

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 23.1.2024

Name of Employee: <u>شاہ گل</u>	Job Title: <u>C.H.W</u>
Supervisor Name: <u>بصیر خان</u>	Supervisor Title: <u>AS</u>
Job Location: <u>سیلو</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) الٹی

Nature of Incident:

کونسلنگ سیشن

Corrective Action:

ایک دوسرے سے پیو کہ اپنے اپنے مسئلے شہیر گیا یہ اچھا ایسا
بھی ہے چاہیے کہ اور اچھا کر میں اور پور و گرام کو آگے لے جائے

Employee Comments:

درگزر سے کام لینگے تو مسئلے پیدا نہیں ہونگے

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.

شاہ گل
Signature of Employee / Date
Date 23-1-24

[Signature]
Signature of Supervisor /

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