



KARACHI METROPOLITAN CORPORATION  
HUMAN RESOURCES MANAGEMENT DEPARTMENT

Old KMC Building M.A. Jinnah Road Karachi  
Telephone # 021-99216471

No. Sr. Dir. (HRM)/KMC/Di. (Estt.)/2021 3710

Dated: 22/12/2020

Subject: POLICY REGARDING SUBMISSION OF PERSONAL PAY CASES.

It has been observed with concern that the departments are submitting incomplete & belated cases of personal pay. Henceforth the departments are hereby advised to submit personal pay cases alongwith requisite documents, & observing following procedure:

1. Copy of schedule of latest revised pay scale of relevant year of personal pay duly highlighted maximum last stage of the employee of his basic pay scale.
2. Original pay slip for the month of November of relevant year.
3. Case must be submitted three months before reaching maximum stage of basic pay scale.
4. In-case of late submission after one year lapse, responsibility will have to be fixed against the concerned officer/ official, which will be made a part of the case. Head of the department will also enumerate reason of late submission.
5. All Personal Pay cases would be routed through Internal Audit, KMC before submitting to HRM department, KMC.
6. Entry of last increment in service book clearly showing terminal stage of pay in respective BPS.
7. Such cases be submitted alongwith original service book & personal file with appropriately flagged of above mentioned documents and making entries in service book.

The Internal Audit, KMC must check and scrutinize all above mentioned guideline before verification of entitlement of Personal Pay otherwise case will not be entertained in HRM department, KMC.

Instructions being issued with the approval of competent authority, KMC.

CAPT (R) ALTAF H. SARIO (PAS)  
SENIOR DIRECTOR  
Human Resources Management  
Karachi Metropolitan Corporation

All head of the department of KMC  
Director (Internal Audit), KMC

Copy for information:

1. Administrator, KMC
2. Metropolitan Commissioner, KMC
3. Master File