



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

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

3674

Dated:

17/12/2021

**SUBJECT:- SUPPLY OF LIST OF OFFICIALS / OFFICERS LONG ABSENT FROM DUTY.**

- Ref:- 1. Circular No. Sr.Dir(HRM)/Dir(S)/KMC/2021/3286 dated: 11-11-2021.  
2. Reminder No. Sr.Dir(HRM)/Dir(S)/KMC/2021/3578 dated: 10-12-2021.

It is informed that despite the above-mentioned letters/reminder, it is regretted that some Sections/Departments have failed to provide the list of Officials /Officers of their respective control who have been absent from duty for more than one month. Though, some departments have submitted a nil report as well.

Therefore, to confirm and find details of absentees as per Muster Roll/Attendance Register, it is updated that HRM Department is constituting a Committee, which shall visit every department/KMC office. If any discrepancy is found from the submitted or omitted position, action under E&D Rules will be initiated against the concerned Sectional/Head of Department.

In view of the above, all Heads of Department, KMC are hereby required to adhere to the directives already circulated vide letter under reference and furnish a list of absentees (More than one month) of their respective Section / Departments, within (07) three days as per the following format:-

S/ No.	Employee No.	Name of Employee	Designation	BPS	Absent Since	Legal Action Taken

Furthermore, all concerned Sectional/Departmental Heads shall ensure strict attendance, maintain muster rolls, and initiate legal action against absent staff at their workplaces.

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.