



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/ 46

Dated: 06/01/22

REMINDER-I

SUBJECT: PREPARATION OF ANNUAL CONFIDENTIAL REPORTS (ACR) / PERSONAL EVALUATION REPORT OF THE OFFICERS/OFFICIALS.

Reference: No: Sr. Dir(HRM)/ Dir(Rectt.)/KMC/2021/203, dated: 18-01-2021
No: Sr. Dir(HRM)/ Dir(Rectt.)/KMC/2021/499, dated: 10-02-2021
No: Sr. Dir(HRM)/ Dir(Rectt.)/KMC/2021/3370, dated: 22-11-2021

In continuation of the above references you are once again requested to complete the assignment of ACR. for the year 2020 under intimation to this office.

Furthermore, as the year 2021, has been ended and for completion of ACR's date was given already i.e. 14th January 2022.

In this perpetuation of the above it is needed to mentioned here that all the departments are responsible to exercise the ACR for each and every employee working in any cadre. Moreover, the record must be maintained by the Parent Department of the each employee i.g.

- a. ACR = for the employees from BPS-05 up to BPS-20.
- b. Conduct Report = for below BPS-05.
- c. All HODs should submit an acknowledgement report to make it certify that ACR/ Conduct Report of their employee who are working under their supervision for the respective year has been done completely.

Director (R&C) / 1
Human Resources Management,
KMC

All Head of Departments, KMC,

All Sectional Heads, KMC,

Copy for information to the:

1. Sr. Director (HRM) KMC.
2. Secretary to Administrator, KMC.
3. P.S. to Metropolitan Commissioner, KMC.
4. Master file.

02/2

ELECTION COMMISSION OF PAKISTAN
OFFICE OF THE REGIONAL ELECTOR COMMISSIONER - KARACHI DIVISION

NAME OF DEPARTMENT: _____

SL. No.	Name of Employee	Designation	BPS / Grade	Qualification	CNIC	Place of Posting	Residential Address	Contact No.		Date of Birth	Date of Retirement	Email ID
								Office	Cell No.			
1	2	3	4	5	6	7	8	9	10	11	12	13

Date: _____

Note: While sending the detailed information of all the officers / Officials. It must be ensured that complete information may be sent and no official left behind.

Seal & Signature of Head of Department

Name of Focal Person with Contact No. _____