

S. No	Type of Service	Time Limit	Prerequisite
1. Food Department			
1	Carriage Contractors Registration Form	30 Days	1. Registration documents for 8 Nos of Trucks in the Name of Application. 2. Property documents worth Rs. 3,000,000/- 3. Bank Balance worth Rs. 1,000,000/- 4. Experience certificate in Carriage works for 3 years. 5. List of Stamp paper of 20, 30 people's labors along with CNICs. 6. Registration with FBR & KPRA
2. Communication and Works Department			
2	Contractor Registration	30 days	1. Pakistan Engineering Council 2. NTN (Both for FBR & KPRA) 3. CNIC
3	Renewal	03 days	
3. Transport Department			
4	PSV Driving License	District Peshawar: 7 days, Divisional Headquarters: 10 Days. All other Districts 15 days.	1. Already a license holder with a lapse (experience) of 1 year in LTV or HTV. 2. Original CNIC. 3. Original Driving License. 4. Medical Fitness Certificate. 5. Driving Test. 6. Fee Submission
5	International Driving License Permit	03 days	1. Original CNIC 2. Original Passport 3. Original Valid Visa 4. Original valid Driving License 5. Fee Submission
6	Duplicate Driving License	03 days after fulfilling all the codal formalities	FIR Report, CNIC Copy, Stamp paper and Fee Deposition.
7	Verification of the particulars of the commercial vehicles	02 days after fulfilling all the codal formalities	Form-F, Invoice of the Vehicle, CNIC copy of the owner, Form-H and Fee Deposition
8	Renewal of Fitness Certificates	02 days after fulfilling all the codal formalities	Previous Fitness Certificate, Penalty (if any) and Fee Submission
9	Issue of Route Permits of Public Service Vehicles.	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate. 4. Stamp paper. 5. Insurance Certificate 6. Bank Guarantee form in case of Stage/ Contract Carriage. 7. NIC of owner

10	Renewal of Route Permits of Public Service Vehicles.	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate. 4. Previous Original Route Permit. 5. Insurance Certificate 6. Bank Guarantee form in case of Stage/ Contract Carriage
11	Transfer of ownership in Route Permit.	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate. 4. Stamp paper 5. Insurance Certificate 6. If not Valid then Bank Guarantee form in case of Stage/ Contract Carriage 7. CNIC Photo Copy of both owners.
12	Duplicate of Previous Route Permit	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate. 4. Stamp paper. 5. Insurance Certificate. 6. if not Valid then Bank Guarantee form in case of Stage/ Contract Carriage 7. FIR report of lost Route Permit
13	Cancellation of Issue Route Permit	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate. 4. Valid Original Route Permit 5. Stamp Paper.
14	Counter Signature of other Province Route Permits	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate 4. Valid up to date Route. 5. Permit of Other Province
15	Authentication of other Province Route Permits	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate 4. Valid up to date Route. 5. Permit of Other Province.
16	Replacement of Route Permit	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate 4. Valid Route Permit. 5. If not Valid then Bank Guarantee form in case of Stage/ Contract Carriage. 6. Stamp Paper. 7. Insurance Certificate.
17	Special Pass For un specified Routes	1 Day Subject to completion of documents.	1. Vehicle Registration. 2. Fitness Certificate. 3. VETS Certificate 4. Valid Route Permit.
18	Goods Forwarding Agency	14 Day Subject to completion of documents.	1. The owner under his control not less than 15 public carriers permits, of out of which he holds at least three permits in his own name. 2. NOC of Deputy Commissioner and District Police Officer of the concerned district. 3. The applicant must provide Farad of Land ownership documents and if the applicant does not have own land then the agreement of deed between the landowner and the

			applicant is required. 4. Sketch of the land attested by Tehsildar
19	D Class Stands of Passengers Vehicles.	14 Days Subject to completion of documents.	1. NOC of Deputy Commissioner and District Police Officer of the concerned district. 2. The applicant must provide Farad of Land ownership documents and if the applicant does not have own land then the agreement of deed between the landowner and the applicant is required. 3. Land required for D class stand is 4 Kanals. 4. Sketch of the land attested by Tehsildar.
20	Parking Place of Passengers Vehicles.	14 Days Subject to completion of documents.	1. NOC of Deputy Commissioner and District Police Officer of the concerned district. 2. The applicant must provide Farad of Land ownership documents and if the applicant does not have own land then the agreement of deed between the landowner and the applicant is required. 3. At least 2 Kanals land. 4. Sketch of the land attested by Tehsildar.
4. Information & Public Relations Department			
21	Registration Advertising Agencies	15 days but depends upon the provision of documents by the focal person of concerned agency)	1. Security Exchange Commission of Pakistan (SECP) registration. 2. All Pakistan Newspapers society (APNS) Membership. 3. Pakistan Broadcasters Association (PBA) membership. 4. National Tax No. (NTN). 5. The Agency must be operational during the last one year. 6. Complete Profile of the Agency. 7. Bank Statement showing transaction of at least Rs.2 Million.
5. Agriculture Department - Directorate General Agriculture (Extension)			
22	Registration/License issuance for manufacturing of Fertilizer (Manufacturer)	90 days	Annex. I, II, III, IV & V
23	Renewal of Fertilizer Manufacturer Registration/License	30 days	

24	Inclusion of Additional Products under Existing Fertilizer Manufacturer Registration/License	60 days	
25	Registration/License issuance for sales and marketing of Fertilizer (Distributor)	60 days	
26	Renewal of Fertilizer Distributor Registration/License	30 days	
27	Inclusion of Additional Products under Existing Fertilizer Distributor Registration	45 days	
28	Registration/License issuance for sales and marketing of Pesticide (Distributor)	50 days	
29	Renewal of Pesticides Distributor Registration/License	30 days	
30	Inclusion of Additional Products under Existing Pesticides Distributor Registration/License	45 days	
31	Issuance of dealership License for the sale of Fertilizer at district level	30 days	
32	Renewal of Fertilizer Dealership Registration /License at District Level	20 days	
33	Issuance of dealership License for the sale of pesticide at district level	30 days	
34	Renewal of Pesticides Dealership Registration /License at District Level	20 days	

6. Health Department – (i) Khyber Pakhtunkhwa Pharmacy Council			
35	Category A Certificate (Degree issued from University/Department)	30 days	1. Application form 2. Copy of Degree from concerned university, and educational documents duly attested 3. Copy of CNIC, Photograph and Fee challan. (Timeline will be Subject to verification of Degree from concerned University).
36	Category B Certificate (Certificate issued from Pharmacy Council)	45 days	1. Application form 2. Copy of SSC/Matric Certificate, Domicile, CNIC and Photo. 3. Fee challan 4. Affidavit on stamp paper duly verified by Principals of concerned category B colleges.
37	Duplicate Certificates A & B	10 days	1. Application form 2. Fee of Registration. 3. Affidavit, Newspaper Cutting and copy of Roznamcha/FIR.
38	Renewal of category A & B certificate	5 days	1. Application form 2. Copy of Registration Certificate issued by Council 3. Degree copy and Fee Challan.
39	verification of Category A & B certificate	5 days	1. Verification Request letter from Agency/Department 2. Copy of Registration Certificate 3. Fee challan
40	Good Standing certificate (a Certificate for Abroad/Middle East Countries)	5 days	1. Application form 2. Copy of Registration Certificate issued by Council 3. Degree copy and Fee Challan.
Health Department- (ii) FACULTY OF PARAMEDICAL AND ALLIED HEALTH SCIENCES KHYBER PAKHTUNKHWA			
41	Diploma (Two Years)	10 Days	1. Fee deposit receipt in original FPAHS copy. 2. Online entry by concerned Institute 3. Requisite letter for issuing the diploma from concerned Institute.
42	Renewal of Registration (for two years Diploma)	5 Days	1. Fee deposit receipt in original FPAHS copy. 2. Application form for renewal. 3. Previous Renewal in Original

43	D.M.C	5 Days	1. Fee deposit receipt in original FPAHS copy. 2.Application form for D.M.C
44	Renewal of Certificate (for One Year)	5 Days	1. Fee deposit receipt in original FPAHS copy. 2. Application form for renewal. 3.Previous Renewal in Original
45	Verification of Documents	10 Days	1. Fee deposit receipt in original FPAHS copy. 2.Application form for Verification 3.Documents which to be verified
46	Inspection (Institute Affiliation/ Re-Affiliation/ Change of Seats)	30 Days	1.Fee deposit receipt in original FPAHS copy 2.Duly filled Application with requirements
47	Migration Application (as per Rules)	10 Days	1.Fee deposit receipt in original FPAHS copy 2.Duly filled Application with requirements
48	Certificate of Good Standing (For abroad/ Middle East Countries)	5 Days	1.Fee deposit receipt in original FPAHS copy 2.Application 3.Clear Photocopies of Diploma document and a copy of CNIC
49	Verification letters (Diploma holders of FPAHS shall be verified confidentially by the appointing department)	10 Days	1.Fee deposit receipt in original FPAHS copy 2.Covering letter from concerned office/agency 3.Clear Photocopies of Diploma document
Health Department - (iii) Khyber Pakhtunkhwa Health Care Commission			
50	Registration of Health Care Establishments (Like Hospitals, blood bank, clinic etc.)	30 days	Online application submission with required attachments, including NIC of the owner and scope of work.
51	Amendment/ Changes in Registration Certificate	10 days	Application for proposed changes with NIC of the owner, details of service providers.
52	Provisional Licensing of Health Care Establishments	90 days	Valid registration certificate and completion of
53	Assessment for full License of Health Care Establishment	90 days	Possession of a valid provisional license
54	Assessment for Renewal of Licensing of Health Care	60 days	Valid full license and payment of assessment fee
7. Climate Change, Forestry, Environment & Wildlife Department Chief Conservator Wildlife			
55	Registration of Breeding Facility with herbivores only under KP Breeding Faculty Rules, 2021	Processing Time: 90 days for Registration.	A. Fresh Applicant: CNIC, Proof of Ownership of the property, Revenue Record, GIS Map, Application, another documents as deemed appropriate by the competent authority.

56	Renewal of Registration of Breeding Facility with herbivores only under KP Breeding Faculty Rules, 2021	15 days for renewal. Validity: 1 calendar year	Proof of Registration (Renewal with fee)
57	Registration of Breeding Facility with carnivores only under KP Breeding Facility Rules, 2021	Processing Time: 90 days for Registration.	A. Fresh Applicant: CNIC, Proof of Ownership of the property, Revenue Record, GIS Map, Application, another documents as deemed appropriate by the competent authority.
58	Renewal of Registration of Breeding Facility with Carnivores only under KP Breeding Faculty Rules, 2021	15 days for renewal. Validity: 1 calendar year	Proof of Registration (Renewal with fee)
59	Registration of Breeding facility having herbivores, carnivores and birds only under KP Breeding Facility Rules, 2021	Processing Time: 90 days for Registration.	1. Fresh Applicant: CNIC, Proof of Ownership of the property, Revenue Record, GIS Map, Application, another documents as deemed appropriate by the competent authority.
60	Renewal of Registration of Breeding facility having herbivores, carnivores and birds only under KP Breeding Facility Rules, 2021	15 days for renewal. Validity: 1 calendar year	Proof of Registration (Renewal with fee)
61	Registration of Breeding Facility with Birds only under KP Breeding Facility Rules, 2021	Processing Time: 90 days for Registration.	1. Fresh Applicant: CNIC, Proof of Ownership of the property, Revenue Record, GIS Map, Application, another documents as deemed appropriate by the competent authority.
62	Renewal of Registration of Breeding Facility with Birds only under KP Breeding Facility Rules, 2021	15 days for Renewal. Validity: 1 Calendar year	Proof of Registration (Renewal with fees)
8. Excise Taxation Department			
63	Provisional Registration Slip in Lieu Smart Card	One Day	Fulfillment of what is mentioned at Serial No.1 or 2
64	Amendment of Engine Change	One Day	Change of Engine Receipt/ Certificate from Registered Mechanic.

65	Amendment of Category Change	One Day	Deposit of Number Plates and Route Permit in case of Commercial Vehicle.
66	Amendment of Body Change	One Day	"Form-I" from Motor Vehicle Examiner.
67	Change of Owner attributes	One Day	Prof of CNIC.
68	Duplicate Registration Certificate	One Day	Report of Missing Document and Physical Verification by MRA.
69	Deposit of Token Tax	One Day	Identity of Vehicle i.e. Registration Mark.
70	Provision of Smart Card	20 Days	Presentation of Provisional Registration Slip
71	Provision of Number Plates	90 Days	Proof of Ownership i.e. CNIC and Registration Book or Smart Card.
9. Irrigation Department			
72	Provision NOC for construction of Bridges, Culvert, Flood Protection work, crossing structure on Rivers/Stream	60 Days	Application along with CNIC Copy, location plan, Design/Construction drawings Documents required
10. Local Government, Elections & Rural Development Department - i. Land Use & Building Control Authority			
73	Demolish Certificate	07 Days	Application, Revenue Record, Fresh Fard, Intended Use, CNIC of the Owner.
74	Residential Building Plan Approval	15 Days	Form-I, Copy of CNIC, Attested Ownership/title ship Documents, Architect and Structure Certificate on form-II & VI, Fee Challan, NOCs from Relevant Department & Affidavit on form IX, Land Use Permission
75	Commercial Building Plan Approval	30 Days	Form-I, Copy of CNIC, Attested Ownership/title ship documents, Architect and Structure Certificate on form-II & VI, Fee Challan, NOCs from Relevant Department & Affidavit on form IX, Soil Stability Certificate, Land Use Permission

76	Land Use Permission (for Commercial/Residential/ Agriculture)	15 Days	Application, Attested Ownership/title ship document, Fresh Fard, Coordinates on Boundaries of Plot, NOC from concerned housing scheme in case of planned area
77	Preliminary Planning Permission for Housing Schemes having area more than 200 Kanals	06 Months	CNIC, Utility Bill, Location Plan, Khasra Plan, Attested Ownership/title ship document, Fresh Fard, NEC, Processing Fee, Bank Guarantee & Land Use Permission.
78	Issuance of NOC for Housing Schemes of all categories	06 Months	CNIC, Utility Bill, Location Plan, Khasra Plan, Attested Ownership/title ship document, Fresh Fard, NEC, Processing Fee, Bank Guarantee, PPP, Topographic Survey, Layout Plan Superimposed on Khasra Plan, Details of development work, schedule of Development, Financial viability of the Developer, details of plot to be mortgaged, master plan of the scheme, Bank guarantee, approval fee, Land Use Permission & mortgaged deed.
Local Government, Elections & Rural Development Department - ii. Peshawar Development Authority			
79	Residential Building Plan Approval	21 days	Sr. No Documents / Copies Remarks 01. Form 01 Original 02. Form 02 Original 03. Form 03 (if applicable) Original 04. Proposed Building Plans Original-4 sets 05. Structural Drawings (if applicable) Original 06. Allotment Letter / Transfer Letter Attested Copy 07. Possession Certificate Attested Copy 08. ECBC 2023 Compliance Certificate Attested copy 09. Letter of amalgamation (if applicable). Attested Copy 10. Authority Letter OR Attorney (if applicable) Original 11. Owner / Attorney's National Identity Card Attested Copy 12. Pay Order / Bank Draft/Challan of Scrutiny

			<p>fee Original</p> <p>13. Any other necessary document</p>
80	Commercial Building Plan Approval	60 days	<p>a) For approval of commercial building plan, the case will be processed as below:</p> <p>i. Allotment letter, CNIC, Fresh Fard, Aksi Shajara, Registry and mutation (Commercial) etc.</p> <p>ii. Four prints on A-2 size of Architecture drawing duly signed and stamped by the owner and Designing / Supervising Architect, clearing showing the details as per bye laws and as per approved planning parameters/ allotment/ DVC observations.</p> <p>iii. Four prints on A-3 size of structure drawings along with design calculations, soundness and stability certificate duly signed and stamped by licensed Engineer and vetted by licensed Engineer /consultant of PEC along with certificate.</p> <p>iv. Soil investigation report duly vetted by Pakistan Engineering Council Consultant/ Engineer.</p> <p>v. Certificate from the Design Engineer soundness stability of the proposed structure and indemnifying PDA from any responsibility for any detrimental effect, as per approved specimens, Vetting Engineer and Indemnity Bonds from the allottee(s) /Developer(s) regarding soundness and stability of the buildings and indemnifying PDA from any responsibility for any detrimental effect, as per specimens.</p> <p>vi. Four prints of A-3 size of Mechanical, Electrical and plumbing,</p> <p>vii. No objection certificate from Environmental Protection Agency where</p>

			<p>required.</p> <p>viii. Four prints of A-3 size of Firefighting drawings in accordance with the PDA building standards and fire prevention and LIFE SAFETYCODE 2016 along with indemnity bond and undertaking from owner on stamp paper (as per specimen).</p> <p>ix. Possession certificate from estate management PDA where applicable.</p> <p>x. Name of contractor & Architect & Civil Engineer employed for execution of the project with valid registration certificate with Pakistan Council of Architect & Town Planning (PCATP) & Pakistan Engineering Council (PEC) should be submitted at the time of approval.</p> <p>xi. Scrutiny fee as per notified prevailing rates.</p> <p>xii. Height NOC as per civil aviation rules where applicable.</p> <p>xiii. Right of way NOC (ROW) for project on main university road & Ring road or any other roads notified by the Govt. Setback/building lines on these roads shall be provided as per the notifications.</p> <p>xiv. Indemnity bond from owner as per specimen. xv. Irrigation NOC according to River Protection ordinance 2002 of KPK where applicable.</p> <p>xvi. Emergency exits in case of multistory building and public buildings.</p> <p>xvii. ECBC- 2023 Compliance certificate (attested copies) EPA NOC Building of 7 storeys and above</p>
81	Demolish Certificate of Existing Buildings	07 Days	Application, ID card copy, Possession copy, Transfer Deed, NOCs
82	Commercial Building Completion Certificate Issuance	15 days	Same as above (at S.No.80)
83	Residential Building Completion Certificate Issuance	7 days	<ol style="list-style-type: none"> 1. Form 04 2. Form 05 3. Completion Drawings, Firefighting drawings (As built Drawings) 4. Allotment Letter/Transfer Letter 5. Possession Certificate 6. Contour Plan (if applicable) 7. Letter of sub-division (if applicable) 8. Letter of acceptance of attorney issued by PDA (if applicable) 9. Owner/Attorney's National ID card

			<ul style="list-style-type: none"> 10. Plinth level Certificate issued by the concerned wing PDA 11. Site Plan for non-residential plots/buildings (if applicable) 12. Soil investigation Report (if applicable) 13. Pay order / Bank Draft of scrutiny fee 14. Fire Fighting plans, along with Certificate from Pakistan Engineering Council Registered Consultant in according with Fire & Safety Code-2016 15. NOC from WSSP, W&S PDA in High-rise/Skyscraper buildings 16. Construction stages Certificate from licensed architect, licensed Engineer, Vetting Consultant Certificate regarding soundness & stability of the structure, MEP Certificate 17. ECBC-2023 Compliance Certificates. 18. Any other document may be necessary
84	Commercial Building Alteration/ Renovation NOC	5 Days	Application, ID card copy, Possession copy, Transfer Deed
85	Residential Building Alteration/ Renovation NOC	5 working days	Application, ID card copy, Possession copy, Transfer Deed
86	Transfer NOC of Building	3 days	Application, ID card copy, Possession copy, Transfer Deed
87	ROW (Right of Way) NOC	4 working days	Application, CNIC, Fresh Fard, Aksi Shajara, Registry and mutation (Commercial) etc.
88	Time Extension for Commercial Building	15 days	Application, CNIC, Fee
89	Time Extension for Residential Building	7 days	Application, CNIC, Fee
90	Transfer of plot/House in Hayat Abad and Regi model town	3 days	<ul style="list-style-type: none"> 1. Application Form, 2. CNICs of seller & Buyer. 3. Transfer Deed Copy. 4. Sale Deed of Gift Deed. 5. Applicable FBR Taxes on Both Parties. 6. in case of House (NOC from Excise & Taxation property Tax). 7. NOC from BCA, PDA. 8. Fresh Water Bill. 9. Biometric of both party seller & Buyer.

Local Government, Elections & Rural Development Department - iii. WSSP & Local Council board Local Govt.			
91	Water Disconnection	5 days	1. Disconnection Request in written. 2. CNIC Copy of owner in case of applicant is tenant.
92	Restoration of Water Connection	3 days	1. Restoration Request in written. 2. CNIC Copy
Local Government, Elections & Rural Development Department - iv. Local Council board Local Govt.			
93	Trade Licenses for All Categories.	10 days	1. Name/Title of trade/Business (with complete Address) 2.Name of Trade/business Owner (Proprietor) 3.CNIC of Trade Owner4.Year since started (established) 5.Number of employees (full time/Part time) 6.Date of Registration. On Prescribed format (copy Attached annex-II), after completion of pre requisites free of cost "Trade License Certificate" issued for a period of 1(one0 year.
94	Trade Licenses for All Categories (Change/Correction)	10 days	1. Name/Title of trade/Business (with complete Address) 2.Name of Trade/business Owner (Proprietor) 3.CNIC of Trade Owner 4.Year since started (established) 5.Number of employees (full time/Part time) 6.Date of Registration. After completion of pre requisites free of the Certificate will be Renewed for a period of 1(one) year
95	Trade Licenses for All Categories (Renewal)	10 days	1. Name/Title of trade/Business (with complete Address) 2.Name of Trade/business Owner (Proprietor) 3.CNIC of Trade Owner 4.Year since started (established) 5.Number of employees (full time/Part time) 6.Date of Registration. After completion of pre requisites free of the Certificate will be Renewed for a period of 1(one) year