

Counseling Form

TRAINING
CONSULTING

Counseling Date: 23-1-2024

Name of Employee:	Jahan Zaib	Job Title:	C.H.W
Supervisor Name:	Tanzeer Ahmed	Supervisor Title:	AS
Job Location:	UC Samali	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: Counseling Session

Corrective Action: آپ لوگوں کے آنے سے ہمیں یہ فائنڈنگ کرنی پڑی کہ ایک دوسرے کے ساتھ کسے چلے اور اسی غلطیوں کیسے ختم کرنا اور اپنے اسے ایسے یو سی ڈی اور یو سی ڈی کے ساتھ کیسے چلے

Employee Comments: یہ ایک فائنڈنگ ہے جو ٹرنسنگ کو اور سہولت دینا ہمیں بہت کچھ سیکھنے کے قابل بنائے گا۔

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.

Jahan Zaib
Signature of Employee / Date

Date 23.1.2024

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

Tanzeer Ahmed
Signature of Supervisor /