

## Counseling Form

Counseling Date: 23-1-24

Name of Employee: <u>Rasheeda Parveen</u>	Job Title: <u>C. H/W</u>
Supervisor Name: <u>Nadva</u>	Supervisor Title: <u>A.S</u>
Job Location: <u>سہلی</u>	Incident Date/Performance Period: <u>23/1/2024</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: کوئی مسئلہ نہیں

Corrective Action: \_\_\_\_\_

Employee Comments: آج اس بات کا بیان ہوا

وقت کی پابندی ضروری ہے اور بہتر ہے اچھا لگاؤ کافی باتیں  
سمجھتی رہی اور ہم رہیں ماکو بہتر سے بہتر کرنے لگی اور نیشنل

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.

Rasheeda Parveen

23-1-2024

Signature of Employee / Date

Date

Nadva

Signature of Supervisor /

Original to: Employee

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