



KARACHI METROPOLITAN CORPORATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT, KMC
Old KMC Building, M.A Jinnah Road, Karachi. Ph # 021-99215125

No. Sr.Dir(HRM)/KMC/2022/02

Dated: 03/01/2022

SUBJECT: ALL HEAD OF DEPARTMENTS MEETING.

Due to busy schedule of the competent authority, meeting conveyed vide HRM letter No. Sr.Dir(HRM)/KMC/2021/3812, Dated: 31/12/2021 has been rescheduled on Wednesday dated: 05/01/2022 at 10:30 at same venue. Therefore, all Head of Departments, KMC are directed to ensure their presence along with detailed reports / responses against the HRM assignments in the meeting accordingly

~~Capt. (R) Ataf H. Sario (PAS)
Senior Director
Human Resources Management
KMC~~

All Head of Departments, KMC.

Copy for information to the:-

1. Metropolitan Commissioner, KMC.
2. All Director's of HRM, KMC *are advised to furnish the report in detail forwarded by the Head of Departments, KMC and further requirements/details are required respectively.*
3. Secretary to Administrator, KMC.
4. Master file.

Detail of Important Matters /Correspondences Pending due to Non Compliance of Report from KMC Departments

Sr.	HRM Sections	Detail of Assignments	Directives Reference	Letter/Circular Issued No. & Date	Reminder (if any)	Cur off Date for submission of Detail	Depart Response
1	Admin Section	Complete working position/ strength of all officers /officials in KMC/DMC/ District Council Karachi	SOV(LG)09-24/2018 Dt: 15-11-2021	2021/3322, Dated: 16-11-2021		16-11-2021	
2		Detail of vacant of BPS-17 & above required to be posted any suitable officer	KMC authority directives	2021/3261, Dated: 09-11-2021	3554 Dt: 08-12-2021	within 03 days	
3		Detail list of BS-17 & above employees	KMC authority directives	2021/2997, Dated: 14-09-2021		within 07 days	
1	Recruitment Section	Detail of promotion/ New Recruitment in KMC	No. Secy/ Admt/ KMC/166/21, dted: 03-11-2021	2021/3199, dated: 03-11-2021	2021/3352, dated: 18-11-2021	by 19-11-2021	
2		Prep. Seniority List 2021	Sr. Dir(HRM)/KMC/2017/2277, dated: 01-08-2017	2021/3471, dated: 30-11-2021	2021/3628, dated: 15-12-2021	14th Jan-2022	
3		Schedule of Establishment and drafting of recruitment Rules	letter No. SO(A)/ LG/02(01) 2021, dated: 25-06-2021	2021/3472, dated: 30-11-2021	2021/3568, dated: 09-12-2021 & 2021/ , dated: (draft)	2021/3469 dated: 30-11-2021 & 2021/3507 dated: 03-12-2021	within one week
1	Retirement Affairs	All retirement cases	Preparation of Documents with regard for retirement of employee or KMC	2021/1819 dated: 29-06-2021	2021/2715 dated: 21-09-2021, 2021/3469 dated: 30-11-2021 & 2021/3507 dated: 03-12-2021	17-12-2021	
2		Financial Assistance cases					
3		Group Insurance cases	Maintaining of leave account		2021/3301 dated: 12-11-2021		
4		Family Pension cases	Providing detail of cases of leave encashment		2021/3602 dated: 14-12-2021		
5		Death / Obituary cases					
6		Pension restoration cases					
7		Transfer of pension cases					
8		Refund of Provident Fund cases					
9		Leave encashment cases					
10		All matters of PGRC received from Governor House Sindh					
1	Establishment Section	Details of promotion	Authority, KMC	2021/3379, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
2		Details of promotion	Authority, KMC	2021/3377, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
3		Details of promotion	Authority, KMC	2021/3376, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
4		Details of promotion	Authority, KMC	2021/3383, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
5		Details of promotion	Authority, KMC	2021/3382, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
6		Details of promotion	Authority, KMC	2021/3381, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
7		Details of promotion	Authority, KMC	2021/3380, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
8		Details of promotion	Authority, KMC	2021/3386, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
9		Details of promotion	Authority, KMC	2021/3387, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
10		Details of promotion	Authority, KMC	2021/3385, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
11		Details of promotion	Authority, KMC	2021/3384, Dated: 22-11-2021	3612 dated 14.12.2021	03 days	
1	Services Section	List of Long Unauthorised Absent	Administrator, KMC	2021/3286, Dated: 11-11-2021	3578&3674 Dtd: 10&17-12-2021	23-12-2021	
2		Submission of certificate copies of Passport	Authority Directives	2021/3297, Dated: 12-11-2021	2021/3366 & 3569 & 3675, dtd: 19-11-2021, 09 & 17/12/2021	31-12-2021	
1	LASection	Detail of employee facing Govt. Agencies on various issues	Administrator, KMC	2021/3542, Dated: 07-12-2021		15-12-2021	