

Government Procedure – Ease of Doing Business

S. No.	Business / Activity	Action By	Time Frame
01	<p>Issuance of NOC's regarding shootings at Mazar-e-Quaid, Karachi.</p> <p><u>Procedure</u></p> <ol style="list-style-type: none"> 1. Applicant submits an application to the Resident Engineer QMMB regarding shooting at Mazar 2. A form is issued to applicant on the same day of receipt of application (Annexure – "A"). The applicant has to submit script of the program, number and name of the artist / technicians / support staff, number of vehicles, a presentation to RE QMMB regarding planned shooting. 3. On the receipt of duly filled form and other required documents, Resident Engineer / Secretary QMMB issues the subject NOC within 03 days of receipt of duly filled form. 4. In case of rejection the same is also communicated to the applicant within 03 days. 5. In case of application of certain sensitive nature the case is forwarded to Ministry for the decision. 6. The decision of the Ministry will be communicated to the applicant. 	<p>RE QMMB directs A.O to issue the application form.</p> <p>Superintendent to issue the application form to the applicant.</p> <p>Superintendent QMMB to put up the case to RE QMMB through A.O. for review.</p> <p>RE to finalize the case</p> <p>A.O. to put up Draft NOC for approval of RE QMMB and its issuance to applicant.</p> <p>Superintendent QMMB to issue the signed NOC to the applicant</p> <p>Same as above.</p> <p>In case, the application has to be forwarded to Ministry then A.O QMMB will forward it.</p> <p>A.O. to communicated the decision to the applicant</p>	<p>Same Day</p> <p>Same Day</p> <p>Day One</p> <p>Day Two</p> <p>Day Three</p> <p>Day Three</p> <p>Same as above.</p> <p>Day Two</p> <p>Same day of receipt of decision from the Ministry</p>
02	<p>Issuance of NOC's regarding Political Rallies / Gatherings at Peripheral Area of Mazar-e-Quaid, Karachi.</p>		

	<p>Procedure</p> <ol style="list-style-type: none"> 1. Organizers of the program submits an application to the Resident Engineer QMMB on their official letter head. 2. Organizers are directed to submit NOC's from Home Department Government of Sindh and various Law Enforcing Agencies to organize such program. 3. Resident Engineer forwards the application to the Ministry for the decision. 4. Ministry decides the case and communicate it to RE QMMB. 5. In case the Ministry gives permission to hold the political gathering an Undertaking is issued to the applicant. 6. Once Undertaking is submitted by the applicant NOC is issued accordingly. 7. In case the case is rejected by the Ministry the same is communicated to the applicant. 	<p>Superintendent to put up case to the RE through A.O. QMMB</p> <p>-</p> <p>RE directs Superintendent through A.O to put up forwarding letter for the Ministry.</p> <p>-</p> <p>A.O. to put up Undertaking to RE for issuance to applicant.</p> <p>A.O. to put up Draft NOC for approval of RE QMMB and its issuance to applicant.</p> <p>Superintendent QMMB to issue the signed NOC to the applicant</p> <p>A.O. to communicated the decision to the applicant</p>	<p>Day One</p> <p>-</p> <p>Day One</p> <p>-</p> <p>Next day as received from Ministry.</p> <p>Same Day</p> <p>Same Day</p> <p>Next day as received from Ministry.</p>
<p>03</p>	<p>Application for the Grant of Leaves to the employees of QMMB.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Employee to submit application to their SDO's through concerned supervisor. 2. Application forwarded to Establishment Branch. 3. Application to be put on file alongwith due noting and submit to A.O. 4. Case to be forwarded to RE QMMB. 5. Case to be finalized by RE. 6. Issuance of Order. 	<p>Supervisor to forward the application to SDO</p> <p>SDO's to forward the application to A.O. QMMB.</p> <p>Superintendent and allied staff</p> <p>A.O. QMMB</p> <p>RE QMMB</p> <p>Superintendent to put up draft order to A.O.</p> <p>A O. to sign the order and</p>	<p>Day One</p> <p>Day One</p> <p>Day Two</p> <p>Day Two</p> <p>Day Three</p> <p>Day Three</p>

		accordingly to be issued by Superintendent and allied staff of Establishment Branch.	Day Four
04	<p>Application for the Grant of Loans to the employees of QMMB.</p> <p><u>Procedure:</u></p> <ol style="list-style-type: none"> 1. Employee to submit application to their SDO's through concerned supervisor. 2. Application forwarded to Establishment Branch. 3. Application to be put on file alongwith due noting and submit to A.O. 4. Case to be forwarded to RE QMMB. 5. Case to be referred to Accounts Branch. 6. To check the Accounts Balance of the employees. 7. Issuance of Sanction Order. 8. Preparation of Bill. 9. Issuance of Cheque. 	<p>Supervisor to forward the application to SDO</p> <p>SDO's to forward the application to A.O. QMMB.</p> <p>Superintendent and allied staff</p> <p>A.O. QMMB</p> <p>RE QMMB / A.O.</p> <p>Assistant Accountant to check the accounts balance and put up to Accountant</p> <p>Accountant to return the file to A.O QMMB.</p> <p>A.O. to put up file to RE QMMB for orders.</p> <p>Superintendent to put up sanction order to RE QMMB through A.O.</p> <p>RE to sign the sanction order and dispatched accordingly to all concerned by allied staff of Establishment Branch.</p> <p>Assistant Accountant to make bill and submit it to Accountant for pass order.</p> <p>Accountant to put up bill to RE QMMB for signature.</p> <p>Accountant to forward the passed bill to Acting Honorary Treasurer QMMB Office.</p> <p>Senior Auditor / Typist (AHT) to make cheque for the bill.</p> <p>Cheque to be put up to AAO, ICO and AO (AHT) for their</p>	<p>Day One</p> <p>Day One</p> <p>Day Two</p> <p>Day Two</p> <p>Day Two</p> <p>Day Five</p> <p>Day Five</p> <p>Day Six</p> <p>Day Seven</p> <p>Day Seven</p> <p>Day Nine</p> <p>Day Ten</p> <p>Day Ten</p> <p>Day Eleven</p> <p>Day Fourteen</p>

		verification.	
		Cheque to be put up to A.G. Sindh / AHT for Signature	Day Fifteen
		Signed cheque to be returned to QMMB through AO AHT.	Day Sixteen
		Cheque delivered to applicant.	Day Seventeen.