

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 23rd Jan 2024

Name of Employee: <u>Nabeela Jamil</u>	Job Title: <u>Area Supervisor (AS)</u>
Supervisor Name: <u>Sanaullah</u>	Supervisor Title: <u>UCOO</u>
Job Location: <u>UC Samali (Quetta)</u>	Incident Date/Performance Period: <u>23rd Jan 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: Counseling session in UC Samali

Corrective Action:

سب کو بولنے کا موقع دیا گیا۔ مسائل کو حل کرنے کی بھرپور کوشش
کی گئی۔ بہت جلد حل بھی ہو گئے۔ غلط فیصلوں اور سوئیں۔

Employee Comments:

میرا مشورہ یہ ہے کہ اس کو کٹر حسی Counseling ہوتی رہنی 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.

Abbeel 23/01/2024
Signature of Employee / Date

سنا اللہ
Signature of Supervisor /

Date

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