

**ARMS LICENSE BRANCH  
DEPUTY COMMISSIONER OFFICE  
MUZAFFARGARH**

# 1 HIERARCHY

- Deputy Commissioner, Muzaffargarh (Authority).
- A.C (HR & COORD) [over all Incharge].
- Officer In-charge Arms Branch.
- Branch Head Clerk, ALC, 01-Naib  
Qasids performing various functions.

# 2 JOB DESCRIPTION OF A.L.B

- I. Issuance of New Arms Licenses to Institutions/ Security Companies
- II. Revalidation/ Verification of Arms License through online portal by NADRA  
Matters related to Arms
- III. Dealers
- IV. Weapon entries of licenses issued by the Ministry of Interior
- v. Change of Weapon.
- vi. Enhancement of Bullets/ Rounds
- vii. Cancellation of Arms License
- viii. Transfer of Arms License on Inheritance based on Death of license holder/Medical Grounds
- IX.
  - Issuance of Duplicate Arms Licenses
- X.
  - Modifications in Arms Licenses
  - record for various reasons

# **3 PROCEDURES FOR EACH TASK / ASSIGNMENT**

I. Issuance of New Arms Licenses to Institutions  
/ Security Companies (U/s 11)

- Such Licenses are issued after the approval / sanction order of Home Department Punjab.

## II. Revalidation / Verification of Arms License through online portal by NADRA(U/s 09)

- NADRA as agent of Govt. of Punjab started collecting manual Licenses from public for issuance of smart Arms License Card in February 2015 upto 31 December 2020.
- After scrutiny of the applications submitted by NADARA, this office approves these applications after verification from manual record :

### III. Matters related to Arms Dealers (U/s 34 onwards)

- ❑ Correspondence regarding transfer of arm dealership licenses on inheritance basis etc.
- ❑ Correspondence regarding Enhancement of arms and ammunition quota
- ❑ Correspondence regarding Appointment of sale/purchase agent
- ❑ Correspondence regarding Shifting of business place
- ❑ NOC for transportation of ammunition / weapons are dealt by Govt. of the Punjab, Home Department after obtaining the report from quarter concerned according to the SOP/Rules.

## IV. Weapon entries of licenses issued by the Ministry of Interior

- Maintenance of weapon entry against the licenses issued by Federal Govt. to the residents of District Muzaffargarh.

# V Change of Weapon

(U/s 19):

- A licensee, on the basis of cogent reasons, may apply for change of bore/category of arms in writing to the Deputy Commissioner.
- The DC shall assess the application submitted for genuineness of need, and where satisfied, may approve the application and issue letter to NADRA for the purpose.

# VI Enhancement of Bullets / rounds (U/s 19)

- A licensee, on the basis of cogent reasons, may apply for enhancement of bullets / rounds against arms license in writing to the Deputy Commissioner.
- The DC shall assess the application submitted for genuineness of need, and where satisfied, may approve the application and issue letter to NADRA for the purpose.

# VII Cancellation Of Arms License (U/s 31)

- A valid arms' license may be cancelled based on one of the following :
  - Upon the request of the Applicant himself
  - Upon Police report / recommendation
  - Courts' order

## VIII Transfer of License (Death Case) (U/s 22, 23 & 24) :

- The licensee should apply for transfer of his Arms License in favor of his legal heirs.
- In case of ill health Application + Copy of Medical Certificate of Licensee + Copy of Arm's License + Fitness Certificate of transferee+ Domicile.
- In case of death Application + Copy of Death Certificate of Licensee + Copy of Arm's License + Fitness Certificate of transferee+ Domicile
- Report from Local Police & concerned Assistant Commissioner.

# IX Issuance of Duplicate Arm

## License (U/s 10) :

- If original license of the applicant is lost ; he can apply to get the duplicate one
- Application for issuance of Duplicate Smart Card / License:
  - Application + Affidavit + Copy of Original / Attested FIR+ ID card Copy

# X Modifications in arms' license record for various reasons (U/s 19) :

The arms licenses would be updated based on one of the following:

- Smart Card Duplicate
- Bore Change
- Enhancement of Rounds
- Name Corrections
- Weapon's No Corrections
- Typographic Mistakes on Smart Cards by NADRA+ Arms Branch.
- Gratis in case of Army personnel.
- New Weapon Entries on NADRA Demand Notices
- Entries on Security Demand Notices.

## 4 TIMELINES/ REDLINES FOR EACH TASK/ ASSIGNMENT:

-  Arms Licensing Branch fully adopted the relevant laws / rules each and every application is dealt rapidly to facilitate public, However, no timelines / redlines could be framed due to variety/load of cases and searching of record.

## 5 RELEVANT FORMS/ PERFORMAS:

-  Mostly the applications for modification etc are done upon the applications submitted by the arms license holders. No farm has been prescribed in Arms Rules 2017 for the purpose, However, some farms have been referred in the Punjab Arms Rules 2017.

# 6 RELEVANT LAWS AND RULES FOR EACH TASK:

- The Arms Licensing Branch is functioning in accordance with The Punjab Arms Rules 2017.
- The relevant Laws & Rules have been mentioned against each task mentioned above.