

BULK / INDUSTRIAL / SOCIETIES / HIG RISE /COMMERCIAL WATER CONNECTIONS

ACTIVITIES & ACTION DETAILS

S.NO	ACTIVITY	ACTION BY	OFFICE INVOLVED	DOCUMENT	REMARKS	Time Allocaton
1	Purchase of form, on cost Rs.500/= OR Directly Download from WEB Portal from KW&SB Website	Applicant	A.O REVENUE, KW&SB	CNIC Of Applicant	In case Form downloaded , payment will be made through voucher in AO (REV) Office	Open
2	Adhesive Revenue Stamp of Rs.100/=	Applicant	City Court			Open
3	Fill Form As per Check List available on Website	Applicant		Check List	Can be downloaded from KW&SB website	Open
4	Undertaking on Stamp Paper of Rs.100/= as per sample available on web site	Applicant	Stamp vendor & Oath Commissionar	Undertaking	Sample Undertaking on Web Site	Open
5	Application Address to DMD (T.S) for Water Connection on Officail Letter Head if available	Applicant				Open
6	Submission of Complete Form with all requirement as per check list to DMD (T.S)	Applicant	DMD (T.S)	Issue Diary# (as Controll Key for all tracking)	Front Desk Clerk will Issue acknowledgment and stamp the form with diarv# & Date	7 days (Max)
7	File forwarded from DMD(T.S) to SE & EE Concerned for Feasibility Report	DMD(T.S)	DMD(T.S), SE& EE	Feasibility Report	Performa attatched	
8	File after Feasibility, Return to DMD (T.S) through EE & SE Concerned	EE & SE Concerned	DMD (T.S)	Feasibility Report	On the Basis of Feasibility DMD(T.S) will accept or reject request & Intimate Applicant	
9	File fetched to MD if Fesibile for "SEEN"	DMD(T.S)	MD (KW&SB)			2 Days
10	MD (KW&SB) Return File to DMD(T.S)	MD (KW&SB)	DMD(T.S)			
11	DMD (T.S) forward File to DMD(RRG) For Advice & Challan	DMD(T.S)	DMD(RRG)			2 Days
12	DMD (RRG) mark file to Dir. BULK & Dy. Dir.(A&E) for issuance of Advice for Printing of Chalan with Unique Number	DMD(RRG)	Dir. Bulk & Dy.Dir (A&E)	will Issue Advice with Unique# for challan Printing & Send to Dir. IT, For Posting In IT	Retain Office copy	
13	Dir. IT, acknowledge & Post In IT Module	Dy. Dir (A&E)	Dir. IT		Dir. IT ensure Posting of advice	01 day
14	Dy. Dir (A&E) issue request for dues Position to concerned Dy. Dir. (Taxes)	Dy. Dir (A&E)	Dir. Taxes & Dy. Dir. Taxes	Request of NDC	Incase of No Response Two Reminders will be issued & after That it is assumed that noting Payable against applicant.	07 Days
15	Dy. Dir (A&E) issue Challans to Applicant payable in Prescribed Bank Br. With in Due Date	Dy. Dir (A&E)		05 Copies of Challan	4 Copies for Applicant, 1 O/C	02 Days
16	Applicant Deposit challan to Bank and Submitt Paid Copy to Dy. Dir (A&E)	Applicant	Dy. Dir (A&E)	Paid Challan		15 days

S.NO	ACTIVITY	ACTION BY	OFFICE INVOLVED	DOCUMENT	REMARKS	Time Allocaton
17	Dy. Dir (A&E) forward paid Challan to Dir. IT For Posting of Challan as per previous advice posted in IT	Dy. Dir (A&E)	Dir. IT	Paid Challan	will Verify Posting Of Unique Challan Number	02 Days
18	Dir. IT, Return File to A.O (REV), with posting Status	Dir. IT	A.O REVENUE	Status of Posting Of Challan as per advice		02 Days
19	A.O (REV), Verify Payemnts & return File to Dy. Dir (A&E)	A.O REVENUE	Dy. Dir (A&E)	Payment Verification of Challan		02 Days
20	Dy. Dir. (A&E), Forward fiel to RRG for Sig. On Part "B"	Dy. Dir (A&E), Dir. BULK, DMD(RRG)	DMD(T.S), MD(KW&SB), Chairman KW&SB	Signature on Part "B"	As per Competency	02 Days
21	DMD(T.S) Return file to RRG, Dir. Bulk & Dy. Dir (A&E) for Signature of Sanction Order 'Part "D"'	DMD(TS)	DMD(RRG), Dir. BULK, Dy. Dir.(A&E)	Signature on Part "D"	Despatch # of Dir. BULK & Date with Form#, Voucher# & Sanction Order#	02 Days
22	Dy. Dir. (A&E) will issue Sanction Order to Applicant, SE-MCC, Dir. Bulk & 2 Copies to CE-BT	Dy. Dir. (A&E)	Applicant, Dir. Bulk, SE-MCC, CE-BT	Sanction Order	Distribution fo Sanction Order	02 Days
23	CE-BT forward Sanction order to Concerned XEN through SE-Concerned for Execution in presence of SE-MCC & Dir. BULK or legal representative along with Applicant	CE-BT	CE-BT, SE-Concerned, XEN-Concerned, Dir. Bulk, SE-MCC & Applicant	Signature on Joint Execution Report (J.E.R)	Xen Concerned Distribute copies of J.E.R to all concerned for record	07 Days
24	SE-MCC, Issue Notice for Installation of Water Meter if Required and manage its final installion with intimation to Dir. BULK, Dir. Billing & CE-BT-SE& XEN	SE-MCC	SE-MCC. Dir. BUKK, Dir. Billing, CE-BT, SE-Concerned & XEN-Concerned	Meter Installation Certificate (MIC)	Distribution of MIC to all concerned	07 Days (Simaltenous)
25	SE-MCC & Dir, BULK issue advice to Dir, Billing for allocation of Consumer#	SE-MCC & Dir Bulk	Dir. Biling	Consumer# Allocation advice		02 Days
26	Director Billing Allocate Consumer# Advice and Circuate to SE-MCC & Dir. BULK	Dir. Biling	SE-MCC & Dir Bulk & Dy. Dir.(A&E)	Raise Bill & Meter Readings Staement	Dy. Dir(A&E) scan complete file with all relevnt documents and send it to Dir. (IT) for Soft Record	02 Days
27	Dy. Dir(A&E) scan complete file with all relevnt documents and send it to Dir. (IT) for Soft Record	Dy. Dir. (A&E)	Dir. IT	Dir IT Maintain Soft Record	Dy. Dir. (A&E), Close File and Hold In record	02 Days
<u>CASE CLOSED</u>						TOTAL Processing Time 61 Days