

Counseling Form

Counseling Date: 23.1.2024

Name of Employee: Nadra Sajid	Job Title: Area Supervisor
Supervisor Name: Zana-ullah	Supervisor Title: ULOO
Job Location: UJ Samali	Incident Date/Performance Period: 23.1.2024

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 UL Samali

Corrective Action: Hume khushi hai k ctc staff ne
heimari problem khamton ki

Employee Comments: I am satisfied with UL staff

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.

[Signature]
Signature of Employee / Date

[Signature]
Signature of Supervisor /

Date

23/1/24

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