



HUMAN RESOURCES MANAGEMENT

KARACHI METROPOLITAN CORPORATION

KMC Building M.A Jinnah Road Karachi Off# 99216725

NO: KMC/HRM/R&C/2021/ 3477

Dated: 20/11/2021

SUBJECT: PREPARATION OF SENIORITY LIST FOR THE YEAR 2021-2022

As per the notification No: Sr. Dir (HRM)/KMC/2017/2277, Dated: 01-08-2017, issued by the Metropolitan Commissioner, KMC, it is once again to notify all the concerned Head of the Departments, KMC, to furnish a comprehensive Seniority list of all the cadre available within the departmental Officers/Officials (Technical, Non-Technical and Admin Cadre) from BPS-01 to BPS-20 of KMC Service employees.

It is therefore, all the concerned Head of the Departments are requested to maintain the Seniority List according to the prescribed Performa. Moreover, the employees working in other departments should also be included in the departments drawing the salary from.

The matter may be taken up on Top Priority and submit the final productive documents by or before 14th January 2022.

N.B. The prescribed Performa (filled) must be prepared in MS. Excel and no formula should be applied. And the Final List must be provided in "softcopy" as well.

SCHEDULE OF NOTIFICATION OF SENIORITY LISTS:

S.#	Activity	Timeline	Responsibility
01	Preparation of Tentative Seniority Lists	Tuesday 30 th Nov. till Monday 6 th Dec. 2021	Concerned Head of the Dept.
02	Display of Tent. Seniority Lists	Tuesday 7 th Dec. 2021.	Concerned Head of the Dept.
03	Requisition of objections and observations	Wednesday 8 th Dec. 2021 to Friday 7 th Jan. 2022	Every dept. to maintain a separate register for record of objection and decision taken.
04	Personal hearings and decision on filed objections	Monday 10 th Jan. 2022 to Wednesday 12 th Jan. 2022	Decisions may be notified.
05	i) Framing of Final Seniority Lists ii) Display and last minutes corrections (if needed)	Thursday 13 th Jan. 2022	Concerned Head of the Dept.
06	i) Notification of Final Seniority Lists ii) Submission of Final Seniority Lists with HRM Department	Friday 14 th Jan. 2022	Concerned Head of the Dept.
07	Compilation of Final Seniority List in HRM Department and display on website	Friday 21 st Jan 2022	HRM Department

Capt. (R) Akmal H. Sarb (PAS)
Senior Director
Human Resources Management, KMC

All Head of the Departments, KMC

All Sectional Heads of the Department, KMC

Copy for Information to the:

1. Administrator, KMC.

TENTATIVE SENIORITY LIST FOR THE YEAR 2021-2022

CADRE :

S. No.	Name	Employee No.	Date of birth	Designation	WPS	Department/ Section	Date of Entry in Service (Date of Joining)	Date of 1st Promotion	Date of 2nd Promotion	Date of 3rd Promotion	Date of Last Promotion	Academic Qualification	Tech/Other Qualification	Date of Retirement

Dy. Director

Director

Senior Director/DG/

- NOTE:
- 1 Every Sr. Director/HOD shall maintain main cadre at the top
 - 2 Please use separate sheet for each cadre