

[CTC - HRO - CBV - Contracting - 7.8.2-g-015 - IF/MA/IA]
[Contract Closure Letter - KPK - December-2020]

Ref: CCL-KPK-091/December/R

Dec 23rd, 2020

Mr.Saif Ul Jihad,
CNIC # 1520274956453,
AS-HAYAT ABAD 1,
PESHAWAR - KPK.

Subject: Conclusion of Contract on account of Data Fudging

Dear Saif Ul Jihad,

This is with reference to the response received against the show cause letter issued to you dated Dec 7th, 2020 regarding your professional negligence in your capacity as AS at HAYAT ABAD 1 - CITY - PESHAWAR.

It is to inform you that your response against the show cause issued is assessed and found to be unsatisfactory. You are reported during Data validation activity, assigned by District team, that you were asked to validate your staff data and submit to your supervisor. It was found that the data was not matched with the initial data received from your side. It was also observed that you have not validated your staff data and misled your supervisor. You have been previously provided supportive supervision to enhance your overall performance but no major improvement has been observed so far. You have submitted fake data of the said children which is a violation of the SOPs and falls under the red line area which makes you liable for strict disciplinary action as data fudging is against the program SOPs.

Your acts are tantamount to "Gross mis-conduct" and shows your wrongdoing and willingness to compromise the esteem standards of this organization.

Therefore, it has been decided to conclude your employment contract with immediate effect; hence making Dec 23rd, 2020 your last day of employment with CTC.

Please note that you will be paid remuneration against your services for number of days you have worked in the month of December-2020.

You are directed to return Company's properties that you still have in your possession to your supervisor.

Regards,



Saira Nisar
Regional Manager

CC;Personal File.

