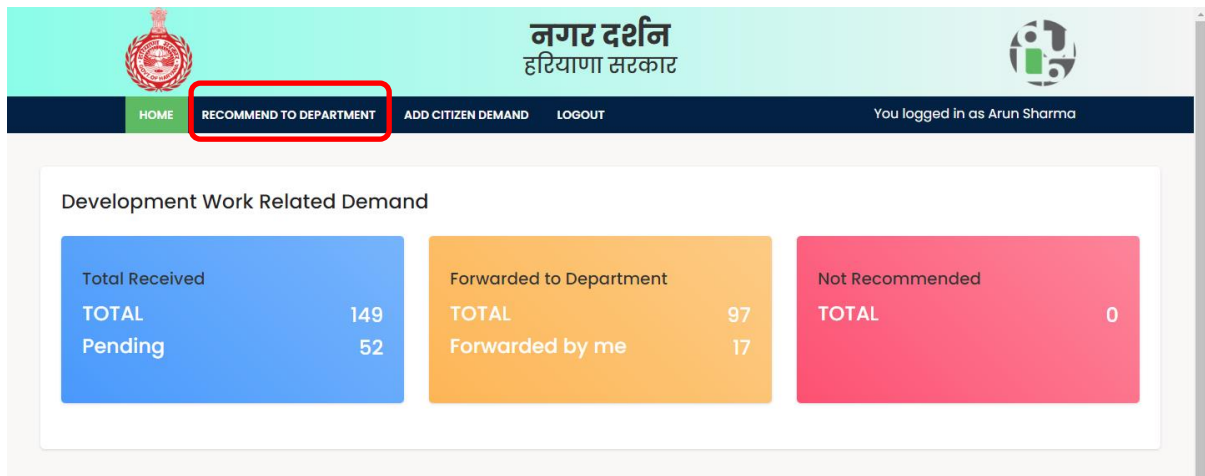


Following Login page will open:

- i. Enter registered Mobile number.
- ii. Click on <Send OTP>. An OTP will be sent on the Mobile number.
- iii. Enter the OTP and click on <Login> button.



- i. A Dashboard showing different counters as shown below will appear. Total Applications Received, Forwarded to Department and Not Recommended status will appear.



To check the list of applications under any counter, click on the counter.

## 2. RECOMMENDATION TO DEPARTMENT

- i. To recommend the demand to the Department,
  - Click on <RECOMMEND TO DEPARTMENT> menu ‘or’
  - Click on Any counter in the above Dashboard`

List of all the applications forwarded will be displayed in the grid.

SNo	Demand ID	Received On	District/Town	Address for which Demand/request Raised	Applicant Name	Category	Sub-Category	Demand	Recommended By	File	Photo	Action
1	DEM-0242884/2022	04 May, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 13	VISHVJEET	Roads/street	Widening of Road	From Place : From kalash Cinema ,To Place : To Bus Stand	MLA Ambala (MLA)	📎	No File	Forward
2	DEM-0232872/2022	21 Apr, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 13	VISHVJEET	Roads/street	Construction of footpath	From Place : from temple ,To Place : to near shop		📎	No File	Forward
3	DDEM-0202871/2022	08 Apr, 2022	AMBALA/ Ambala	#12, Colony :sdfsd, Ward No: 2	sdfsd	Drains/Naia	Increasing the capacity of Drain/Naia		CM Office Haryana (CM Office Haryana)	📎	📎	Forward
4	DDEM-0192880/2022	30 Mar, 2022	AMBALA/ Ambala	#12, Colony :testttt, Ward No: 14	abc	Community centre/Dharamshaha	Construction of Community Centre		CouncillorSirsra Ward1 (Councillor)	📎	📎	Forward
5	DDEM-0192879/2022	29 Mar, 2022	AMBALA/ Ambala	#3421, Colony :test, Ward No: 17	abc	Community centre/Dharamshaha	Construction of additional room		Sh. Aseem Goel (MLA), CM Office Haryana (CM Office Haryana)	📎	📎	Forward
6	DEM-0192878/2022	28 Mar, 2022	AMBALA/ Ambala	#4732, Street No: pkl, Landmark pkl, Colony :Saraswati Colony, Ward No: 17	VISHVJEET	Community centre/Dharamshaha	Construction of additional room	Location : pkl	Sh. Aseem Goel (MLA)	No File	No File	Forward
7	DEM-0192875/2022	28 Mar, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 14	VISHVJEET	Roads/street	Construction of footpath	From Place : pkl ,To Place : pkl	Sh. Rattan Lal Kataria (MP (Lok Sabha))	📎	📎	Forward
8	DEM-0192874/2022	25 Mar, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 15	VISHVJEET	Drains/Naia	Construction of culvert of Drain/Naia	Location : pkl		No File	No File	Forward
9	DEM-0192873/2022	25 Mar, 2022	AMBALA/ Ambala	#34, Street No: testing, Landmark :testing, Colony :test, Ward No: 16	VISHVJEET	Drains/Naia	Construction of culvert of Drain/Naia	Location : pkl		📎	📎	Forward
10	DEM-0192872/2022	25 Mar, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 16	VISHVJEET	Drains/Naia	Construction of culvert of Drain/Naia	Location : pkl		📎	📎	Forward

- ii. To check the file/photo uploaded by the citizen, click on the button under the File/Photo tab.
- iii. To take action on any particular application, click on <Forward> button under action tab.

Once you click on <Forward> button, the following page will open:

नगर दर्शन  
हरियाणा सरकार

HOME RECOMMEND TO DEPARTMENT ADD CITIZEN DEMAND LOGOUT You logged in as Arun Sharma

DEM-0242884/2022 - Forward

Applicant Name	Father/Spouse name	District/Town	Address for which Demand/request Raised	Mobile	Email	Department	Demand Description	Document
VISHVJEET	SURESH KUMAR/	AMBALA / Ambala	#11, Landmark :Durga Colony, Ward No: 13	9671896833		Urban Local Bodies	From Place : From kailash Cinema ,To Place : To Bus Stand	

Remarks\*

The Demand is forwarded and action should be taken for the same

[Click here to recommend it to the Department](#)

- i. You can check the application and fill in the remarks as desired.
- ii. Click on the button <Click here to recommend it to the Department> to forward the application.

### 3. CHECK STATUS OF RECOMMENDED DEMANDS

To check the status of applications forwarded by the Elected Representatives, click on <Forwarded by Me> button.

HOME RECOMMEND TO DEPARTMENT ADD CITIZEN DEMAND LOGOUT You logged in as Arun Sharma

Recommend to Department

Show 10 entries [Forwarded By Me](#) [Pending for Recommendation](#) Search:

Sno	Demand ID	Received On	District/Town	Address for which Demand/request Raised	Applicant Name	Category	Sub-Category	Demand	Recommended By	File	Photo	Status	Action
1	DEM-0242890/2022	05 May, 2022	AMBALA/ Ambala	# #21/2, Street No: 24, Landmark: Near Market, Colony :Durga Colony, Ward No: 15	VISHVJEET	Solid waste management	Construction of collection point	Location : pkl				No Action taken	<a href="#">forward</a>
2	DDEM-0192880/2022	30 Mar, 2022	AMBALA/ Ambala	#12, Colony :testttt, Ward No: 14	abc	Community centre/Dharamshala	Construction of Community Centre		Councillor/Sirsa Ward1 (Councillor)			Forwarded to Field Officer	<a href="#">forward</a>
3	DDEM-0192879/2022	29 Mar, 2022	AMBALA/ Ambala	#3421, Colony :test, Ward No: 17	abc	Community centre/Dharamshala	Construction of additional room		Sh. Assem Goel (MLA), CM Office Haryana (CM Office Haryana)			Forwarded to Field Officer	<a href="#">forward</a>
4	DEM-0192878/2022	28 Mar, 2022	AMBALA/ Ambala	#4732, Street No: pkl, Landmark: pkl, Colony :Saraswati Colony, Ward No: 17	VISHVJEET	Community centre/Dharamshala	Construction of additional room	Location : pkl	Sh. Assem Goel (MLA)	No File	No File	ATR Completed	<a href="#">forward</a>
5	DEM-0192875/2022	28 Mar, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 14	VISHVJEET	Roads/street	Construction of footpath	From Place : pkl ,To Place : pkl	Sh. Rattan Lal Kataria (MP (Lok Sabha))			Forwarded to Field Officer	<a href="#">forward</a>
6	DEM-0192874/2022	25 Mar, 2022	AMBALA/ Ambala	#11, Colony :Durga Colony, Ward No: 15	VISHVJEET	Drains/Nala	Construction of culvert of Drain/Nala	Location : pkl		No File	No File	No Action taken	<a href="#">forward</a>

Status of the Demand will be displayed in the “Status” Column.

#### 4. LIST OF DEMANDS “PENDING FOR RECOMMENDATION”

To check the applications that have not been recommended by any Elected Representative, click on <Pending for Recommendation> button. A list will open as shown below:

SNo	Demand ID	Received On	District/Town	Address for which Demand/Request Raised	Applicant Name	Category	Sub-Category	Demand	Recommended By	File	Photo	Action
1	DEM-0242890/2022	05 May, 2022	AMBALA/Ambala	##2112, Street No: 24, Landmark :Near Market, Colony :Durga Colony, Ward No: 15	VISHVJEET	Solid waste management	Construction of collection point	Location : pkl				Forward
2	DDEM-0192880/2022	30 Mar, 2022	AMBALA/Ambala	#12, Colony :testtt, Ward No: 14	abc	Community centre/Dharamshala	Construction of Community Centre		CouncillorSirsra Ward1 (Councillor)			Forward
3	DDEM-0192879/2022	29 Mar, 2022	AMBALA/Ambala	#3421, Colony :test, Ward No: 17	abc	Community centre/Dharamshala	Construction of additional room		Sh. Aseem Goel (MLA), CM Office Haryana (CM Office Haryana)			Forward


The demand can be recommended by clicking on <Forward> button.

#### 5. ADD CITIZEN DEMAND

In case the demand from a citizen has been received in Hardcopy, the demand can be uploaded on the portal by Elected Representative using the <ADD CITIZEN DEMAND> feature.


1. Click on “Add Citizen Demand” on the menu.

2. The following screen will appear, fill in the required details and click on <Save Demand> button to save the details.



## नगर दर्शन

हरियाणा सरकार



HOME
RECOMMEND TO DEPARTMENT
ADD CITIZEN DEMAND
LOGOUT
You logged in as Arun Sharma

### Add Citizen Demand

#### Address for which Demand/Request Raised

**District \***

**Town \***

**Ward Number \***

**House/Shop/Unit Number**

**Colony name \***

**Street**

**Landmark \***

#### Applicant Details

**Applicant Name \***

**Father/Spouse Name**

**Mobile: \***

**PPP Family ID: \***

**Member Name: \***

#### Details of Demand

**Select Category \***

**Sub Category \***

**Choose Department \***

**Location \*** (Specify location where service/facility is required)

**Estimated Rough Cost According to You (₹) \***

Twelve Thousand Three Hundred and Forty Five Rupees Only

**Upload document related to Demand (upto 5MB, pdf or jpeg)**

 JPEG\_example\_flower.jpg

**Upload photo related to Demand (5 MB, pdf or jpeg)**

 No file chosen

**Recommendation Remarks \***

Portal developed and maintained by Directorate of Urban Local Bodies, Haryana

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Once the demand is submitted, Demand ID will be generated and displayed on the screen.



The screenshot displays the Nagardarshan web application interface. At the top, there is a header with the logo on the left, the text "नगर दर्शन हरियाणा सरकार" in the center, and a globe icon on the right. Below the header is a dark navigation bar with menu items: "HOME", "RECOMMEND TO DEPARTMENT", "ADD CITIZEN DEMAND", and "LOGOUT". On the right side of this bar, it says "You logged in as Arun Sharma". The main content area features a prominent teal button labeled "Add Citizen Demand". Below this button, a green notification box with a checkmark icon displays the message: "Demand saved successfully with Demand ID DDEM-0242891/2022".