



KARACHI METROPOLITAN CORPORATION

Human Resources Management Department

Old KMC Building, main M.A Jinnah Road Karachi.

Off #99215125

No: Sr. Dir (HRM)/Dir(R.A)/KMC/2022/ 568

Dated: 24/02/2022

SUBJECT: PROCESSING THE CASES OF DECEASED EMPLOYEES.

Several applications as well as personal appearance of the legal heirs of deceased employees of KMC are made before higher authorities especially Administrator KMC for delayed disposal and payment of dues with regard to Family Pension, Refund of Provident Fund, Financial Assistance, Group Insurance etc.

The Administrator KMC has taken serious notice of this inordinate delay in the above mentioned cases. It has observed that all departments of KMC are not prioritizing the cases / claims of the legal heirs of the deceased employees submitted for necessary payment. It is highly undesirable that the legal heirs after losing their bread earner have to knock every concerned department for processing of their claims, which otherwise should be responsibility of respective Head of the Departments.

In order to redress the grievances of the legal heirs of deceased employees on priority, it has been directed by the competent authority that all Head of the Departments of KMC will personally ensure process of the cases of deceased employees on high priority basis and finalize all such cases within one month after the death of employees.

Director Welfare, Finance & Accounts Department KMC and Director Retirement Affairs, HRM KMC are assigned to ensure disposal up-to payment for all such pending cases within a month as per law / rules.

Forwarded to strict compliance.

Senior Director
Human Resources Management
KMC

All Head of Departments KMC.

Copy for information to

1. The Administrator KMC.
2. The Metropolitan Commissioner KMC.
3. The Financial Advisor KMC.
4. The Director Welfare, F&A KMC.
5. The Director Internal Audit KMC.
6. Master File.

	A	B	C	D	E	F	G	H	I	J	K
1	DETAIL OF STAFF APPOINTED ON DECEASED / DISABLED / CONTRACT / REGULARIZED / REGULAR BASIS										
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SIGNATURE OF CONCERNED HEAD OF DEPARTMENT