

## **Procedure of Computerization of Manual Applications**

- The applicant submits acknowledgement receipt in the regional Sales Office along with the copy of his CNIC.
- Representative of Sales Department arranges survey to confirm the status of distribution network in front of the applicant's premises and that no gas connection was earlier provided against the same application.
- After site survey, and requisite scrutiny, the case is forwarded to Head Office on the prescribed format for verification from register.
- Sales Department (HO) verifies the record of manual application from the master register and send confirmation report to concerned region.
- Regional Staff processes only those applications which are verified from HO. Moreover, entry of Manual application in computerized system (CC & B) is made after verification of CNIC from NADRA Verisys.