

Counseling Form

TRAINING
CONSULTING

Counseling Date: 23-1-2024

Name of Employee: Farzana - فرزانہ	Job Title: C-H-W
Supervisor Name: Asmatullah عفت اللہ	Supervisor Title: A-S
Job Location: Samali	Incident Date/Performance Period: 23-1-24

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: counselling session^۴ Samali

Corrective Action: ایک دوسرے کی باتوں کو درست کرنا اچھا ہے۔

Employee Comments: صبراً مشورہ ہے کہ اس طرح کی کونسلنگ کی جانی چاہیے۔

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.

Farzana
Signature of Employee / Date 23-1-24
Date

[Signature]
Signature of Supervisor /

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