

LIST OF CORE SERVICES FUNCTIONS

S #	Services/Application Type	Required Documents	Estimated Time (days)
1	Advertisement	Application & CNIC (Owner) Copy	15
2	Application (Graveyard)	Attested CNIC Copy and Application	1
3	Application for Banners on contract basis	Attested CNIC Copy and Application	Board Meeting 01 month
4	Application for Boundary Wall Permission	Attested CNIC Copy and Application, Form AB, Faard (if plot)	Board Meeting 01 month
5	Application for Car Parking		Board Meeting 01 month
6	Application for Demolish Permission		Board Meeting 01 month
7	Application for Development Works	Application & Attested CNIC Copy	Board Meeting 01 month
8	Application for GLR approval	Application, Attested CNIC owner, attested copy of Registry	Board Meeting 01 month
9	Application for Grave yard Issue	Attested CNIC Copy and Application	1
10	Application for Installation of BTS Tower	Application, Attested copy CNIC, approved site plan, affidavit, Contract copy	Board Meeting 01 month
11	Application for Job	Attested Copies of CNIC & Academic documents with Resume	3
12	Application for Pamphlets	Attested CNIC Copy and Application	2
13	Application for Panaflex	Attested CNIC Copy and Application	3
14	Application for Renewal as Civil Contractor		Board Meeting 01 month
15	Application for renewal as General Items Suppliers	Attested Copies of CNIC ,police Verification, Driving License, Old Cantt pass, Vehicle Doucments alongwith application	2
16	Application for Rent Cases	Application from owner of House & copy of Tenancy Agreement & Tenant CNIC copy	Depend on Court Decision
17	Application of Change Certificate from Manual to Computerized (B&D)		3
18	Application Verification of Tax Charges	CNIC copy, Bank Challan alongwith application	2
	Approval of Building Plan (Residential)	Building Approval plan application form,Applications forms A&B, copy of mutation/allotment letter. Attested CNIC, Site plans (Ammonia Prints) issued by valid authorities	
19	Approval of Building Plan (Commercial)	Building Approval plan application form,Applications forms A&B, copy of mutation/allotment letter. Attested CNIC, Site plans (Ammonia Prints) issued by valid authorities , affidavit, Drawing of Eletic,swerage & water supply connections	Board Meeting 01 month
20	Approval of Private Housing Scheme	Application, Attested CNIC copy of applicant, approved site plan, NOC from valid authorities, Attested copy of Registry	Board Meeting 01 month
21	Approval of Regularization Building Plan		Board Meeting 01 month

S #	Services/Application Type	Required Documents	Estimated Time (days)
22	Assessment Clearance Certificate	Attested CNIC Copy & Application, paid Bank Challan	7
23	Bids	Draft , form, CNIC copies,	Board Meeting 01 month
24	Bids Cancellation		Board Meeting 01 month
25	Birth Certificate	Attested CNIC Parents, Applicant.Affidavit, Hospital Birth slip,	3
27	Building Plan Objection		3
29	Change in Title of Ownership of Private Properties	Registry, CNIC copy and Application	Board Meeting 01 month
31	Copy of Documents	Attested CNIC Copy and Application	2
32	Correction of House Tax	Attested CNIC Copy and Application, paid Bank Challan	2
33	Correction of Name (Revenue)	CNIC Copy and Application, Stamp Paper	2
34	Correction of Water Charges	Attested CNIC Copy and Application, paid Bank Challan	1
35	Cutting of Tree		2
36	Death Certificate	Attested CNIC copies of Deceased, Blood relation, Two reference.Hospital Death certificate, Residential certificate, Stamp paper,	3
37	Death Entry		1
38	Disconnection of Water Connection	CNIC Copy and Application	1
39	Display of Board	CNIC Copy and Application	2
40	Divorce Certificate	Application in name of Chairman Arbitration Council, Attested copy of Talaq Deed or Khula decree, Attested CNIC copy of Applicant & Divorcee, Attested Nikkah Nama copy	3
41	Draining of Repair		2
42	Enforcement		
43	Enforcement Fine		
44	Extension in Period of Building Plan		Board Meeting 01 month
45	Garbage Cleaning	CNIC Copy and Application	1
46	General Application	CNIC Copy and Application	1
47	Hoarding	CNIC Copy and Application	2
48	House Tax Exemption	CNIC copy,Application, Pension Book copy	Board Meeting 01 month
49	Issuance of GLR Extract	CINC copy with application, Registry	1
50	Issuance of Layout Plan Copy		2
52	Marriage Certificate	Attested CNIC copies of Groom & Bride, Groom Father & Mother, Bride Father & Mother, Marriage Form, Nikkah Nama,	3
53	Misc Land Application		3
54	Misc Revenue Application	CNIC Copy and Application	3
55	Miscellaneous Application	CNIC Copy and Application	2

S #	Services/Application Type	Required Documents	Estimated Time (days)
56	Mutation of Leased Property (CCB Land)	Death certificate, stamp paper, Deed, Attested Site plan, CNIC Attested copy, Tax Slip, Family picture, GLR copy, Court decision in respect of Legal heirs	Board Meeting 01 month
57	Mutation of Leased Property (MEO Land)	Death certificate, stamp paper, Deed, Attested Site plan, CNIC Attested copy, Tax Slip, Family picture, GLR copy, Court decision in respect of Legal heirs, NOC & Mutation letter from MEO	Board Meeting 01 month
58	Mutation of Property	Death certificate, stamp paper, Deed, Attested Site plan, CNIC Attested copy, Tax Slip, Family picture, GLR copy, Court decision in respect of Legal heirs	Board Meeting 01 month
59	Mutation of Property (Inheritance)	Death certificate, stamp paper, Deed, Attested Site plan, CNIC Attested copy, Tax Slip, Family picture, GLR copy, Court decision in respect of Legal heirs	Board Meeting 01 month
60	Mutation of Property(Leased Land)	Death certificate, stamp paper, Deed, Attested Site plan, CNIC Attested copy, Tax Slip, Family picture, GLR copy, Court decision in respect of Legal heirs	Board Meeting 01 month
61	Mutation of Property(Sale Deed)		Board Meeting 01 month
62	N.O.C For Cantt Entry Pass	Attested CNIC copy, Police Verification, Application, Driving License, Vehicle Documents	3
63	New Assessment	Application, CNIC copy , GLR copy, approved building plan, attested copy of Registry,	Board Meeting 01 month
65	No Demand Certificate	CNIC Copy & Paid Bank Challan, application, Approved map	2
66	No Objection Certificate	CNIC Copy & Paid Bank Challan, application	2
67	NOC for Electric Connection	Application with CNIC copy	1
68	Objection of Assessment	Application, CNIC attested copy, GLR copy , copy of Building plan, paid bank challan,	Board Meeting 01 month
69	Open Plot Certificate		3
70	Permission for Publicity	Application with CNIC copy	3
71	Permission for Stall/Food Point	Application with CNIC copy	3
72	Process of Sub Division of Property		Board Meeting 01 month
73	Professional License	CNIC Copy & Paid Bank Challan, application	3
74	Professional Tax	Application with CNIC copy	2
75	Property Tax Exemption (5 Marla)		5
76	Property Tax Exemption (Vacant Property)		5
77	Property Tax Exemption 100pc (for Widow of Govt Retired person)		Board Meeting 01 month

S #	Services/Application Type	Required Documents	Estimated Time (days)
78	Property Tax Exemption 100pc (Retired Govt Servants)		Board Meeting 01 month
79	Property Tax Exemption 60pc (Serving Govt Servants)		Board Meeting 01 month
80	Proposed / Revised Building Plan (Commercial)		Board Meeting 01 month
81	Proposed / Revised Building Plan(Residential)		Board Meeting 01 month
82	Proposed Building Plan (Land)		Board Meeting 01 month
83	Re connection of Water Connection	Application with CNIC copy	2
84	Re-Assessment of Property		1 year
85	Reclassification of Portion of Land		Depends on DGML&C
86	Remission of House Tax U/S 76 of Cantt Act 1924		Board Meeting 01 month
87	Renewal of Lease		Board Meeting 01 month
88	Renewal of Map		Board Meeting 01 month
90	Rent Cases		Depend CEO
91	Rent Controller		Depend CEO
92	Repair & Maintenance		3
93	Repair Permissions		3
94	Repair Renovation Permission		3
95	Replacement of Water Connection		2
96	Request for Tender Documents		Board Meeting 01 month
97	Residential Certificate		2
98	Revise Plan		Board Meeting 01 month
99	Revised Building Plan (Residential)		Board Meeting 01 month
100	Sewerage Connection		3
101	Sewerage Issues		2
102	Shop Sign board	Application with CNIC copy	2
103	Show Case Notice Reply		2
104	Site / Building Plan Copy		2
105	Street Light are not working properly		2
106	TIP Objection		3 ?
107	TIP TAX	Attested CNIC Seller & Purchaser ,CNIC Copy & Paid Bank Challan, application, New & previous sale deeds,copy of approved building plan, picture of plot, Site plan, [GLR, NOC & mutation letter (in case of MEO Lease Land)]	3
108	Trade and Professional License		3
109	Transfer of Lease by Oral Gift		Board Meeting 01 month
110	Transfer of Property by Gift		Board Meeting 01 month

S #	Services/Application Type	Required Documents	Estimated Time (days)
111	Transfer of Property by Inheritance		Board Meeting 01 month
112	Transfer of Tenancy Rights (Commercial/Residential)		Board Meeting 01 month
114	Water Bouzer Request	Application with CNIC copy	2
115	Water Connection	Application with CNIC copy	3
116	Water Supply Issue	Application with CNIC copy	3
117	Widow Certificate		3