

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 23: 1: 024

Name of Employee: <u>Bi Bi Basra</u>	Job Title: <u>C.H.W</u>
Supervisor Name: <u>Shoab Khan</u>	Supervisor Title: <u>A-S</u>
Job Location: <u>سہلی</u>	Incident Date/Performance Period:

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) _____

Nature of Incident:

کو کونسلنگ سیشن کے سبب آئی ہے۔
آج کی میٹنگ میں یہ اجازت کہ سب کو بات کرنے کا موقع

Corrective Action:

آج کی میٹنگ میں جو اچھی بات کہی جس کے اس
دو کے کہ سہا کے مسئلے سے سب نے ایک دو کے سے سہا کی جانب
کی۔

Employee Comments:

ہمارا یہ مشورہ کہ ہم سب کو جو کچھ سہا
دے دیا ان سب کیلئے ہے۔

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.

Basra

Signature of Employee / Date

24/1/024

Date

Shoab Khan

Signature of Supervisor /

Original to: Employee

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