

Communication & Works (C&W) Department

S. No	Type of Service	Time Limit	Designated Officer	Appellate Authority	Prerequisite
1	Upgradation of contractors' category	30 Days	Administrative Officer (CDO) C&W Department	Chief Engineer (CDO) C&W Department	1. Pakistan Engineering Council Cert (Copy) 2. National Identity Card (Copy) 3. KPRA Certificate (Copy) 4. Federal Board of Revenue Cert (Copy) 5. Previous Enlistment card if already enlisted (Copy) 6. Passport Size Picture 7. Mobile No 8. Email Address
2	No Objection Certificate (Road) for Petrol Pumps	30 Days	Superintendent (General Section) O/o Chief Engineer (Center) C&W Department	Chief Engineer (Center) C&W Department	1. Land Side Plan (Copy) 2. Layout Plan (Copy) 3. National Identity Card (Copy) 4. Undertaking 5. Form A Proforma Giving Complete Information 6. Form B Proforma Giving Complete Information 7. Non Embrace Certificate (Copy) 8. Drawing Plan (Copy) 9. Fee Receipt Rs.7000/-
3	Renewal of No Objection Certificate (Road) for Petrol Pumps	10 Days	Superintendent (General Section) O/o Chief Engineer (Center) C&W Department	Chief Engineer (Center) C&W Department	1. Land Side Plan (Copy) 2. Layout Plan (Copy) 3. National Identity Card (Copy) 4. Undertaking 5. Form A Proforma Giving Complete Information 6. Form B Proforma Giving Complete Information 7. Non Embrace Certificate (Copy) 8. Drawing Plan (Copy) 9. Fee Receipt Rs.7000/-
4	E-Standardization of Engineering Products	40 Days	Section Officer (Building) C&W Department	Secretary C&W Department	1. Federal Board of Revenue Cert (Copy) 2. National Identity Card (Copy) 3. ISO Certificate (Copy) 4. Brochure 5. Mobile No 6. Email Address
5	Renewal of E-Standardization of Engineering Products	10 Days	Section Officer (Building) C&W Department	Secretary C&W Department	1. Federal Board of Revenue Cert (Copy) 2. National Identity Card (Copy) 3. ISO Certificate (Copy) 4. Brochure 5. Mobile No 6. Email Address
6	Material Tests	3 Days	Assistant Research officer (ARO) C&W Department	Superintending Engineer C&W (Concerned Circle)	Letter of request from related department/client

Excise, Taxation & Narcotics Control Department

S. No	Type of Service	Time Limit	Designated Officer	Appellate Authority	Prerequisite
1	Issuance of D-II License (First Time)	30 Days	Director General ET&NC	Secretary ET&NC	Application in Form-D(I), proof of registration of company/firm with SECP, Photocopy of CNIC, status of being taxpayer on the active tax payer list of KPRA & FBR, Detailed map of proposed licensed premises, NOC from Environment Protection Agency (APA) & District Surgeon, any other documents required under the rules applicable
2	Renewal of D-II License	10 Days	Director General ET&NC	Secretary ET&NC	Copy of previous license and proof of deposit of renewal fee
3	Issuance of MC-XII License (First Time)	One Months	Director General ET&NC	Secretary ET&NC	Application on business letter pad, proof of registration of company/firm, Photocopy of CNIC, status of being taxpayer on the active tax payer list of KPRA & FBR, Detailed map of proposed licensed premises, NOC from Environment Protection Agency (APA) & District Surgeon, any other documents required under the rules applicable
4	Renewal of MC-XII License	10 Days	Director General ET&NC	Secretary ET&NC	Copy of previous license and proof of deposit of renewal fee
5	Issuance of P-I License (First Time)	15 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Application on business letter pad, proof of registration of company/firm, Photocopy of CNIC, status of being taxpayer on the active tax payer list of KPRA & FBR, Detailed map of proposed licensed premises, NOC from Environment Protection Agency (APA) & District Surgeon, any other documents required under the rules applicable
6	Renewal of P-I license	7 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Copy of previous license and proof of deposit of renewal fee
7	Issuance of P-IV license (First Time)	15 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Application on business letter pad, proof of registration of company/firm, Photocopy of CNIC, status of being taxpayer on the active tax payer list of KPRA & FBR, Detailed map of proposed licensed premises, NOC from Environment Protection Agency (APA) & District Surgeon, any other documents required under the rules applicable

8	Renewal of P-IV license	7 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Copy of previous license and proof of deposit of renewal fee
9	Issuance of P-XVII License (First Time)	15 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Application on business letter pad, proof of registration of company/firm, Photocopy of CNIC, status of being taxpayer on the active tax payer list of KPRA & FBR, Detailed map of proposed licensed premises, NOC from Environment Protection Agency (APA) & District Surgeon, any other documents required under the rules applicable
10	Renewal of P-XVII License	7 Days	Excise & Taxation Officer (ETO)	Director General ET&NC	Copy of previous license and proof of deposit of renewal fee
11	Issuance of license for regulation of Motor Vehicle Dealers / Real Estate Agent (First Time)	7Days	Excise & Taxation Officer	Director General ET&NC	Application on letter pad, copy of CNIC, receipt of paid prescribed fee
12	Renewal of License for regulation of Motor Vehicle Dealers / Real Estate Agents	02 Days	Excise & Taxation Officer	Director General ET&NC	Copy of license, receipt of paid prescribed fee

Population Welfare Department

S. No	Type of Service	Time Limit	Designated Officer	Appellate Authority	Prerequisite
1	Family Planning Services <u>(1. Counselling</u> <u>2. Family Planning Methods</u> <u>(Provision of Contraceptives)</u> <u>3. Follow-up)</u>	Instantly	Field Technical Officer /Family Welfare Counsellor /Family Welfare Worker	District Population Welfare Officer (DPWO)	CNIC/OPD Chit
2	LARC <u>(Long-Acting Reversible contraceptive (LARC) insertion and removal)</u>	Instantly	Woman Medical Officer	DPWO	CNIC/OPD Chit
3	Contraceptive Surgery (CS)	30 Days	Woman Medical Officer	DPWO	CNIC/OPD Chit

4	Provision of General Medicine instantly for Mother & Child. (General ailment. Mother and Child Care)	Instantly	WMO/ FTO/FWC /FWW	DPWO	CNIC/OPD Chit
---	--	-----------	-------------------------	------	---------------

Employees' Social Security Institution (Labour Department)

S. No	Type of Service	Time Limit	Designated Officer	Appellate Authority	Prerequisite
1	Ambulance	Instantly	Additional Director Medical and Medical Officer In-charge	Director Medical, ESSI	
2	Registration of Secured Workers	7 Days	Assistant Director, ESSI	Deputy Director, ESSI	
3	Registration of Establishments	15 Days	Assistant Director, ESSI	Commissioner, ESSI	
4	Issuance of Social Security Card	7 Days	Assistant Director, ESSI	Vice Commissioner, ESS	
5	Renewal of Social Security Card	7 Days	Assistant Director, ESSI	Vice Commissioner, ESS	

Benevolent Fund Cell (BFC) Administration Department

S. No	Type of Service	Time Limit	Designated Officer	Appellate Authority	Prerequisite
1	Retirement Grant	1 Month	Secretary BFC	Secretary Administration Department	1. Routing from Parent Department (Covering Letter) 2. Pay Roll & LPC 3. Retirement Order 4. Pension Payment Order (PPO) 5. BF Contribution Certificate 6. CNIC of Govt. Servant / CNIC of Grantee 7. A/C IBAN (24 Digit) / Crossed Cheque Leaf
2	Lump Sum Grant	1 Month	Secretary BFC	Secretary Administration Department	1. Routing from Parent Department (Covering Letter) 2. CNIC of Govt. Servant 3. CNIC of Widow / Grantee 4. Death Certificate 5. Pension Payment Order 6. List of Family Members 7. Pay Roll & LPC 8. Single Widow Certificate 9. No Marriage & Non-Separation Certificate 10. Death in Service Certificate 11. Undertaking 12. A/C IBAN (24 Digit) / Crossed Cheque Leaf
3	Merit Scholarship	1 Month	Secretary BFC	Secretary Administration Department	1. Routing from Parent Department (Covering Letter) 2. Pay Roll 3. DMC

					4. CNIC of Govt. Servant 5. Grade Conversion / Equivalency Certificate 6. A/C IBAN (24 Digit) / Crossed Cheque Leaf
4	Funeral Charges	1 Month	DC concerned	Secretary BFC	1. CNIC of Govt. Servant 2. CNIC of Grantee 3. CNIC of Deceased 4. B/F Contribution Certificate 5. Pay Roll 6. Death Certificate 7. A/C IBAN (24 Digit) / Crossed Cheque Leaf