



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/ 2209

Dated: 16/08/22

Subject:- **MANDATORY PROFESSIONAL DEVELOPMENT TRAINING FOR PROMOTION TO HIGHER SCALES.**

The Administrator, KMC by existing power conferred under Notification No. SLGD/SLGB/SECY/2021/196, dated 05.08.2021 has passed a Council Resolution No. 71, dated 12.05.2022, regarding mandatory training for the Officers / Officials from (BPS-15) to (BPS-19) for promotion in next higher grade.

The detail of training is enclosed herewith, which will be applicable to those cases, initiated on or after 1st January 2023 only. All training will be scheduled by the CIIM department, KMC

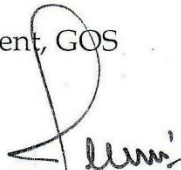
Therefore all the Head of Department are requested to ensure further dissemination of the above decision, amongst all the Officers/Officials, working under their supervision/control, for strict compliance.

SENIOR DIRECTOR
Human Resources Management
Karachi Metropolitan Corporation

- All head of the department
Karachi Metropolitan Commissioner

Copy for information:

- Administrator, KMC
- Municipal Commissioner, KMC
- Sr. Director (HRM), KMC
- Director (R&C), HRM, KMC
- Section Officer-V Local Government Department, GOS
- ADLFA, KMC
- Master File.


DIRECTOR (ESTABLISHMENT)
Human Resources Management
Karachi Metropolitan Corporation

Proposed Mandatory Professional Development Training for Promotion to Higher Scales

Ser. No	Basic Scale	Next Scale for Promotion	Class of Employees	Proposed Training	Minimum Duration	Alternate Trainings	Exemptions
1	2	3	4	5	6	7	8
A.	19	20	Council Employees promoted in BS-19 in all cadres (except engg/tech).	SMC	As per NIPA/ TMR Wing	N/A	N/A
B.	18	19	Council Employees promoted in BS-18 in all cadres (except engg/tech).	MCMC	As per NIPA/TMR Wing	Diploma/Degree in Continuous Professional Development, Office Management, Public Administration, HRM, Public Financial Management, Leadership etc from any Government Institute, HEC recognized Universities or SBTE/STEVTA registered training institutes.	N/A
C.	17	18	Council Employees initially recruited in BS-17, or Promoted in BS-17 in all cadres (except engg/tech).	Professional Development Course-II	6 Weeks	Certificate/Diploma/Degree (Online is also valid) in Continuous Professional Development, Office Management, Public Administration, HRM, Public Financial Management etc from any Government Institute, HEC recognized Universities or SBTE/STEVTA registered training institutes.	M Phil /PhD Holders

14, 15 & 16	17	Council-recruited Employees initially recruited in BS-16 etc. Promoted in BS-16 as Assistant Director, Admin Officer etc	Professional Development Course-I	6 Weeks	Certificate/Diploma/Degree (Online is also valid) in Continuous Professional Development, Office Management, Public Administration, HRM, Public Financial Management etc from any Government Institute, HEC recognized Universities or SBTE/STEVTA registered training institutes.	Masters/ MBA or higher degree holders	Phil / PhD
E. 14, 15 & 16	16 & 17	Clerical Officials (Min. one training)	Office Management Course (OMC)	4 Weeks	Certificate or Diploma in Office Management, Public Administration, Secretarial Instructions, I.T/MS Office etc from any Government Institute, HEC recognized Universities or SBTE/STEVTA registered training institutes.	Masters/ MBA or higher degree holders	Phil / PhD

Abbreviations:-

- SMC = Senior Management Course
NIM = National Institute of Management
MCMC = Mid-Career Management Course
TMR = Training Management and Research Wing, Government of Sindh
HEC = Higher Education Commission
SBTE = Sindh Board of Technical Education
STEVTA = Sindh Technical Education and Vocational Training Authority
I.T = Information Technology