



KARACHI METROPOLITAN CORPORATION
HUMAN RESOURCES MANAGEMENT DEPARTMENT
2nd Floor Old KMC Building M.A Jinnah Road, Karachi Tel. No. 021-99216725.

No: Sr.Dir(HRM)/Dir-L.A/KMC/2022/ 426

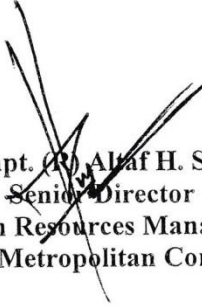
Dated: 09/02/22

SUB: PROVIDING OF ATTESTED COPIES OF MASTER ROLL AND ATTENDANCE CERTIFICATE OF OFFICERS/OFFICIALS ACQUITTED BY THE COURT OF LAW.

With reference to the subject & Circular issued vide No. Sr. Dir(HRM)/KMC/2021/3465, dated: 30-11-2021 by the HRM Department, KMC. It has been noticed that the joining cases of officers/ officials are being forwarded to the HRM Department, KMC with out attested copies of the Muster rolls and Attendance Certificates issued by the departments of KMC.

Therefore, all Head of the Departments are required to attach attested copy of Attendance Register/ Muster Roll clearly showing attendance status along with attendance certificate if the drawing disbursing department is different to HRM Department to finalize the cases of joining by the HRM Department, KMC.

In absence of above directives the cases of joining will not be entertained.


Capt. (R) Akaf H. Sario
Senior Director
Human Resources Management
Karachi Metropolitan Corporation

All Head of Department, KMC

Copy for information to the:-

1. Administrator, KMC.
2. Metropolitan Commissioner, KMC.
3. Director (L.A) HRM, KMC.
4. Master File/office copy.