



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

No. Sr.Dir(HRM)/Dir-Ser/KMC/2022/ 749

Dated: 03/03/2022

**CIRCULAR**

The Competent Authority, KMC, has shown severe displeasure over the delayed processes and disposal of welfare cases related of KMC Employees. Specially, some departments have been found negligent and unconcerned to the cases of deceased employees; resultantly, legal heirs of employees endure avoidable ordeal in getting benefits prescribed by the Government.

Henceforth, all the HODs shall be personally responsible for the expedited disposal of employees' welfare-related pending/impending cases under relevant laws after adhering to codal formalities. It is further directed that all offices/sections to process pending/inward cases promptly, preferably within three days. In this regard, all HODs shall ensure the maintenance of proper inward/outward records/registers in every office/section.

Therefore, all Department Heads are strictly advised to ensure compliance with the above directives in true letter & spirit.

Senior Director  
Human Resources Management  
KMC

**All Head of Departments, KMC.**

**Copy for information to the:-**

1. Administrator, KMC.
2. Metropolitan Commissioner, KMC.
3. Director, Admin, HRM, KMC.
4. Office Copy.