



KARACHI METROPOLITAN CORPORATION  
HUMAN RESOURCES MANAGEMENT DEPARTMENT

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

No. Sr. Dir.(HRM)/KMC/Dir.(Estt.)/2022/ 342

Dated: 04/02/2022

Subject:- SUBMISSION OF PROMOTION CASES AS PER GIVEN SCHEDULE

The Human Resources department has issued tentative schedule of the meeting of departmental promotion committee for the year 2022 (copy enclosed).

Pursuant to the issued schedule, the department concerned are required to submit fit cases for promotion of employees with complete record & personal file alongwith relevant synopsis on regular basis to enable this office to proceed further towards placing before DPC for finalization of required process as per promotion policy conveyed vide circular No. Sr.Dir(HRM)/KMC/2021/3336, dated 17-11-2021.

All departments head are advised to expedite submission of the cases for consideration of promotion of deserving officers/ officials as per schedule in due course of time

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

All head of the department of KMC

Copy for information & further necessary action to the:

- Administrator, KMC
- Metropolitan Commissioner KMC.
- Master File.



**KARACHI METROPOLITAN CORPORATION**  
**HUMAN RESOURCE MANAGEMENT DEPARTMENT**

**TIMELINE FOR THE ACTIVITIES OF THE  
DEPARTMENTAL PROMOTION COMMITTEES**

S.NO.	ACTIVITY	TIME LINE	RESPONSIBILITY
1	Submission of Proposals for the promotion.	One month before the scheduled date of DPC meeting.	All Departments, KMC
2	Verification and preparation of working papers for DPC	Three weeks before the scheduled date of DPC meeting.	HRM Department, KMC
3	Submission of missing / Left Over documents (If any, received by the HRM Dept.)	Two weeks before the scheduled date of DPC meeting.	All Departments, KMC
4	Approval from Competent Authority for working paper and DPC	One week before the scheduled date of DPC meeting.	HRM Department, KMC
5	Meeting of DPC and Decisions.	Scheduled Date of DPC.	DPCs.
6	Issuance of Minutes of DPC meeting.	Within one week of DPC meeting.	DPC / Secretary DPC
7	Approval of DPC Minutes and recommendations from the Competent Authority	After issuance of Minutes of DPC meeting.	HRM Department, KMC
8	Issuance of Orders / decision.		HRM Department, KMC



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**TENTATIVE SCHEDULE FOR MEETINGS OF  
DEPARTMENTAL PROMOTION COMMITTEES  
FOR THE YEAR 2022**

S.NO.	CATEGORY	1ST MEETING	2ND MEETING	3RD MEETING
1	D.P.C-I (FOR BS-17 & ABOVE POSITIONS)	Date: 02-02-2022 Day: Wednesday Time: 03:00 pm Venue: M.C. Secretariat.	Date: 07-06-2022 Day: Tuesday Time: 03:00 pm Venue: M.C. Secretariat.	Date: 04-10-2022 Day: Thursday Time: 03:00 pm Venue: M.C. Secretariat.
2	D.P.C-II (FOR BS-11 TO BS-16 POSITIONS)	Date: 08-02-2022 Day: Tuesday Time: 03:00 pm Venue: HRM Dept. KMC	Date: 16-06-2022 Day: Thursday Time: 03:00 pm Venue: HRM Dept. KMC.	Date: 18-10-2022 Day: Thursday Time: 03:00 pm Venue: HRM Dept. KMC.
3	D.P.C-III (FOR BS-02 TO BS-10 POSITIONS)	Date: 24-02-2022 Day: Thursday Time: 03:00 pm Venue: Office of Dir. Admin. F&A, KMC.	Date: 22-06-2022 Day: Wednesday Time: 03:00 pm Venue: Office of Dir. Admin. F&A, KMC.	Date: 28-10-2022 Day: Friday Time: 03:00 pm Venue: Office of Dir. Admin. F&A, KMC.

**NOTE:**

- i. The cases complete with all aspects and received to HRM Department, KMC before one month of upcoming meeting of concerned DPC shall be placed before respective DPC.
- ii. Date, Time & Venue of the meeting may change subject to directives of Competent Authority / Chairman Committee.
- iii. In case of any public holiday on proposed date, meeting shall convene on next immediate working day or otherwise rescheduled by the Competent Authority.