

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 23/11/2024

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|-------------------------|--|
| Name of Employee: Rida | Job Title: C.H.W |
| Supervisor Name: Nabila | Supervisor Title: A.S |
| Job Location: حیدرآباد | Incident Date/Performance Period: 23/11/2024 |

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 Saqlan

Corrective Action: _____

نہیں چاہتے ہیں اپنے غمگوشی سے لڑنے چاہتے ہیں
بمیں نہیں اپنے الیریا AS ہیں جو نہیں رہیں اپنے غمگوشی سے لڑنے چاہتے ہیں

Employee Comments: _____

نہیں اپنی دوسرے کا احترام کرنا چاہتے ہیں

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.

Rida/23/11/2024

Signature of Employee / Date

Date

Signature of Supervisor

23/11

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