

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 23-1-2024

| | |
|------------------------------------|-----------------------------------|
| Name of Employee: <u>M. Shoaib</u> | Job Title: <u>AS</u> |
| Supervisor Name: <u>Sana yllah</u> | Supervisor Title: <u>UCOO</u> |
| Job Location: <u>UC Samali</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: Counseling session.

Corrective Action: ایک دوپہر کے بارے میں غلط فہمیاں دور ہو گئیں۔

Employee Comments: _____

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.

M. Shoaib

Signature of Employee / Date

Date 23-1-2024

M. Sana

Signature of Supervisor /

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