

Counseling Form

TRAINING
CONSULTING

Counseling Date: 23.1.2024

Name of Employee: <u>Aliya</u>	Job Title: <u>C HW</u>
Supervisor Name: <u>Jafar</u>	Supervisor Title: <u>AS</u>
Job Location: <u>Samili</u>	Incident Date/Performance Period: <u>23.1.24</u>

This counseling session is being held because of the following:

- Attendance/Absenteeism Insubordination Poor Performance
 Non Serious and Casual Attitude Tardiness and Late Comer Weak Supervision Skills
 Violation of leave policy Unprofessional Attitude Neglect of Duty
 Other (Specify) سولہ

Nature of Incident: Counseling session

Corrective Action: صمیمیت کے ساتھ فوٹوشی سے کام لیں اور ان کے لیے AS سے مشورہ لیں اور فوٹوشی سے کام شروع کریں اور آج ہی بتا دیں۔

Employee Comments: سنا لیا اور سہولیا۔

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.

Aliya

Signature of Employee / Date

Date 23-1-24

Original to: Employee

Copies to: Employee's Official Personnel File in Human Resources
Immediate Supervisor

Jafar

Signature of Supervisor /