



KARACHI METROPOLITAN CORPORATION.
HUMAN RESOURCE MANAGEMENT DEPARTMENT
2nd Floor, Old KMC Building M.A Jinnah Road, Karachi.

No: Sr.Dir(HRM)/Dir-Ser/KMC/2021/3675

Dated: 17/12/2021

SUB:- SUBMISSION OF CERTIFIED COPIES OF PASSPORTS.

- Ref:-
1. Circular No. Sr.Dir(HRM)/Dir(S)/KMC/2021/3366 dated: 19-11-2021.
 2. Circular No. Sr.Dir(HRM)/Dir(S)/KMC/2021/3297 dated: 12-11-2021.
 3. Reminder No. Sr.Dir(HRM)/Dir(S)/KMC/2021/3569 dated: 09-12-2021.

It is informed that despite the above-mentioned circulars/reminder, it is regretted that some of the Sections / Departments have failed to provide the certified copies of Passports of Officials / Officers of their respective control. The competent authority has taken a serious note of this negligence in official matters.

Due to non-diligence in this regard, It has also been observed that KMC employees proceed for Ex-Pakistan Leave without NOC, which is a clear violation of the leave rules in addition to not maintaining a "Government Service/Officer/Official" entry in the passport.

Therefore, to confirm and find details of KMC employees, HRM Department may approach FL/Directorate of Passports to check the passport of every employee. If any discrepancy is found from the submitted or omitted information, action under E&D Rules will be initiated against the concerned official and Head of Department.

In view of the above, strict directives/instructions are hereby conveyed to all Heads of Department, KMC to inform all employees working in their administrative control to get their passport updated under the category of Government Service/Employee after obtaining approval from the authority and NOC from HRM Department till 31st December-2021. Furthermore, the remaining departments shall submit copies of passports with valid Government Service/Employee entry before 24th December, 21.

This may be assigned "Top Priority".

Senior Director
Human Resources Management
KMC

All Head of Departments, KMC.

Copy for information to the:-

1. Administrator, KMC.
2. Metropolitan Commissioner, KMC.
3. Director, Service, HRM, KMC.
4. Master File.