

RESIDENTIAL (DOMESTIC) HALF INCH DIAMETER WATER CONNECTIONS

ACTIVITIES & ACTION DETAILS

S.NO	ACTIVITY	ACTION BY	OFFICE INVOLVED	DOCUMENT	REMARKS	Time Allocaton
1	Purchase of form, on cost Rs.100/= 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	Fill Form As per Check List available on Website	Applicant		VALID CNIC, TITLE DOCUMENT, APPROVED BUILDING PLAN, LISCENCE PLUMBER PARTICULARS & CNIC	Can be downloaded from KW&SB website	Open
3	Undertaking on Stamp Paper of Rs.50/= as per sample available on web site	Applicant	Stamp vendor & Oath Commissionar	Undertaking	Sample Undertaking on Web Site	Open
4	Application Address to Dy. Director (T) of Concerned area for Water Connection on Officail Letter Head if available	Applicant				Open
5	Submission of Complete Form with all requirement as per listed documents to Dy. Director Taxex Concerned	Applicant	Dy. Director (T) Concerned Area	Issue Diary# (as Controll Key for all tracking)	Front Desk Clerk will Issue acknowledgment and stamp the form with diary# & Date	7 days (Max)
6	File forwarded from Xen-Concerned Area for Feasibility Report	Dy. Director (T) Concerned Area	Xen-Concerned Area	Feasibilty Report	Performa attached	
7	File after Feasibilty, Return to Dy. Director (T) Concerned	XEN Concerned	Dy. Dir (T)	Feasibilty Report	On the Basis of Feasibility XEN will accept or reject request & Intimate Applicant	
8	Dy. Director (T) Concerned Issue NDC after claerence of previous dues if any	Dy. Dir (T)		Dues Clearence	If any	01 Day
9	Dy. Dir (T) issue Challans to Applicant payable in Prescribed Bank Br. With in Due Date	Dy. Dir (T)		05 Copies of Challan	4 Copies for Applciant, 1 O/C	02 Days
10	Applicant Deposite challan to Bank and Submitt Paid Copy to Dy. Dir (T)	Applicant	Dy. Dir (T)	Paid Challan		07 days
11	DY. Dir (T) forward paid Challan to A.O (REV), to Verify Payemnts & return File to Dy. Dir (T)	A.O REVENUE	Dy. Dir (T)	Payment Verification of Challan		02 Days
12	Dy. Dir. (T) will issue Sanction Order to Applicant,XEN Concerned & Copies To Dir. Billing	Dy. Dir. (T)	Applicant, Dir. Billing, XEN-Concerned	Sanction Order	Distribution fo Sanction Order	02 Days
13	Concerned XEN through Dy. DIR.(T)-Concerned Execute Water Connction in presence Applicant	XEN-Concerned	XEN-Concerned, Dy.Dir. (T) & Applicant	Signature on Joint Execution Report (J.E.R)	Xen Concerned Distribute copies of J.E.R to all concerned for record	07 Days
14	Dy. Dir. (T) issue Initial DATA Pickup Form to Dir, Billing for allocation of Consumer#	Dy. Dir (T)	Dir. Biling	Consumer# Allocation advice		02 Days
15	Director Billing Allocate Consumer# Advice and Circuate to XEN-Concerned & D.Dir. (T)	Dir. Biling	Dy. Dir.(T)	Raise Bill agaist Residential Property	Dy. Dir(T) scan complete file with all relevnt documents and send it to Dir. (IT) for Soft Record	02 Days
16	Dy. Dir(A&E) scan complete file with all relevnt documents and send it to Dir. (IT) for Soft Record	Dy. Dir. (T)	Dir. IT	Dir IT Maintain Soft Record	Dy. Dir. (T), Close File and Hold In record	02 Days
<u>CASE CLOSED</u>						TOTAL Processing Time 34 Days