



KARACHI METROPOLITAN CORPORATION

HUMAN RESOURCE MANAGEMENT DEPARTMENT

KMC Old Building M.A Jinnah Road, Karachi. OFF # 021-99216725, 99216726

No: Sr. Dir (HRM)/Dir(R&C)/KMC/2021/ 3690

Dated: 20/10/20

REMINDER-II
MOST URGENT
TOP PRIORITY

SUB: SUBMISSION OF SCHEDULE OF ESTABLISHMENT AND DRAFTING OF RECRUITMENT RULES FOR THE LOCAL COUNCILS.

Ref: NO: Sr. Dir (HRM)/Dir (R&C) KMC/2021/3472 dated: 30-11-2021,
NO: Sr. Dir (HRM)/Dir (Rectr.) KMC/2021/3568, dated: 09-12-2021,

I am directed to convey that the Competent Authority has shown displeasure for non-compliance of given directives on above reference.


In this regard it is needed to mention here that the letter & reminder-I were already explained that the requisite data should be submitted in the prescribed performa. Furthermore, all the columns of the given performa must be defined and filled. However, it is being noticed that the description given on performa are not being followed in true spirit of referred letters.

Moreover, In addition to this office, it is suggested to depute an officer (Asst. Director/ Dy. Director) to take up the matter separately to smooth handling the matter and routine office work and provide the name to this office.

In the light of above, it is once again advised to follow the performa and descriptions to enable this office to compile the data for onward transmission to the Government of Sindh, accordingly.

This issue with the directive of the Sr. Director HRM, KMC.

N.B: Guidelines mentioned in performa required to be followed.


Director (Recruitment)
Human Resources Management,
KMC

All Head of Departments, KMC.

All Sectional Heads, KMC.

Copy for information to the :

1. **Administrator, KMC.**
2. **Metropolitan Commissioner, KMC.**
3. **Financial Advisor, KMC.**
4. **Master File.**