

Counseling Form

Counseling Date: 23-1-2024

Name of Employee: <u>Bibi Fahmeeda</u>	Job Title: <u>C.H.W</u>
Supervisor Name: <u>Jafar Khan</u>	Supervisor Title: <u>A.S</u>
Job Location: <u>Police</u>	Incident Date/Performance Period: <u>23-1-2024</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) _____

Nature of Incident: کوئٹہ میں بیٹنس کرنے کے لیے

Corrective Action: آج کے مشنک میں بیٹنس نہ کیا گیا۔ نظامت کے حوالے سے وہ سب نے اپنی دوسرے کے ساتھ لپل دیا۔

Employee Comments: بہادر مشورہ ہے۔ کہ ایسا دوسرے کے ساتھ کو درست نہ بنائے

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.

Fahmeeda
Signature of Employee / Date

23-1-24

Jafar Khan
Signature of Supervisor /

Date

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